

Default Reply Setting in Outlook Web App

These directions explain how to change the default Reply setting in Microsoft Outlook Web App.

Outlook Web App

1. Login to **Office365** and click on the **Outlook App**.
2. Within an email towards the top right, click on the **drop-down arrow** next to reply all.
3. Select **Change default**.
4. Select **Reply**.
5. Email defaults are now changed.

