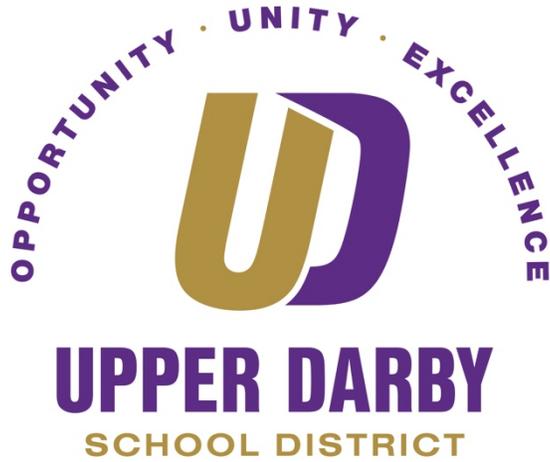
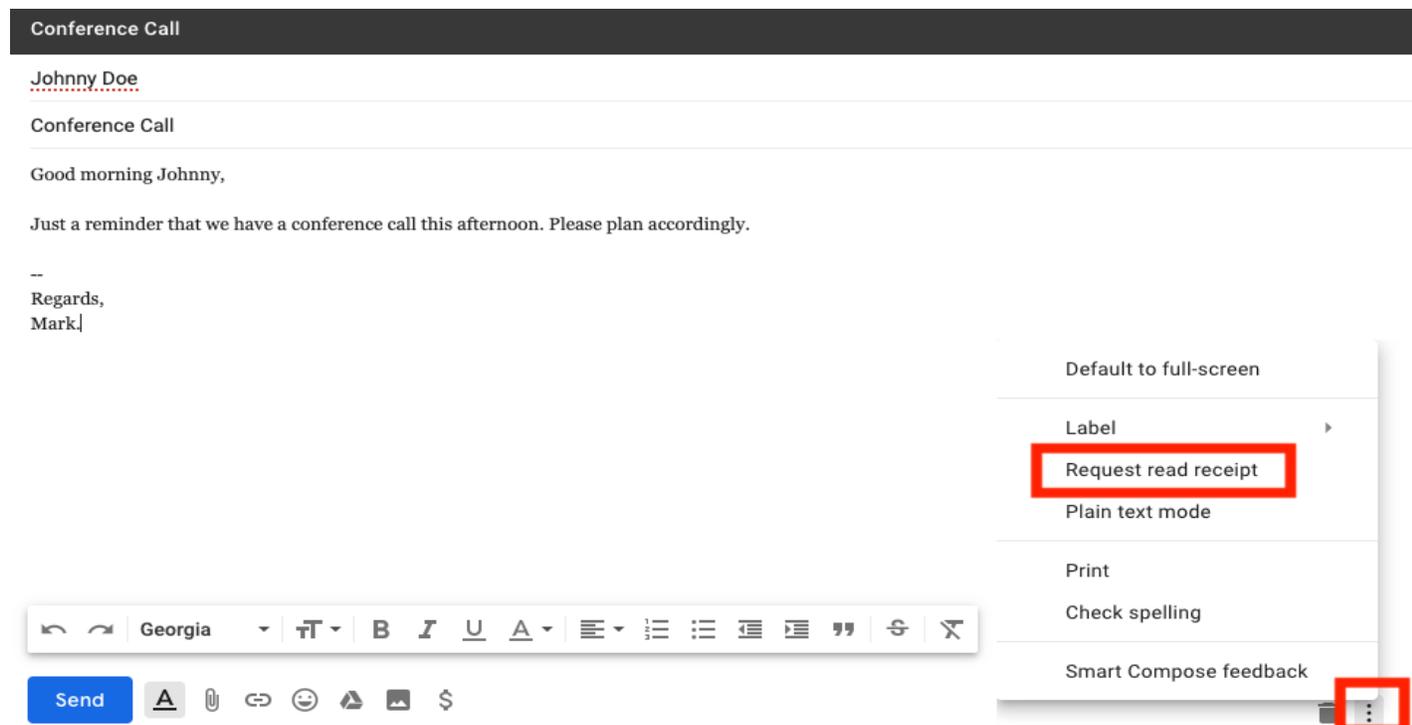


# How To: Ask for a Read Receipt



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 [www.Gmail.com](http://www.Gmail.com) 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)



4. Click “Send”  
\*\*This completes the process of requesting a read receipt.\*\*