

How to set email to always request read receipt:

1. From the main Outlook screen, select “**File**” > “**Options**”.
2. Choose “**Mail**” in the left pane.
3. Scroll down to the “**Tracking**” section.
4. Select the “**Delivery receipt confirming the message was delivered to the recipient’s e-mail server**” and/or “**Read receipt confirming the recipient viewed the message**” as desired.

