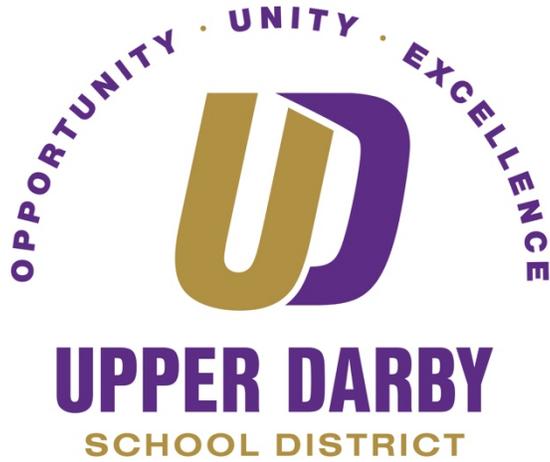


# How To: Return a Read Receipt



The following instructions provide information on returning a read receipt request

1. In Gmail, you will be prompted with a Read Receipt request after you have read the email and go to perform another function such as deleting the email, going back to your inbox, etc.
  - a. You are given two options
    - i. “Not Now”
      1. By selecting this option, you will be prompted with this message until select “Send receipts”
    - ii. “Send receipts”

## Read Receipts Requested ×

One or more senders in this conversation have requested a read receipt.

Not now

Send receipts

2. When the email recipient clicks “Send receipts,” an email will be sent back to you informing you that the recipient has read your email.
  - a. When you open the Read Receipt email, you will also notice a thin yellow bar at the bottom of the email.
    - i. By clicking on the “+” on the yellow bar, this will give you more information (as shown below)

## Conference Call Inbox x

Good Morning Johnny,

Just a reminder that we have a conference call this afternoon. Please plan accordingly.

...



1 recipient has read this message.

## Conference Call Inbox x

Good Morning Johnny,

Just a reminder that we have a conference call this afternoon. Please plan accordingly.

...

[-] 1 recipient has read this message.

**JohnnyDoe@example.org** read this at 9:33 AM on 3/26/19 [show receipt](#)