

2026-2027 Email Etiquette & Tips

Reply or Reply All? Before clicking "Reply All," ask yourself: *Does everyone need this information?*

Use Reply All when:

- Your response applies to everyone.
- You have a question that may benefit the entire group.
- The sender asks for a group response.

Use Reply when:

- Your message is only for the sender.
- You are providing personal information or updates.
- You are correcting a mistake or addressing a concern.

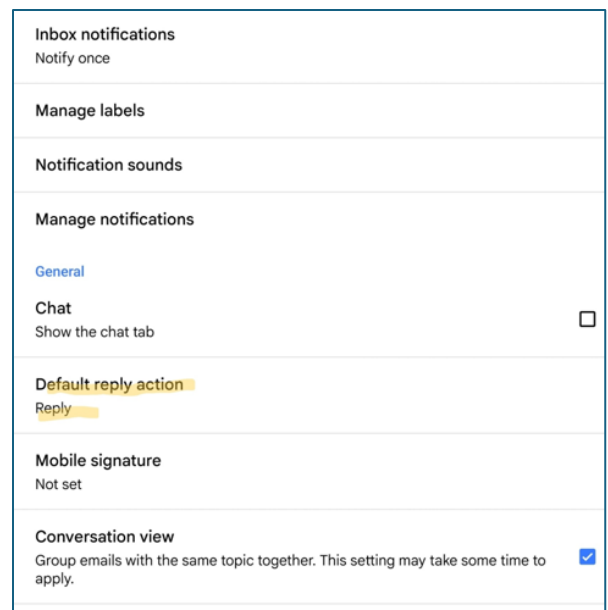
Remember: Not every email needs a reply all. When in doubt, reply only to the sender or simply pick up the phone and make a call.

Changing Your Default Reply Setting on Mobile Devices

If you **frequently find yourself accidentally using "Reply All,"** you may be able to change your default reply setting within your email app.

Gmail App (Android & iPhone)

1. Open the Gmail app.
2. Tap the three lines (≡) in the upper left corner.
3. Scroll down and tap Settings.
4. Select your email account.
5. Scroll to General settings.
6. Look for Default reply action.
7. Select Reply instead of Reply All.



Outlook App (Android & iPhone)

1. Open the Outlook app.
2. Tap your profile icon in the upper left corner.
3. Tap the Settings gear icon.
4. Scroll to Mail.
5. Find Reply Preferences or Default Reply Action.
6. Select Reply rather than Reply All.

Yahoo Mail App (Android & iPhone)

Yahoo Mail currently does not offer a setting to make "Reply" the default action. When responding to a message, be sure to select the single-arrow Reply option rather than the double-arrow Reply All option.

Helpful Tip:

Before sending any email, take a quick look at **who is listed in the "To" and "Cc" fields**. If more names appear than expected, you may have selected **Reply All** by mistake.

How To Change Your Email Settings To Reply To Sender Instead Of Reply All

Outlook (Desktop Application) Outlook allows users to make Reply the default action.

For Outlook Desktop:

1. Open Outlook.
2. Click File.
3. Select Options.
4. Click Mail.
5. Scroll to Replies and Forwards.
6. Under "When replying to a message," select Reply.
7. Click OK to save your changes.

Tip: Even with settings changed, always review the recipient list before sending any email.

Gmail & Yahoo Mail (Computer/Web Browser)

Gmail does not currently offer a setting to make "Reply" or "Reply All" the default for all emails. Gmail automatically chooses the reply option based on the number of recipients and the conversation.

To reply only to the sender:

1. Open the email.
2. Click the single arrow (Reply).
3. Avoid selecting "Reply All" unless your response is relevant to everyone on the email.

Tip: Always double-check the recipients listed in the To and CC fields before sending your response.

Remember:

When in doubt, Reply to the sender.

Use Reply All only when your response is important or helpful to everyone included in the email.

Doing so helps reduce inbox clutter and keeps everyone out of "Reply All Jail!"

***“BUT...whatever you do...DO NOT LAND IN..
“REPLY ALL” FACEBOOK JAIL!!!
.....you will owe these lovely ladies a lot of SNACKS!!!***

They will be watching for those “reply all’s”

Anita Crowell

