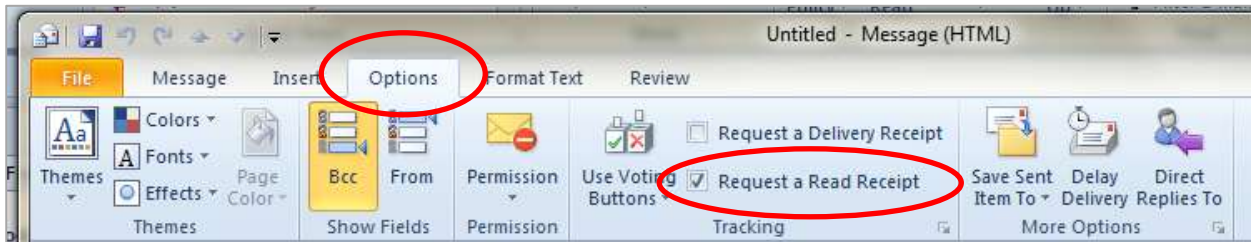


# Procedure for Documenting Multiple Recipients' Receipt of an Email

## Tagging the Email for Tracking

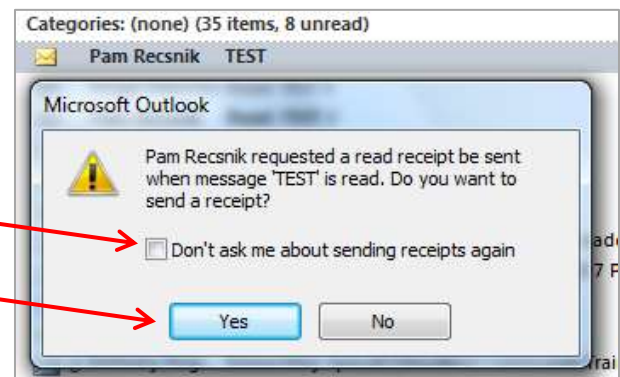
From the Ribbon on the email message you're composing, select the **Options** tab and place a check mark next to **Request a Read Receipt**. Then compose and send your email.



### NOTE:

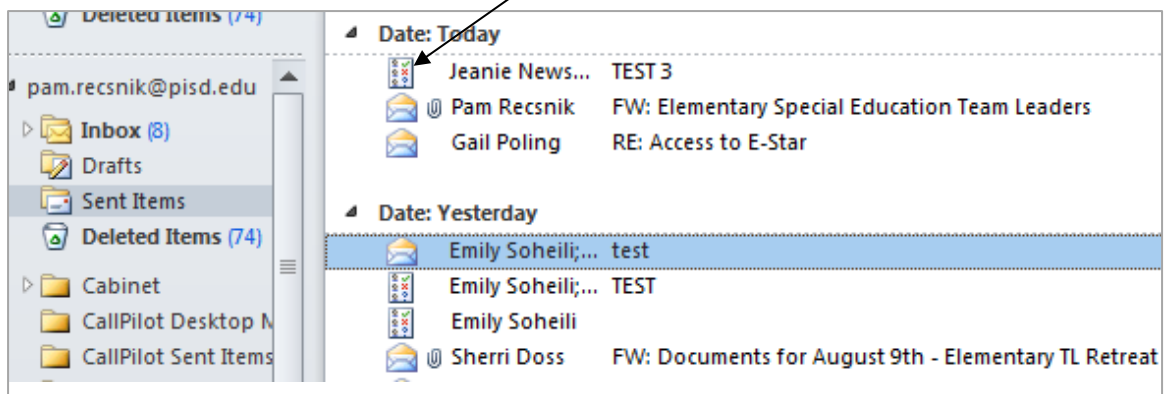
**When the teachers receive the tagged email they must:**

- \* Double click on the email - **this pop-up will appear**
- \* **Check this box**, so they don't get this message every time.
- \* Click Yes

