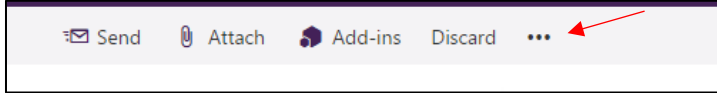
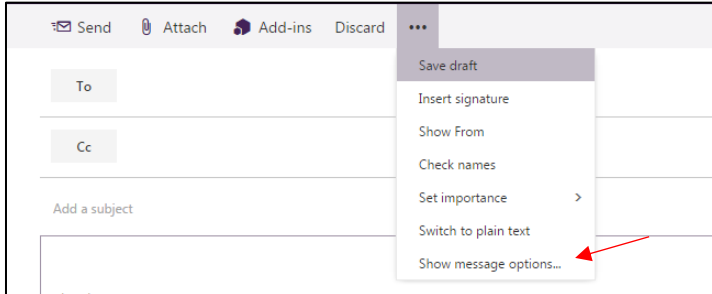


## Email Delivery and Read Receipt

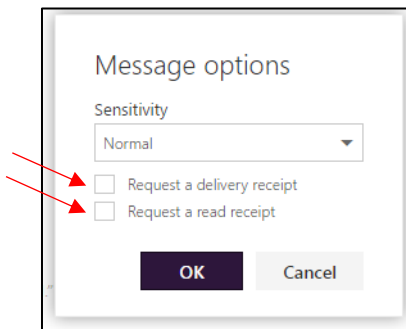
1. When your email is ready to send, click on the three dots.



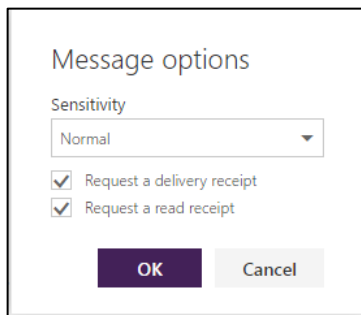
2. Scroll to the last option, "Show message options".



3. Make sure to select both "Request a delivery receipt" and "Request a read receipt".



4. Then click "OK".



5. Now click "Send" on your email. You will receive an email message stating your email was delivered and, if the recipient has read the email, you will receive a message stating the email was read. **Note:** the recipient does have the option to deny sending the Read receipt.