Click to prove you're human

Requesting read receipts in Gmail helps you know when the recipient has read your email. Shannon Fagan/Getty Images This story is available exclusively to Business Insider subscribers. Become an Insider and start reading now. You can send read receipts on Gmail if you have a work or school Gmail account. If your administrator requires it, you may have to manually approve read receipts sent to you. There are also third-party options if you can't access the built-in read receipts feature in Gmail. Sometimes you have to know for sure that your email has been received. That's when read receipts come in handy. If you have Gmail, you may have access to the read receipts feature. However, be aware that unless you have a work or school account that's set up by an administrator, you won't have access to this built-in tool. That said, there are third-party options that you may use instead. Here's how to request and return read receipts in Gmail. How to request a read receipt on Gmail 1. Go into your Gmail account. 2. Click Compose, located toward the top-left corner of the window. Compose your email as you usually would. Devon Delfino 3. Write your email. 4. Click the down-caret, located in the bottom-right corner of the draft, and choose Request read receipt. Click the down-caret and, if read receipts are available on your account, select the option in the pop-up. Devon Delfino 5. Hit Send. How to return a read receipt on Gmail Sometimes a read receipt will automatically go out to the sender when you open an email. But if your administrator requires you to approve read receipts, you'll have to approve them manually. Here's how: 1. Go into your Gmail account and open the email with the read receipt. 2. You'll see the option to return the read-receipt request — click Send receipts if you want the sender to know you've gotten their email, or select Not now to skip that option. Note: If you choose Not now instead of sending the read receipt, you'll see the option to send the read receipt again the next time you open the email. Why aren't my read receipts being returned? There are a few reasons why you might not be getting read receipts back. For example, the recipient may have chosen to not send the read receipt back, since that's an option they'll have when they open the email. Or, if you sent it to a group mailing list or to someone whose administrator or platform restricts read receipts, your read receipts won't work. Third-party read receipt options If you don't have a Gmail account that qualifies for read receipts, you can use a third-party service to access the feature. A few examples of these include: Mailtrack: This browser extension tells you if your email has been opened, how many times, and if you've received an email with a read receipt attached. The free plan gives you unlimited tracking, and you can opt for a paid plan to access more features like real-time notifications and group email tracking. Boomerang: In addition to seeing if your email has been read, you can also see the number of times it's been opened and which links have been clicked with this tool. You can get up to 10 message credits per month with the free plan. The paid options add features like unlimited message credits, inbox pause, and premium support to the mix. Glassmass: This email marketing tool lets you do things like schedule messages, see reports on opens, clicks, and replies to your emails. For a single person, the cost is $12.95 per month for the standard plan or $19.95 per month for the premium plan. There are also team plans available, with varying prices depending on the number of users. Table of Contents Share this postHave you ever sent a message and spent the next several days wondering if the recipient even opened it? A delivery receipt is an email notification that answers this question for you by sending you a separate email to your inbox when the recipient opens and reads your message. If you know how to add a read receipt in Outlook, you can confirm that a message has been received and viewed, even if the recipient doesn’t respond right away. This feature can be especially useful for important communications, time-sensitive information, or in business contexts where accountability matters. Just remember: anytime you customize Outlook, you should do so judiciously. In the case of these delivery notifications, you should always respect the recipient's privacy and preferences, as excessive use can be seen as invasive and annoying. Declutter your Outlook InboxGet rid of email clutter and boost your productivity with Clean Email. Try it FREE If you want a delivery receipt in Outlook for every message you send, you can follow the steps below (keep in mind that this feature is only available with Outlook for Windows, meaning Mac and web users can’t program an Outlook email delivery notification this way): Open the Outlook desktop app. Choose File → Options from the main menu. Click Mail from the options on the left side. Scroll down to Tracking. Look under Tracking for the section labeled “For all messages sent, request.” Click the checkbox for “Read receipt confirming the recipient viewed the message.” Press OK.On Windows: Open Outlook desktop application and press Compose. Choose Options in the top menu. In the Tracking section, check the box for Request a Read Receipt. Press Send after you finish your message. You will receive an email when the message is opened.On the Web: Open your inbox at . Click New Mail. In the top menu, click Options. Check the box next to Request read receipt.Press Send after you finish your message. You will receive a notification when the message is opened.On Mac: Open the Outlook app and press New Mail. Choose Receipts in the top menu. Click the Read Receipt option.Click Send after you finish composing your message. You will receive an email when the message is opened.Adding a read receipt in Outlook is one of many Outlook tips and tricks that can enhance your email experience, especially for those who work in sales or similar fields. Unfortunately, an Outlook delivery receipt may not always yield the results you are looking for. A delivery receipt comes with several limitations, including: Third-Party Email Clients: An Outlook delivery receipt often only works between compatible email clients. If the recipient is using a different email service or a