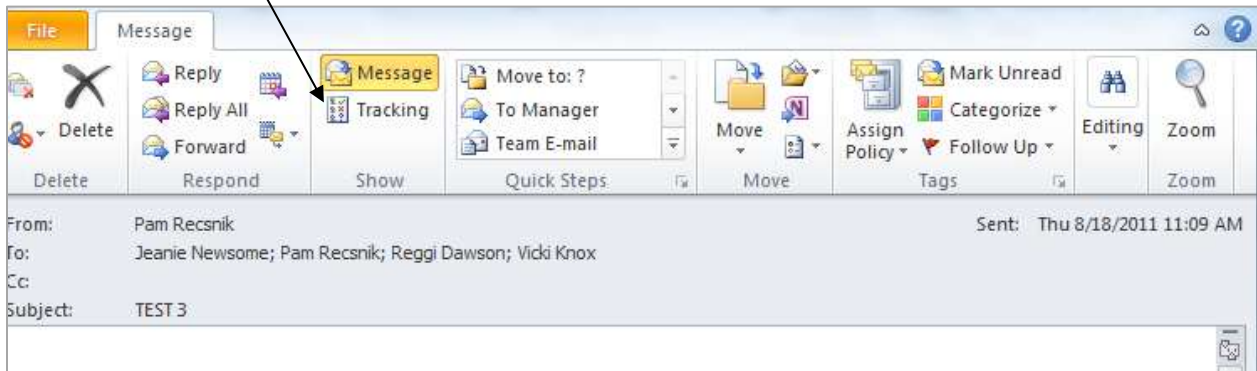


## Tracking the Email

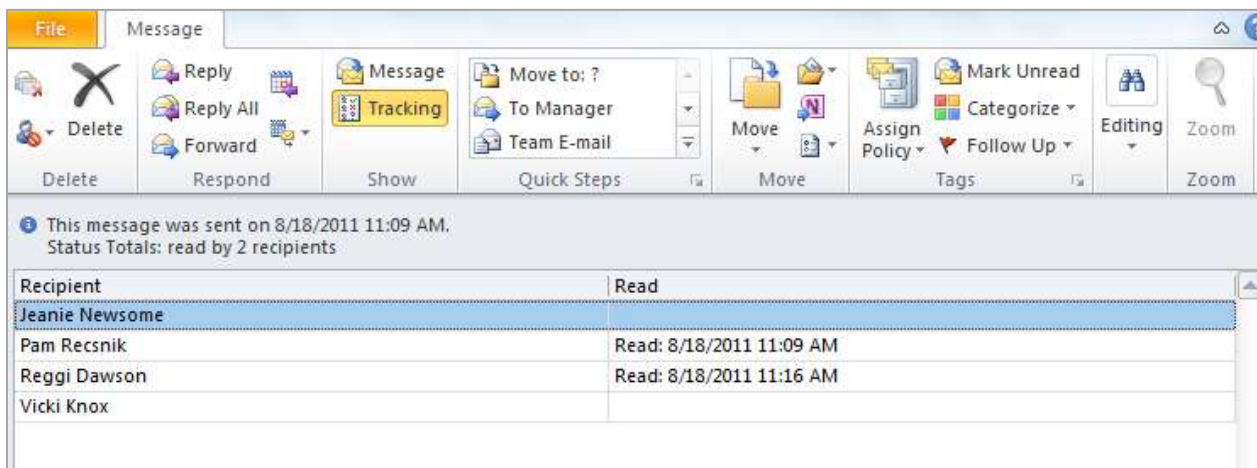
1. Once teachers have opened the email you will receive a receipt in your Inbox.  
**Follow the instructions (attached) for creating a rule that will automatically send these replies to a new folder.**
2. Go to **Sent Items** and find the email  
**The email will be identified by this tracking symbol.**



3. \*Double click the email to open it.  
\*Click the Tracking symbol.



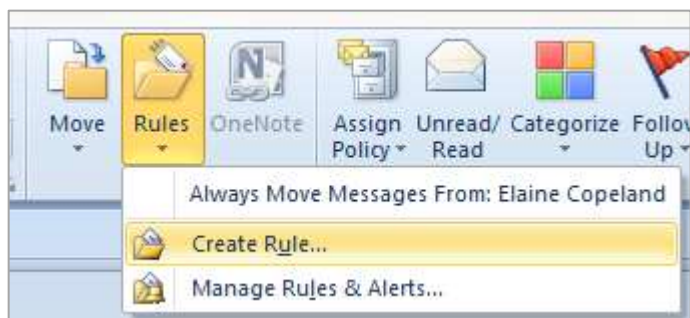
4. The receipt will have the date and time the original email was sent and the date and time that each recipient read the email.



