Outlook 2013: Delivery and Read Receipts

Delivery and Read Receipts

In Outlook 2013 you can request delivery and read receipts so that you know a message was delivered successfully and when it was read by the recipient.

Create Delivery and Read Receipts

1. In a new message, select the Options tab.
2. Select Request a Delivery Receipt and/or Request a Read Receipt and send the email.

[Image]

3. If Delivery Receipt was checked, an email from Microsoft Outlook will arrive when the message has been successfully delivered.

4. If Read Receipt was checked, an email from the person will arrive when the message has been read and the recipient agrees to send a read receipt.

Note: The recipient will be asked if they want to send a read receipt and has the option to not send it.