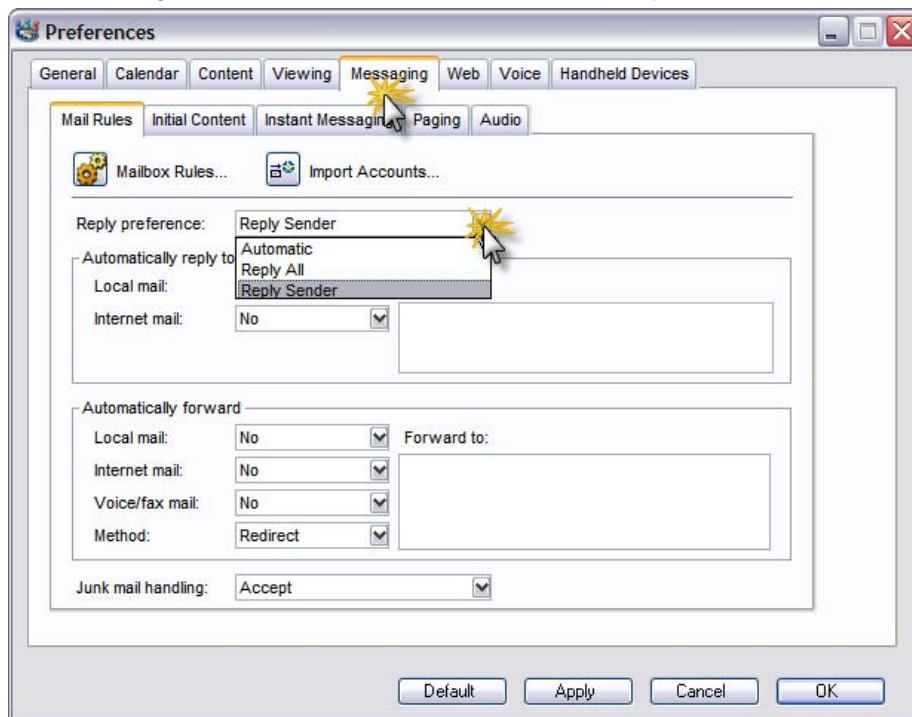


How do I ...? Change the "Reply All" default in First Class

Why is this important to me? If you reply to an email that was sent to several people (ex. Mail list), by simply clicking the "Reply" button and typing your response, EVERYONE who received the original email will receive your reply! ☺ I think we have all done this at one time or another and it can be embarrassing depending on your reply. The default email reply that is set in FirstClass is "Reply All." You should be able to change this option with a few instructions.

1. From your FirstClass desktop, go to **Edit > Preferences > Messaging**.
2. Check that you the "**Mail Rules**" tab is on top.



3. Near the top of the "**Mail Rules**" tab you should see "**Reply Preference**". Click the list arrow and select "**Reply Sender**".
4. Click **Apply > OK** and you are good to go! Now wasn't that easy?