

Receive notifications when messages are delivered or read

To be notified about all messages...

1. In Microsoft Outlook, on the **Tools** menu, click **Options**.
2. Click **E-mail Options**.
3. Click **Tracking Options**.
4. Select the **Read receipt** or the **Delivery receipt** check box.

To be notified about a single message...

1. In the message, click **Options**.
2. Under **Voting and Tracking options**, select the **Request a delivery receipt for this message** or the **Request a read receipt for this message** check box.

The contents of the message notifications are also automatically recorded on the **Tracking** tab of the original message in your **Sent Items** folder in Microsoft Outlook.