third-party email client, the delivery notification may not function correctly or may not be supported at all. Inconsistent Implementation: How a delivery receipt is implemented can vary between email clients and systems. This lack of standardization can lead to inconsistencies in how delivery verifications are handled, meaning your read confirmation may not indicate that your message was seen. Recipient Control: The most significant limitation is that read receipts are typically under the recipient's control. The person you sent a letter to can choose whether or not to send a read receipt on Outlook. Dependent on Email Client Settings: The effectiveness of read receipts depends on the recipient's email client settings. If the recipient has configured their client to automatically block or ignore these requests, they may never see or respond to them.Given these limitations, even if you know how to add a read receipt in Outlook, you should not rely on them as the sole means of tracking email interactions.Now that you know how to add read receipt in Outlook, it's important to know how to use it effectively. Below are some best practices and commonly asked questions for using this feature without causing issues for others.When to use and when to avoidNot every situation calls for adding an opened email indicator. Therefore, our advice is to do the following when you use a read receipt on Outlook. Use Them Sparingly: Reserve delivery receipts for situations where it's genuinely necessary to know when your message has been opened. These situations may include critical business communications, important deadlines, or when a confirmation of receipt is crucial. Avoid Non-Urgent Messages: Requesting reading confirmation for every email can come across as intrusive and can annoy recipients. Don't use them for routine or non-urgent emails, as this can create unnecessary tension. Consider Recipient Preferences: Pay attention to the preferences of your recipients. If you know someone who consistently declines read confirmation requests or values their privacy, respect their choice and refrain from using notifications like this with them.Is it rude to decline a read receipt on Outlook?Declining a read confirmation is not inherently rude. People have valid reasons for not sending receipts, such as privacy concerns, the desire to maintain control over when they respond to emails, or the fact that notifications like this can be intrusive in some cases. However, it's important to handle an Outlook email read receipt with courtesy. If you choose to decline a request, consider sending a brief follow-up email explaining your reasons. Also, try to strike a balance between respecting privacy and meeting expectations. If these notifications are commonly used in your workplace, it's reasonable to comply unless you have specific concerns.Notifications that inform you when a message is opened help you confirm that your emails are being seen. However, these notifications also add to the number of emails that are already bouncing into your inbox each day. Therefore, you need to implement a great Outlook email management strategy to ensure message receipts don’t take over your inbox. Luckily for you, Clean Email is the perfect mailbox management app for the job. Clean Email is not an email client, you can’t use it for adding read receipts in Outlook or sending messages. However, the app offers many great features to help you organize email in Outlook so you can maintain a clean inbox. For example, you can use the Auto Clean tool to automate specific actions for various senders. With this feature, you could program an automation to separate all of your Outlook email read receipt messages into their own folder so you can verify which messages were opened and which were not. You could also program similar automations to star or flag the replies you get to messages so you prioritize following up. Other features, like Unsubscriber and Cleaning Suggestions, make it easier to minimize clutter in your inbox. The Unsubscriber tool does this by making it easy for you to unsubscribe from newsletters and marketing emails — it takes just a few clicks to remove yourself from all messages from certain senders or domains. Meanwhile, Cleaning Suggestions offers quick actions you can take to items sitting in your main inbox based on previous actions you’ve taken and data on what other users have done with similar emails. It’s a great way to delete old emails in Outlook or archive messages you don’t need cluttering your primary inbox. With fewer messages in your inbox, it’s easier to find these delivery notifications and other replies. Clean Email makes it easy to declutter and organize your inbox from anywhere — it’s available on MacOS, iOS, Android, and as a web app. What's important is that Clean Email prioritizes privacy and security. The app will never collect, store, or sell your personal data, so you can use it without fear of compromising your personal information or receiving targeted advertisements.Delivery notifications can help you ensure time-sensitive messages are seen and provide insights to improve your electronic communication. However, knowing how to add a read receipt in Outlook is just one of many tricks you can use for better inbox management. No matter what you need, Clean Email is always here to help you organize your emails and improve digital communication.A read receipt is an automated notification that informs the sender when the recipient has opened and presumably read the email. In both the Outlook desktop and web apps, you can request an email read confirmation by going to the "Options" menu while composing a new email and selecting the "Request a Read Receipt" check box before sending the email. No, in Outlook, the recipient will always receive a prompt asking them to send a read confirmation, so you cannot request a read confirmation without the recipient knowing. Try Clean Email for Free4.4based on 1011 user reviewsGet StartedUse tools like Cleaning Suggestions and Smart Folders to help you quickly clean out an overloaded inboxKeep unwanted emails out of your inbox by unsubscribing—even from email lists that don’t have an unsubscribe linkAutomate repetitive tasks with Auto Clean rules to archive emails as they become old or to sort them into folders Important: Read receipts are only available to work or