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# Computer Services Division

How to end the dreaded "Reply All"

Help your coworkers and fellow students avoid the embarrassment of an accidental "Reply All' with these quick tips for Office.

Use the BCC Field when Sending to a Distribution List

The Help Desk suggests using the BCC field to ensure no one accidentally does a "Reply All" to messages sent to distribution lists. **Enter the distribution list's address in the BCC field instead of the TO field of your email.** Then, even if someone accidentally, or purposely, clicks the "Reply All" button, the message will only go the original message's sender**. It's an easy and foolproof way to stop the dreaded "Reply All".**

To setup and use the BCC field in the **Office 365 Outlook web app**:

- **Click** the *Setting 'gear'* in the upper-right of the screen
- **Click** *"View all Outlook settings"* link at the bottom-right of the Setting menu
- **Click** *Mail*
- **Click** *Compose and reply*
- Under the "Message format" section **click** the *checkbox for "Always show Bcc"*
- **Click** the *X* in the upper-right of the pop-up window to close out Settings
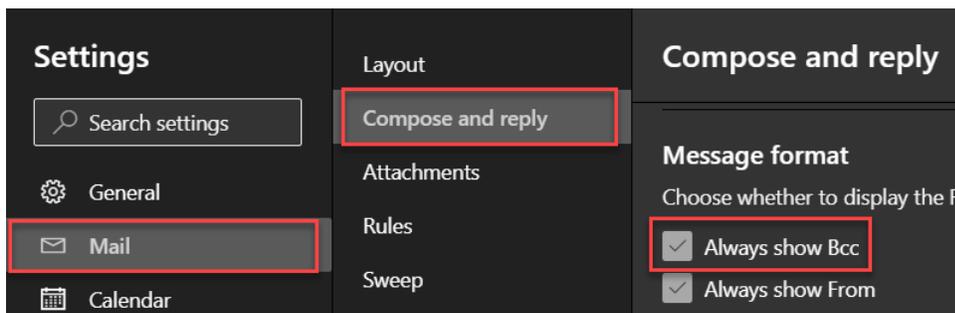
Change the Default Reply Settings in the Outlook web app

By default, **Microsoft sets the Default Reply option to "Reply all"**. It's a good idea to change that setting to avoid unknowingly replying too all addresses in a message.

To set your default Reply Option in the **Office 365 Outlook web app**:

- **Click** the *Setting 'gear'* in the upper-right of the screen
- **Click** *"View all Outlook settings"* link at the bottom-right of the Setting menu
- **Click** *Mail*
- **Click** *Compose and reply*
- **Scroll down** to the *"Reply or Reply all" section*
- **Set** the default reply type to *"Reply"*
- **Click** the *X* in the upper-right of the pop-up window to close out Settings
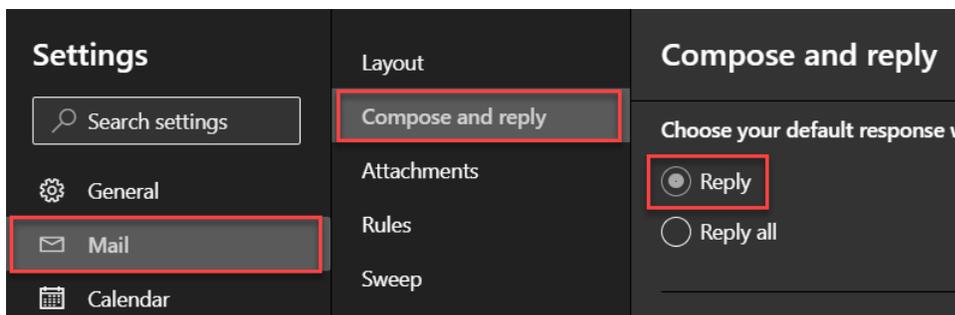
Need more help? The Help Desk can assist you with this and many other topics related to working remotely. Contact us by **email** at: **help@usca.edu**, by **voicemail** at: **803-631-3391**, by **text message** at: **803-221-0013** or join us for **Live Chat** by clicking the **red chat icon** at bottom-right of any Help Desk web page such as: https://www.usca.edu/help-desk.