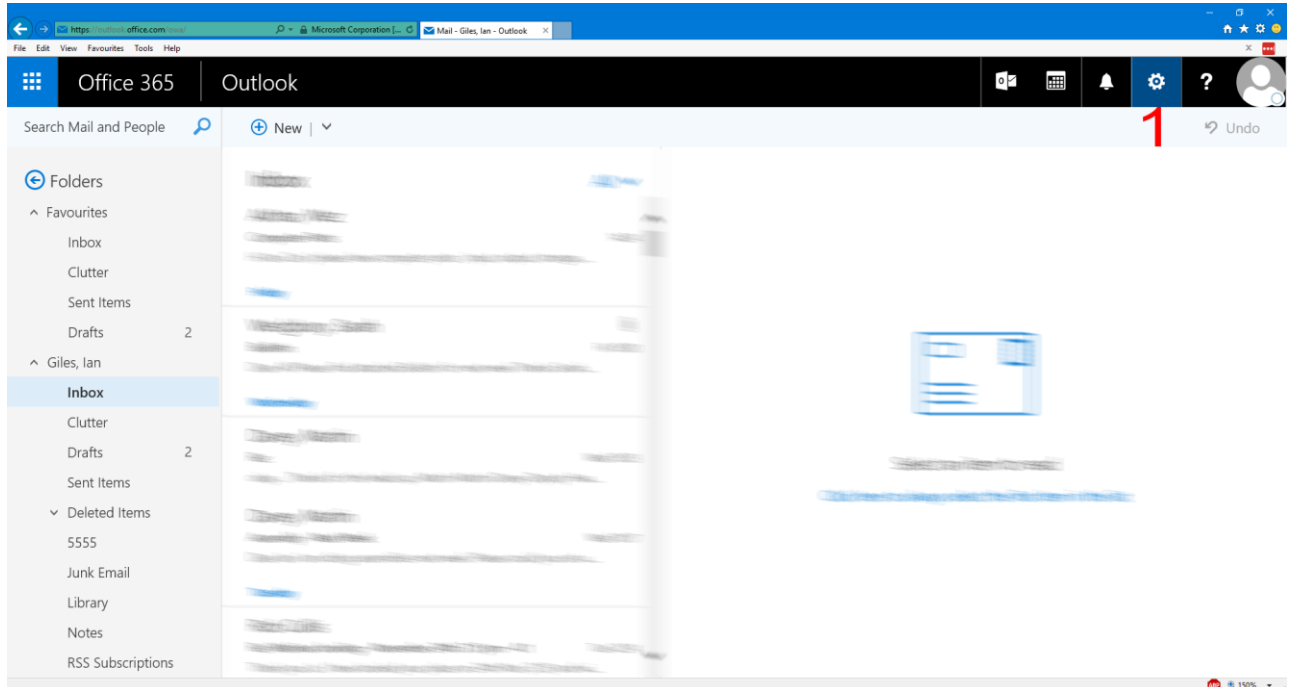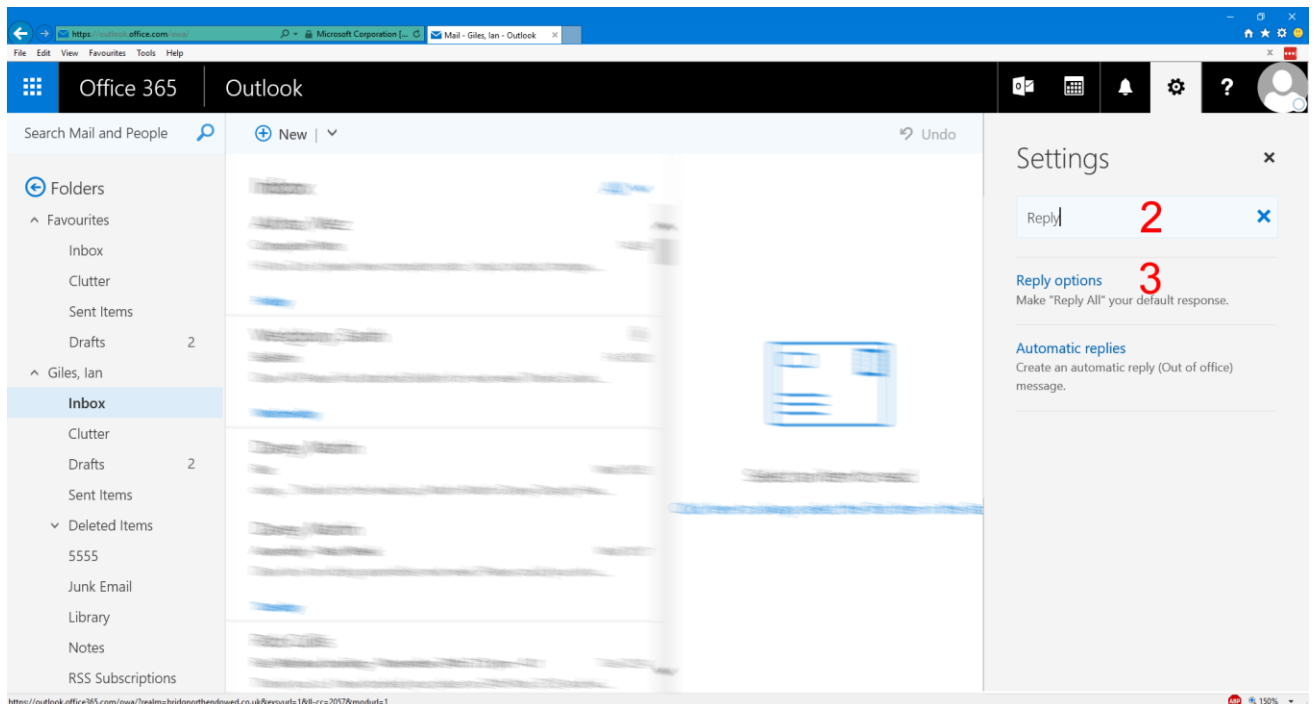# Change the way emails replies are processed.

1. Click the options 'cog'

2. Type reply into the search box.

3. Click the Reply options search result.

4. Change the option from Reply all to Reply.

5. Click save.
6. Click Options to return to your email.