school accounts. They don't work with personal Gmail (@gmail.com) accounts. To request or return a read receipt, sign in to an eligible account. To find out when an email you sent was opened, you can request a read receipt. A read receipt is sent to you as an email with the time and date of when your message was opened. Request a read receipt Important: To receive a read receipt in your inbox, the recipient of your email may need to approve it first. On your computer, open Gmail. Click Compose. Compose your email as you normally would. At the bottom right, click More options Request read receipt. Click Send. Return a read receipt If you receive a message that requests a read receipt, and your organization wants you to approve it first: On your computer, open Gmail. Check your emails as you normally would. If a message tells you a sender has requested a read receipt, choose an option: To send the receipt now, click Send receipts. To send the receipt later, click Not now. You'll be asked to send the receipt the next time you open the message. Tip: If someone requests a read receipt, but you don't see a message, your receipt was sent automatically. When receipts aren't returned Read receipts work across most email systems, but you won't get a read receipt if: You send a message to a group mailing list or alias. Your administrator restricts receipts to people within your organization or to specific people outside your organization. The recipient uses an email program that doesn't sync in real time (like a Post Office Protocol [POP] client that syncs only on demand, or a Google Workspace Sync client). The recipient returns a read receipt on an email client using Internet Message Access Protocol (IMAP) and read receipts aren't sent automatically. Don't rely on receipts to certify delivery Getting a read receipt doesn't always mean the recipient read your message. How a receipt works depends on which email system your recipient uses. For example, you may get a read receipt if a person using an IMAP-based email client marks your message as read, but doesn't open it. Some non-IMAP mobile email systems may not return receipts at all. Post to the help community Get answers from community members If you want to ensure that someone has received your message, you can request a delivery receipt and a read receipt. Thus, when the recipient downloads your message from his or her ISP's e-mail server, you receive an automatic e-mail delivery message. You can also receive a read receipt, which notifies that your message was opened by the recipient. Both of these receipts are great for ensuring that recipients have actually received and read your message. However, please be aware that the recipient can reconfigure their email client to prevent sending such notifications automatically. Additionally, the recipient will be notified that they are being asked to provide a read receipt and can optionally choose to confirm or ignore the request altogether. See also how to request receipts for all outgoing messages. Ask for a delivery and read receipts for a message in Outlook for Windows On a new, reply, or forward message, to request a receipt, do one of the following: If you use the Simplified ribbon (see more about customizing ribbons), on the Options tab, click the appropriate button: Request a Delivery Receipt to track when the email is delivered to the recipient, Request a Read Receipt to track when the recipient opens and reads the email message. If you don't see these checkboxes on the ribbon, click the More commands button - three points to the very right of the ribbon buttons. After clicking any of these buttons, a checkmark appears before the button name: Note: You also can set all the message options in the Proprieties dialog box (see more about message options). To open it, click the Tracking dialog box launcher: Or select Message Options... on the Options tab (see above). If you use the Classic ribbon, on the Options tab, in the Tracking group, click the dialog box launcher: In the Properties dialog box: To request a delivery receipt, select the Request a delivery receipt for this message checkbox. To request a read receipt, select the Request a read receipt for this message checkbox: Click the Close button and send the message as usual. When the message is delivered and read, you'll receive a confirmation e-mail message: Delivery receipt examples: Read receipt example: Note: If you've requested a receipt but don't receive one, it doesn't necessarily mean your message wasn't delivered or read. Some e-mail programs do not send delivery or read receipts. Ask for a delivery and read receipts in Outlook for Web On a new, reply, or forward message in Outlook for Web, to request a receipt, do one of the following: If you use the Simplified ribbon (see more about customizing ribbons), on the Options tab, select: The Request delivery receipt checkbox to track when the email is delivered to the recipient, The Request read receipt checkbox to track when the recipient opens and reads it. If you don't see these checkboxes on the ribbon, click the More commands button - three points to the very right of the ribbon buttons: If you use the Classic ribbon, on the Options tab, in the Tracking group, select the Request delivery receipt and Request read receipt checkbox: Receive a message with the requested read receipt in Outlook When you open a message that requests a read receipt, by default, for the first time, Outlook displays information about the confirmation that was requested: Outlook for Windows opens the warning message "{sender} requested a read receipt be sent when message {subject} is read. Do you want to send a receipt?": You can confirm sending a message read receipt by clicking Yes or refuse sending it by clicking No. Outlook for Web displays the information "The message sender has requested a read recipient. To send a receipt, click here." above the message: You may ignore this message and not send the requested notice. To confirm sending the read receipt, click the click here link. Outlook displays information "A read receipt has been sent to this sender." above the message: See also this tip in French: Comment demander un reçu. Today, 30% of our visitors use Ad-Block to block ads.We understand your pain with ads, but without ads, we won't be able to provide you with free content soon. If you need our