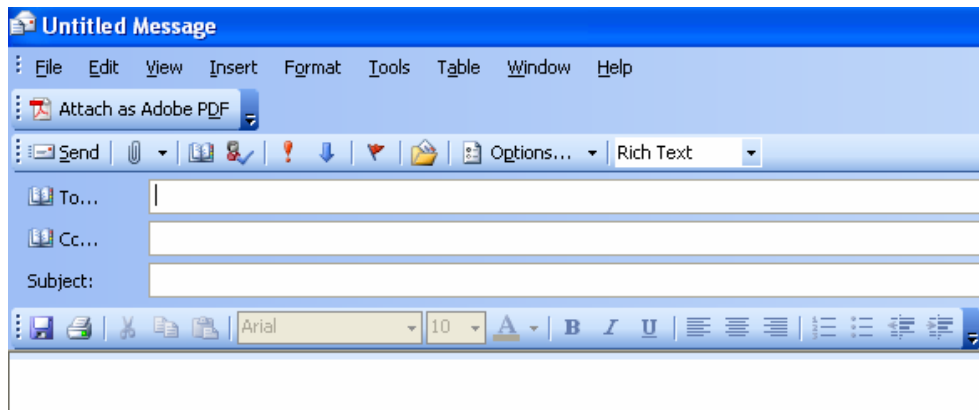
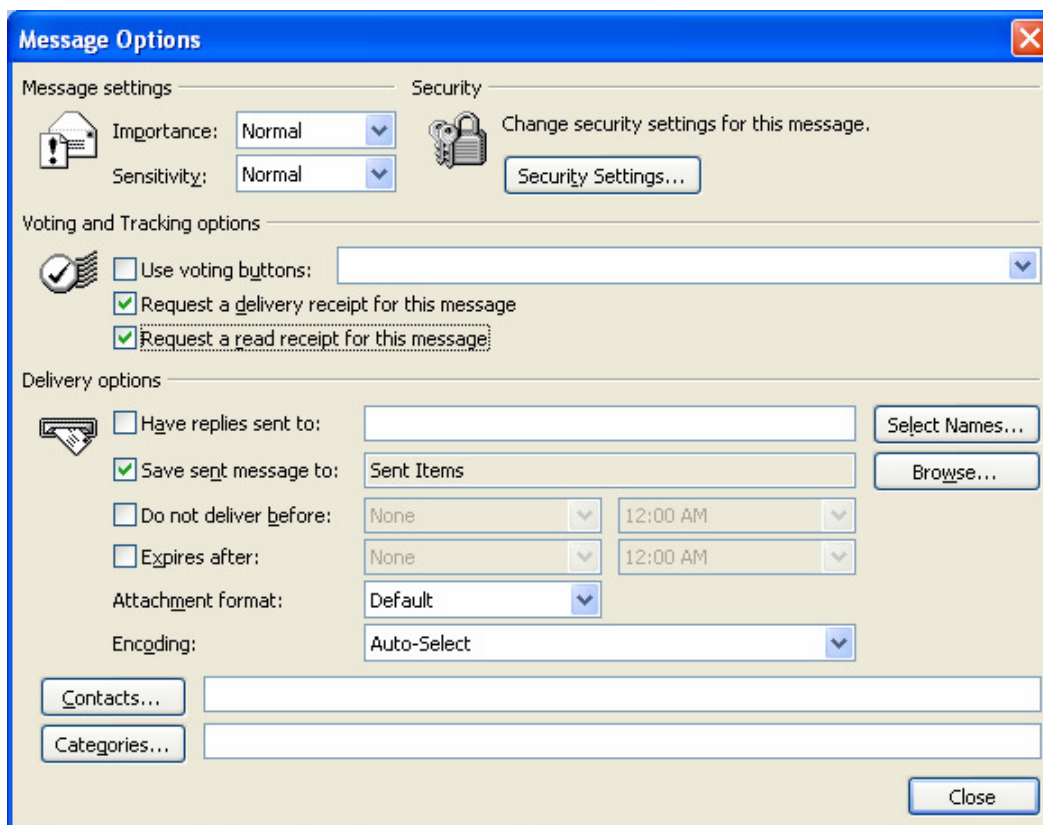


To add a return receipt to your email, open a new email.

Then click on 'Options' button located in the middle of the screen. As demonstrated below;



Under Voting & Tracking options, place ticks in Request a delivery receipt for this message and also request a read receipt for this message. This is shown below.



This will then prompt the recipient to indicate if they have received the email.