Disable Reply/Forward

In Outlook 2013 an email message can be set to disable the Reply, Reply All or Forward buttons. Each of these options can be used individually or in combination with each other.

1. Open a new email.
2. On the **Message** tab, locate the **Disable** section.
3. To disable replying to all recipients, select **Reply All**.
4. To disable replying to the sender, select **Reply**.
5. To disable forwarding the email, select **Forward**.