content for work or study, please support our efforts and disable AdBlock for our site. As you will see, we have a lot of helpful information to share. “If you’re sending an important message and want to be sure that the recipient will get it and open it. Or in other words if you want to get delivery and read receipts confirmation then, you can easily add delivery and read requests to this single message:” By using the Outlook delivery and read receipts confirmation rule you will notify individual messages also when the receiver gets the messages and opens them. When you send an important message to someone then you can request one of them or both at once. Or you can add read receipts to all your emails. It’s even possible to create a special read receipt rule. Would you like to know how to do it? Go ahead and read this article! Let’s Define the Difference Between Delivery & Read Receipts A delivery receipt informs you that your email message was or wasn’t delivered to the recipient’s mailbox. There is no guarantee that the email is in the recipient’s inbox. It can be accidentally removed to the junk e-mail folder. On the other hand, the read receipt notifies when the user will open the message. The person who sends opens the message sends the read receipts. If you get a confirmation that your email is read by the address, it is obvious that the user gets the email as well. Set Delivery & Read Receipt Confirmation for Single Mails Step 1 Firstly, create a new “Email“. Step 2 Secondly, click on the “Options Tab” in the New Email window. Step 3 Tick the “Request a Delivery Receipt” and after that, the “Request a Read Receipt” boxes in the Tracking group. Step 4 Next, press the “Send” button. Step 5 If the recipient opens the message, then, you will get an email notification like the one below: Furthermore, if you want to track all Sent messages of Outlook by default, then enable the Delivery and Read Receipt confirmation option. For Outlook 2002, 2003, and 2007: Step 1 Go to the “Tool” menu and then, click on “Options“. Step 2 Here, on the “Preference” tab, click on “E-mail Options” under E-mail and then click on “Tracking option“. Step 3 Now, checkmark on “Read Receipt” and “Delivery Receipt” under “For all messages I send, request“. Read Receipts Confirmation For Outlook 2010 and 2013: Step 1 Step 2 Afterward, select the “Mail” option. At last, under the tracking option, checkmark the box “Delivery receipt confirming the message was delivered to recipient email server“. By applying these settings, you will be able to get confirmation as you want. But, keep in mind that the recipient has the power to decline to send a read receipt as I have already mentioned above. The Bottom Line The above blog explains how to set delivery & read receipts for single as well as multiple emails in various Microsoft Outlook versions in a few clicks. As a result, by applying these steps, you will get the assurance of your emails. In this guide, you’ll learn what read receipts are and how to add receipts in Gmail and Outlook. Plus, third-party alternatives in case Gmail and Outlook read receipts aren’t cutting it for you.Here’s what we’ll cover: Table of Contents: Let’s dive right in: What is a read receipt? A read receipt notifies you if (and when) a recipient opens your email. The receipt confirms that the recipient saw your message and records the approximate time.Here’s what a read receipt looks like in Superhuman: We call them read statuses. They tell me who opened my email and the date, time, and device used.No need to wonder if someone opened or ignored your email. Read receipt tracking ensures you’re no longer in the dark. Whether you’re trying to build rapport with clients, boost sales results, or work effectively with your team. With read receipts, you can follow up at the right time. Every time.Sidenote: Some tools can also track a recipients approximate location based on their IP address. This violates the privacy of the recipient. How do read receipts work? Email tools add tracking pixels to outgoing emails. Once opened, the recipient's email program downloads the pixel (like a browser would). Next, the image server logs this request and uses its IP address to guesstimate your recipient's location. Long story short: By adding a tiny invisible 1x1 image to your email, you can gather information on who opened your email, when, where, and how often.Pixel tracking isn’t new.Mailchimp, Google Analytics, and Facebook (among others) have been using pixel tracking for years to collect data about open rates, website visits, and all possible online behavior.For example, the meta pixel can track:Add to cart (or wishlist).Initiate checkout.Add payment info. Purchase.Page views. And more. Tools like Mailchimp can track open rates, clicks, forwards, scroll depth, etc. Marketers can use this data to create effective email marketing campaigns. How to add a read receipt in Gmail? Gmail read receipts are only available for users of Google Workspace (G Suite). Also, it only works on the web client. There is no read receipt option on the iPhone or Android Gmail app.If you want to use read receipts on your personal Gmail account, we’ll cover some options later.Here’s how the Gmail read receipts function works:By default, Gmai has disabled read receipts. If you’re a Google Workspace admin, you’ll have to enable read receipts for your entire team manually. How to enable Gmail’s read receipts:Login to your Google admin console: Click on Google Apps > Google Workspace > Gmail:Click on User Settings. Scroll down to find Email read receipts: You have a few options. You can allow read receipts in your organization (with some allowlisted external addresses) or enable read receipts for all email address. If you prompt the user for each read receipt, Gmail will notify them (by email) to consent to send a read receipt. Enabling this feature will end up cluttering your team’s inboxes; we recommend turning it off.Hit SAVE. You’ve enabled read receipts on Gmail!Sidenote: Activating read receipts takes a few hours. Once on, Gmail will send receipts to your recipients. If they click on Send Receipts in the pop-up, Gmail will notify you with a read receipt confirmation:Courtesy:GmassHow to send a read receipt in Gmail: Open your Gmail inbox. Compose an email:Below the compose window, click on More options (3-dots). Click on Request read receipt: Hit the Send button. Gmail will now send a read receipt request to your recipient. If they accept, Gmail will notify you that they read your email.Gmail read receipts won’t work in these scenarios:You send a message to a Gmail group or email alias.Your admin restricts receipts to specific people.The recipient uses a POP email client that doesn't sync in real-time. The recipient returns a read receipt on an IMAP-based email client.