## How To: Ask for a Read Receipt



The following instructions provide information on how to use read receipts in Gmail. Previously, this feature was available in First Class and is now available in Gmail.

- 1. Go to <u>www.Gmail.com</u> and login using your @upperdarbysd.org email address
- 2. Compose your email as you normally would
- 3. Prior to clicking "Send," Click the three vertical dots in the bottom right corner of the new message window.
  - a. Then click "Request read receipt" (as shown below)

| Conference Call   |                        |
|---|------------------------|
| Johnny Doe  |                        |
| Conference Call   |                        |
| Good morning Johnny,  |                        |
| Just a reminder that we have a conference call this afternoon. Please plan accordingly. |                        |
| <br>Regards,<br>Mark.   |                        |
|   | Default to full-screen |
|   | Label >                |
|   | Request read receipt   |
|   | Plain text mode        |
|   | Print                  |
| S @ Georgia ▼ T B I U A ▼ E Ξ Ξ Ξ Ⅲ \$ X  | Check spelling         |
| Send A 🕅 🖙 😔 🛦 🗷 \$   | Smart Compose feedback |

4. Click "Send"

\*\*This completes the process of requesting a read receipt.\*\*