5. Once all recipients have read the email, you can print the receipt if documentation is required.

## Managing your Read Receipts

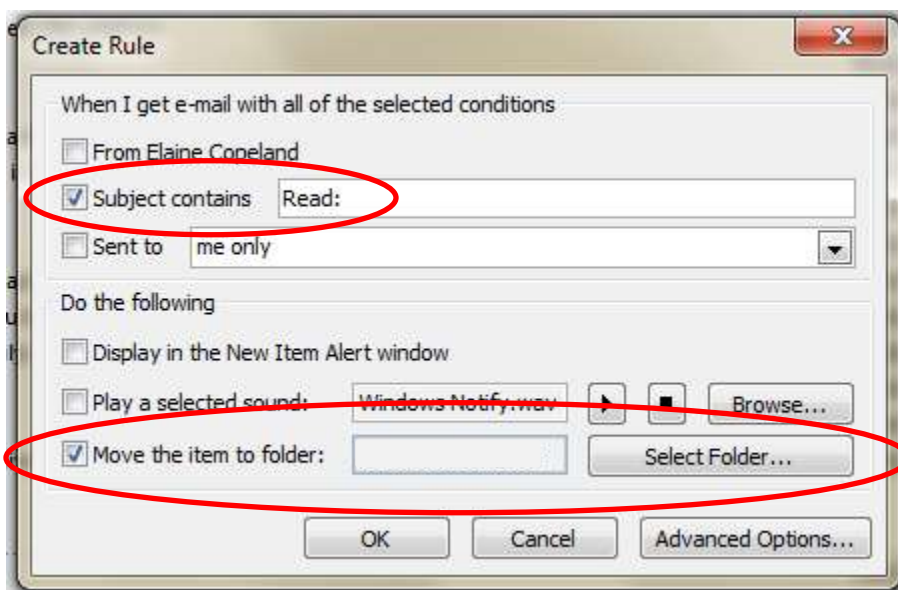
Requesting a Read Receipt means that you will get an auto-reply email from everyone who receives your message *and agrees to send you a confirmation*. So that your inbox doesn't become overcrowded with these auto-replies, create a Rule to automatically send them to a separate folder. From the Ribbon, select **Rules > Create Rule...**



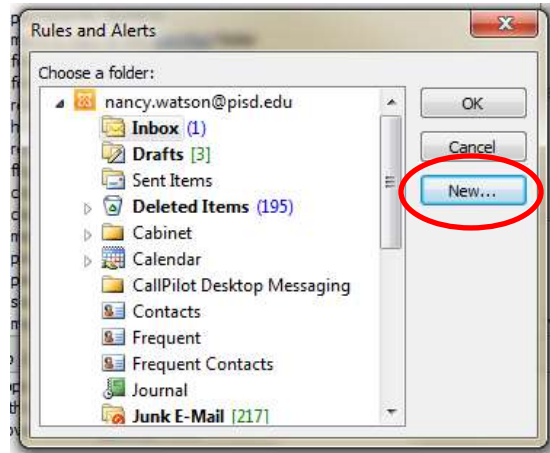
*Note: email recipients have the option NOT to send a Read Receipt, so it is possible that the sent email could be read and you would still not know it. You will need to make sure that staff members understand the importance of acknowledging receipt of an email*

Check the box and type **Read:** (including the colon) in the field next to **Subject contains**

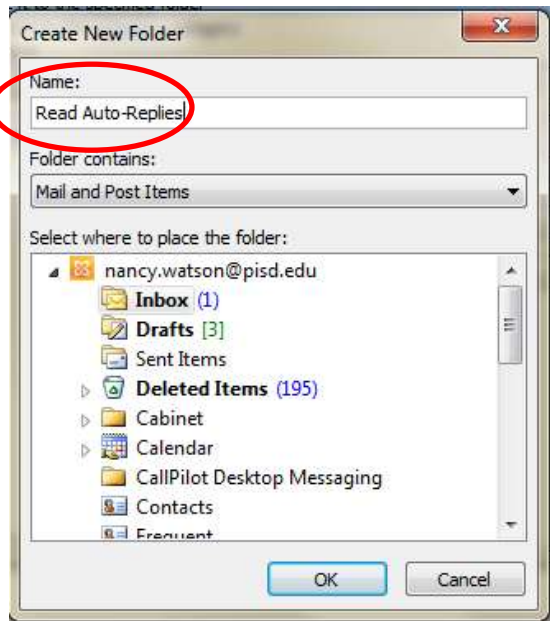
Check **Move the item to folder:** and click the **Select Folder** button.



Click the **New** button.



Name your folder **Read Auto-Replies** (or something similar) and click **OK**.



Click **OK**.