(We’ve been unable to make read receipts work on Gmail despite double-checking settings and sending multiple emails.)Sidenote: Gmail read receipts are unreliable. You’ll often get a read receipt even when your recipient didn’t open your email. Plus, they don’t work on most browsers and email clients. The worst part: Google only offers read receipts to Google Workspace accounts. You're out of luck if you use the free version of Gmail. Are you looking to switch? Here are 7 Gmail alternatives. How to add a read receipt in Microsoft Outlook? Read receipts and delivery notifications are only available in some Outlook versions. You can only use Outlook read receipts on an active Microsoft 365 or Exchange Online plan.For example, you can't request receipts in Outlook.com but can do so for emails sent via Outlook for Windows. You can request read receipts for individual emails or all Outlook emails. Let’s explore both options:1. Outlook read receipts for a single message Outlook offers both delivery and read receipts. Delivery receipts confirm the delivery of an email. Read receipts track if they opened your email. In both cases, Outlook will notify you by email.Here’s how to track a single email on Outlook: 1. In a new email message, head to the Options tab.2. Select the Read Receipt check box in the tracking section. To track delivery, check the Request a Delivery Receipt: 3. Hit send. Outlook will notify your recipient if they want to send a read receipt.If they click Yes, Outlook will notify you that they’ve read your email: To track read receipts, visit your sent items folder. Open the sent email. In the Message tab, click the Tracking button (in the Show group):You can now see if recipients opened your email.In Outlook for Windows, you can track multiple read receipts faster, create automated rules, or disable read receipts entirely. This guide by Ablebits shows you how.2. Outlook read receipts for all emailsUnlike Gmail, you can set up Outlook to request read receipts for all emails automatically. Here’s how to track all your Outlook emails: 1. Open the File tab. Select Options > Mail. 2. Under Tracking, select Delivery receipt confirming the message was delivered to the recipient's e-mail server or Read receipt confirming the recipient viewed the message: You can also check both the request delivery and the read receipt checkbox.Click OK to apply your changes.How to enable read receipts on Outlook Web: Open your Outlook account. At the top of the compose pane, click the 3-dot icon: Select Show message options. Select Request a read receipt, Request a delivery receipt or both. You’ve now enabled read receipts in Outlook Web! Open Outlook Settings (gear icon) > Message handling.Scroll down to find Read receipts. Choose how to respond to requests for read receipts: Pro Tip: Track single emails of importance instead of all emails. Recipients who occasionally get a read receipt request are likelier to send a read receipt than if you notify them each time they get an email from you. Sidenote: While helpful, Outlook read receipts aren’t foolproof. The recipient can simply decline to send the read receipt. Some email clients (like Hey!) block read receipts entirely. Read receipts on Outlook only work if: You’re using Microsoft 365, 2019 Mac (v15.35) version of Outlook or later.You’re on an active Microsoft 365 or Exchange Online plan.Read receipts aren’t available on @outlook.com email accounts or POP/IMAP-based email services like Gmail, Yahoo!, or iCloud Mail.Optional Reading: 8 best Outlook alternatives. Read receipt: Third-party tools 1. Gmail and Outlook add-onsMany third-party add-ons offer read receipts in Gmail and Outlook.Some popular ones are: 1. MailtrackMailtrack is one of the best free third-party tools for read receipt tracking. Plus, their email tracking feature is unlimited and free. With read receipts, Mailtrack also offers: Real-time notificationsDaily email reportsEmail campaignsClick trackingMail mergingCaveat: The last three features are only available on advanced plans.While technically free, Mailtrack automatically adds its signature to each email. Which lets recipients know you’re tracking their emails:To remove the Mailtrack signature, you’ll have to purchase their pro plan.Mailtrack works on both Gmail and Outlook. If you’re looking for a free email tracking tool (and don’t mind their branding), Mailtrack is an excellent option. 2. BoomerangBoomerang offers many features: 1-click calendar scheduling, schedule send emails, follow-up reminders, etc.But Boomerang’s read receipt feature is excellent:Boomerang’s free plan offers:Unlimited read receiptsSchedule send emailsMeeting schedulingEmail remindersClick trackingBoomerang is outdated, buggy, and can be hard to use. But it’s free.You can use Boomerang on both Gmail and Outlook. 3. MixmaxMixMax started as Gmail on steroids. Now, it’s a full-blown revops platform.MixMax offers excellent email tracking for free. Here’s how it works: With the MixMax free plan, you also get: Instant schedulingEmail templatesEmail polls & surveysCaveat: Like Mailtrack, MixMax adds their signature to your emails. With their free plan, you can track just 100 emails per month.Upgrade to a paid plan to remove the MixMax branding and track more emails. Currently only available on Gmail, MixMax for Outlook is coming soon.Caveat: These tools are third-party Chrome extensions. You can only use them on Chrome. If you use a lot of add-ons – your system will slow down to a halt. More importantly, 51% of browser extensions pose serious privacy risks.2. SuperhumanSuperhuman is the fastest email experience ever made. ⚡Here’s how it works: Try Superhuman From search to compose, everything is FAST. And with pro features like: Split inboxUndo sendRemind meSend laterWork offlineYou’ll never have trouble hitting inbox zero again. Let’s talk about our read statuses feature. Here’s how it works:If someone doesn't reply, read statuses