

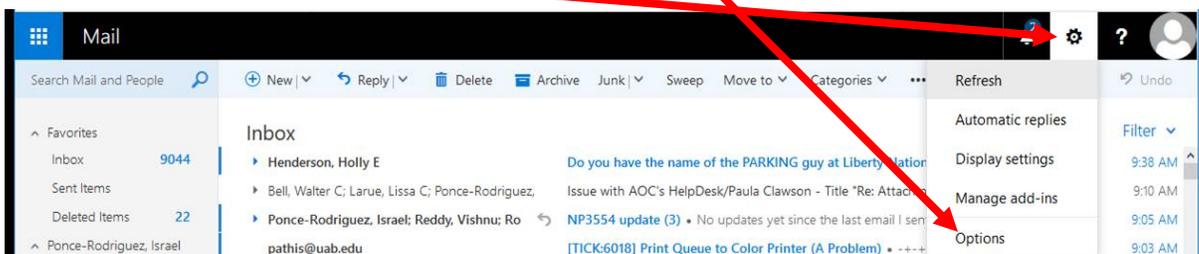
## HOW TO CHANGE THE DEFAULT “REPLY ALL” to “REPLY” in Outlook Web Access 2016 (<https://webmail.uabmc.edu>)

In May 2016, HSIS has released their new Outlook Web Access based on Microsoft Exchange 2016.

1. Within web mail app, you will notice the REPLY ALL is the default option here....



2. To change this, go to SETTINGS and then select OPTIONS



3. Select “Reply Settings” and then change it from “Reply All” (which strangely is the default) to “Reply”. Don’t forget to SAVE it.

