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....

	Mail										2	ø	?
Searc	n Mail and People	ρ	🕂 New 🗸	😓 Reply all 🗸	前 Delete	📑 Archive	Junk 🗸	Sweep	Move to 🗸	Categories 🗸			🍤 Undo

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

🗰 Mail			20	?
Search Mail and People	⊕ New × 5 Reply × 💼 Delete 🧮 Are	chive Junk∣∽ Sweep Move to ∽ Categories ∽ ···	Refresh	9 Undo
∧ Favorites	Inbox		Automatic replies	Filter 🗸
Inbox 9044	Henderson, Holly E	Do you have the name of the PARKING guy at Liberty vation	Display settings	9:38 AM ^
Sent Items	 Bell, Walter C; Larue, Lissa C; Ponce-Rodriguez, 	Issue with AOC's HelpDesk/Paula Clawson - Title "Re: Attach a	Manage add-ins	9:10 AM
Deleted Items 22	Ponce-Rodriguez, Israel; Reddy, Vishnu; Ro 5	NP3554 update (3) • No updates yet since the last email I sen		9:05 AM
 Ponce-Rodriguez, Israel 	pathis@uab.edu	[TICK:6018] Print Queue to Color Printer (A Problem) • -+-+	Options	9:03 AM

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