can show you why. Maybe they never opened your email. Perhaps they opened it on their phone, so they hit snooze until they returned to their desktop.The kicker: Whether you use Superhuman for Android, Windows, or iOS. Read statuses work the same way across all devices! It gets better. Unlike other email clients, you can track multiple opens from different recipients (on various devices). All on the same email: Only on Superhuman.How to use read statuses in Superhuman? By default, we’ve turned off read statuses in Superhuman. To enable read statuses, hit Cmd+K (Ctrl+K on PC), type “read statuses” and hit return:Once done, you’ll see a notification below your inbox: Read receipt on Superhuman is now enabled! Sidenote: Unlike other email trackers, we don’t spy on you (or your recipients). Here's how:For starters, Superhuman read receipts are opt-out by default. You’ll need to enable read receipts manually.More importantly: We don’t collect (or show) any location information We deleted all historical location data from our apps.We built an option to turn off all remote image loading.Don’t want to be tracked? You can turn off all known tracking pixels. This setting blocks 99% of tracking pixels. Or, you can block all remote images. You’ll receive emails as usual. The sender just won’t know you opened them.But that’s not all. With Superhuman for Teams, your team will move faster, reply quicker, and get more done.Here’s a quick overview: 1. Team Read StatusesIf you enabled read statuses, you can see when people read your email and on which device.With Team Read Statuses, read statuses are now shared across your team: Let’s say a teammate emails a lead and CCs you. Even though you didn’t send the email, you can still see when the lead reads it — including how many times and whether it was on their laptop or phone. With more context, you can write better follow-up emails.2. Team Reply IndicatorsImagine you and your team get an urgent email, so you reply quickly. But just after you hit send, your team responds as well. In the best case, you look disorganized. In the worst case, you contradict each other.With Team Reply Indicators, you can see exactly when your team is replying: 3. Recent OpensIf you’re a salesperson, you'll love recent opens.In Superhuman for Sales, see a real-time feed of people opening your emails. Know when you are top of mind and follow up in a timely manner: All these pro features make Superhuman one of the best email clients. But don’t take our word for it. Try it for yourself. ☺Well, well, well… look who is a @Superhuman inbox zero champion! If you’re looking for the best e-mail experience on the planet, use and your life will change forever. pic.twitter.com/HFYMvD4BsT— Tim Ryan (@ryantnt) May 24, 2023 Wrapping upRead receipts for Gmail and Outlook don’t always work. Gmail, Outlook add-ons, or an email client like Superhuman offer a far better experience.Read receipt have their pros and cons. Whether you love (or hate) read receipts, Superhuman gives you a choice. Enable read receipts or block them all.If you're looking for a blazing-fast email experience that helps your team save 4+ hours weekly and respond 2x fast, try Superhuman today! Reduce distractions and save 4+ hours every week with Superhuman! Read statuses, Keyboard shortcuts, Undo send, AI triage, Beautiful design Get Superhuman for Email Imagine this: You’re swamped at work, dealing with a seemingly endless influx of emails, documents, and packages. Amidst the chaos, you receive an important document or a customer complaint via email. The sender anxiously awaits your acknowledgment, but in the whirlwind of tasks, it slips through the cracks. Sounds stressful, right?Whether you’re in a customer service role or a busy professional environment, confirming receipt is more than just a courtesy—it’s a necessity. It assures the sender that their message or item has been received, builds trust and a plus in professional relationships.But here’s the kicker—many businesses and professionals overlook this simple email. They leave emails unacknowledged, missing this golden opportunity to engage with customers and colleagues.In this article, we’ll delve into confirming receipts. We’ll explore why reciepts are essential, how to do it in various situations, and share real-life examples. Your customers, colleagues, and supervisors will thank you.What exactly is a confirmation of receipt? Think of it as the digital equivalent of a friendly nod or a handshake when you receive something. It’s a way of acknowledging receipt, saying, “Hey, I’ve got this!” But instead of a physical gesture, it’s usually in the form of an email or a digital note.Confirming receipt is not just about good manners—it plays a crucial role in tracking business transactions. You will often see it in invoices, proposals, or customer complaints. The confirming receipt email creates a record that the item has been received. It’s like leaving digital breadcrumbs that can help trace the path of a transaction or communication.In a nutshell, a confirmation of receipt is a way to keep things transparent and organized. And ensuring the sender that nothing gets lost in the shuffle.You might be wondering, “Is it really that important to acknowledge receipt?” The answer is a resounding yes! Here’s why.First, a confirming receipt lets the sender know that communication is received and understood. It’s like saying, “Hey, I got your message, and we are on it!” This small gesture can make a big difference in making the sender feel heard and valued. And who doesn’t appreciate that?But there’s more. Confirming receipt also provides a record of communication. In the world of business franchise operations, this can be incredibly valuable. It helps keep track of orders, complaints, and any other exchanges between you and your franchisees or customers. This means no more scrambling to find that one crucial email in a sea of messages!Lastly, a confirm receipt builds trust and professionalism. It shows that you are reliable and organized, two qualities that are highly prized in any professional setting. Plus, it gives the impression that you value transparency and open communication, which can go a long way in nurturing strong business relationships.In the world of contemporary business operations, knowing how to write an acknowledgment receipt is a game-changer. Here’s a step-by-step guide to help you craft the perfect confirmation of receipt with all the relevant details.Step 1: Start with a professional greetingKick things off with a friendly yet professional greeting. This could be as simple as “Dear [Name]” or “Hi [Name],” depending on your relationship with the sender. Remember, first impressions matter, even in emails!Step 2: Acknowledge the receipt of the specific item or communicationNext, get straight to the point. Confirm that you’ve received the item or message. You could say something like, “I’m writing to confirm that I’ve received your email dated [insert date] about [insert topic].” This not only acknowledges receipt but also shows the sender that you’ve paid attention to the details.Step 3: Mention any next steps or actions, if applicableIf there are any follow-up actions required from your end, mention them here. This could be anything from “We will review your proposal and get back to you by [date]” to “Our team is processing your order and will update you soon.”, or even as simple as “Kindly confirm receipt regarding..” This keeps the communication clear and sets expectations right from the get-go.Step 4: Close with thanks and your signatureWrap up your email acknowledging receipt with a note of thanks and a professional sign-off. Something like, “Thank you for your patience. We appreciate your business,” followed by “Best regards” or “Sincerely,” and then your name.And there you have it—a step-by-step guide to writing a professional, courteous acknowledgment receipt. It’s simple, it’s effective, and it’s a powerful tool for maintaining open and transparent communication in any business correspondence.Here are a few examples of how to confirm receipt in different situations. Buckle up, it’s time for some real-world application!Example 1: Confirming receipt of an online orderThis email template can be a valuable addition to your restaurant’s email marketing strategy, especially for promoting your online delivery services as part of your overall restaurant marketing plan.“Dear [Customer’s Name],Just dropping a line to let you know that we’ve received your online order (#12345) placed on [date]. Our team is on it and will have your items shipped out as soon as possible. We appreciate your business!Best regards, [Your Name]”Example 2: Confirming receipt of a recipient’s account payment“Hi [Name],We’re writing to confirm that we’ve received your credit card payment of $[amount] towards your account (#67890). Thank you for your prompt payment. We value your business and are here for any questions you might have.Best, [Your Name]”Example 3: Confirming receipt of a wire transfer transaction number“Dear [Name],This email is to confirm the receipt of your wire transfer with the transaction number #34567. The funds have been successfully transferred to our account. We appreciate your timely response in making the necessary payment arrangements.Sincerely, [Your Name]”Example 4: Confirming receipt of a job application“Dear [Applicant’s Name],We’re writing to confirm that we’ve received your job application for the position of [Job Title]. Our team is currently reviewing your application and will get back to you within the next [time frame]. We appreciate your interest in our company!Best, [Your Name]”Example 5: Confirming receipt of a proposal“Hi [Name],Just dropping a line to acknowledge receipt of your proposal titled ‘[Proposal Title]’ dated [date]. We appreciate the time and effort you’ve put into this. Our team will review it and respond by [date].Best regards, [Your Name]”Example 6: Confirming receipt of a complaint“Dear [Customer’s Name],We’re writing to confirm receipt of your complaint regarding [issue]. We take customer feedback seriously and we’re already working on resolving the issue. You can expect an update from us by [date]. We appreciate your patience.Sincerely, [Your Name]”These are just examples. Feel free to tweak them to fit your specific situation and personal style. The key is to keep your confirmation clear, professional, and friendly. If you’re looking for other types of templates, for example, sales templates or lead magnet templates. We also have a guide on picking the right email template.Yes, even in something as seemingly simple as an acknowledgment receipt, there’s room for slip-ups. Let’s dive into some common mistakes and how to steer clear of them.Mistake 1: Skipping the detailsWhether you’re part of a big business firm or a small startup, details matter. When confirming receipt, it’s crucial to mention specifics like transaction numbers, payment methods, dates, or any other relevant details. This not only shows that you’re paying attention but also helps avoid any confusion down the line.Mistake 2: Using an overly formal toneRemember, confirming receipt is not just about maintaining records—it’s also about building relationships. So, keep your tone friendly and approachable. While professionalism is important, there’s no need to sound like a robot. A little warmth goes a long way.Mistake 3: Delaying the acknowledgment receiptTime is of the essence when confirming receipt. The sooner you send your acknowledgment, the sooner the sender knows their message or item has been received. This helps build trust and shows that you respect the sender’s time.Mistake 4: Not proofreading your emailTypos and grammatical errors can make even the most well-crafted emails seem unprofessional. So, before you hit send, take a moment to proofread your email. Your future self will thank you.At the end of the day, confirming receipt is more than just good etiquette—it’s also a powerful tool for maintaining open and transparent professional communication. Whether you’re part of a big business firm or a small startup, a timely acknowledgment can make all the difference in how your business is perceived.So, why not make it a part of your daily routine? Start sending those confirmation emails in a timely manner, and watch as your professional relationships thrive. Because sometimes, it’s the small things that make the biggest impact. How to Send Gmail with a Read Receipt? Are you tired of sending emails only to have them go unread? Have you ever wondered if the person you sent an email to actually opened it? If so, you’re not alone. In this article, we’ll explore how to send Gmail with a read receipt, giving you the power to track whether your emails have been opened or not. What is a Read Receipt? A read receipt is a feature that allows the sender to track whether the recipient has opened an email or not. This feature is often used in professional settings to ensure that important communications are not ignored. When you send an email with a read receipt, the recipient’s email client (e.g., Gmail, Outlook, or Yahoo) will detect when the email is opened and send a notification back to you. How to Send Gmail with a Read Receipt? Sending a Gmail with a read receipt is a simple process that can be done in a few steps. Here’s how: Method 1: Using the Insert Menu Open Gmail and compose a new email as you normally would. In the Insert menu, select Get analytics. In the Analytics window, toggle the Request read receipt switch to On. Send your email as usual. Method 2: Using the Compose Window Open Gmail and compose a new email as you normally would. Click on the three vertical dots at the bottom of the compose window. Select Request read receipt. Toggle the switch to On. Send your email as usual. How to View Read Receipts in Gmail Once you’ve sent an email with a read receipt, you can view the results in your Inbox. Here’s how: Open Gmail and go to your Inbox. Click on the b reply button next to the email you sent with a read receipt. A Open confirmation message will appear at the top of the email, indicating whether the recipient opened the email or not. Tips and Tricks Read receipts only work for email clients that support them, such as Gmail, Outlook, and Yahoo. If the recipient uses a different email client, the read receipt feature may not work. Read receipts are not always 100% accurate, as the recipient may open the email but not trigger the read receipt. Sending too many emails with read receipts can be spammy, so use this feature sparingly and only when necessary. Read receipts are not available for all types of emails, such as emails sent from mobile devices or emails sent to groups. Security Concerns Read receipts can be a privacy concern, as they allow the sender to track the recipient’s online activities. If you’re concerned about privacy, you may want to consider using an alternative method, such as a BCC (Blind Carbon Copy) or carbon copy, which will send a copy of the email to the recipient without revealing their email address. Conclusion Sending a Gmail with a read receipt is a simple and effective way to track whether your emails have been opened or not. By following the steps outlined in this article, you can request a read receipt and stay informed about the effectiveness of your email campaigns. Remember to use this feature responsibly and consider the privacy implications before using it. Happy emailing! Your friends have asked us these questions - Check out the answers! How to Send an Email with a Read Receipt in Outlook Why Send an Email with a Read Receipt? In today’s fast-paced digital age, sending emails has become an essential part of our daily communication. With the rise of email as a primary means of communication, it’s essential to ensure that your messages are delivered and acknowledged. Sending an email with a read receipt can be a powerful tool in this regard, giving you a clear indication of whether the recipient has read your email. In this article, we will explore how to send an email with a read receipt in Outlook. Enabling Read Receipt in Outlook Before we dive into the process of sending an email with a read receipt, it’s essential to ensure that you have read receipts enabled in your Outlook settings. Here’s how to do it: For Microsoft Office 365 Users: Open Outlook and go to File > Options > General. Under Send, toggle the Request a read receipt button to the "On" position. For Outlook 2013 and 2016 Users: Click on File > Options > Advanced. Under Threads, toggle the Request a read receipt checkbox to the "On" position. For Outlook 2007 Users: Go to Tools > Options > Preferences. Under Read Receipts, toggle the Request read receipt before sending messages checkbox to the "On" position. Sending an Email with a Read Receipt Once read receipts are enabled, you can send an email with a read receipt by following these steps: Compose a new email: Click on the Compose button to create a new email. Add the recipient: Enter the recipient’s email address in the To field. Request a read receipt: Click on the Options button and select Request Read Receipt from the drop-down menu. Send the email: Click Send to send the email. What Happens After Sending the Email After sending an email with a read receipt, you can track the recipient’s reading activity: Read receipt request: The recipient will receive a notification requesting that they confirm whether they have read the email. Read receipt report: Once the recipient confirms having read the email, a read receipt report will be sent to you, indicating the time and date they read the email. Tips and Variations Specify a deadline: You can set a deadline for the recipient to respond to the read receipt request. To do this, click on Options and select Set delivery and read receipt options. In the Delivery and read receipt options window, enter the desired deadline in the Read receipt reminder field. Send to multiple recipients: You can send an email with a read receipt to multiple recipients, but each recipient will need to confirm separately. Troubleshooting Issues Recipient refused the read receipt request: If a recipient refuses a read receipt request, you will receive an email stating that the recipient has declined the request. Recipient’s email client doesn’t support read receipts: If a recipient uses an email client that doesn’t support read receipts, you won’t receive a read receipt report. Conclusion In conclusion, sending an email with a read receipt in Outlook is a simple process that can help you track the reading activity of your emails. By following the steps outlined in this article, you can ensure that your emails are delivered and acknowledged, giving you a clear indication of when your recipients have read your messages. Remember to enable read receipts in your Outlook settings and specify a deadline for the recipient to respond to the read receipt request. With these tips and variations in mind, you’ll be well on your way to maximizing the effectiveness of your email communications. Your friends have asked us these questions - Check out the answers!