

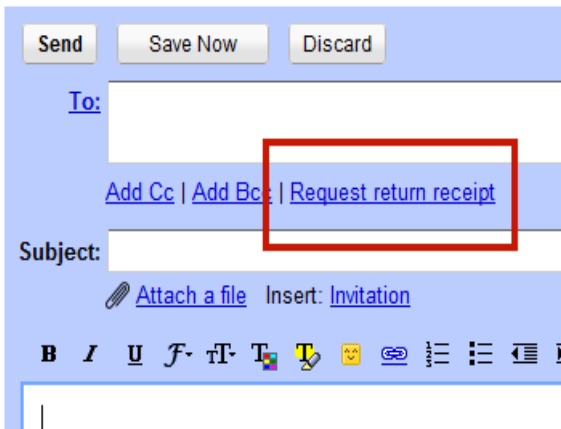
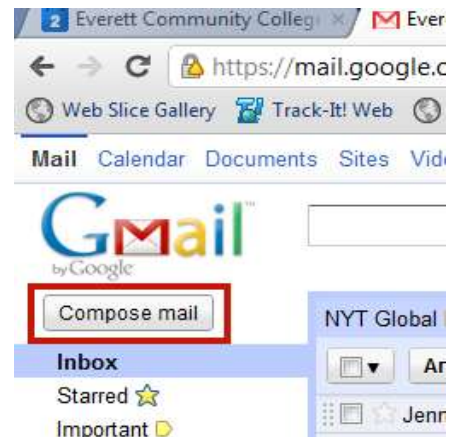
Gmail – Check if Mail was Read



Gmail will allow you to see if a sent email has been read, by using the return receipt feature.

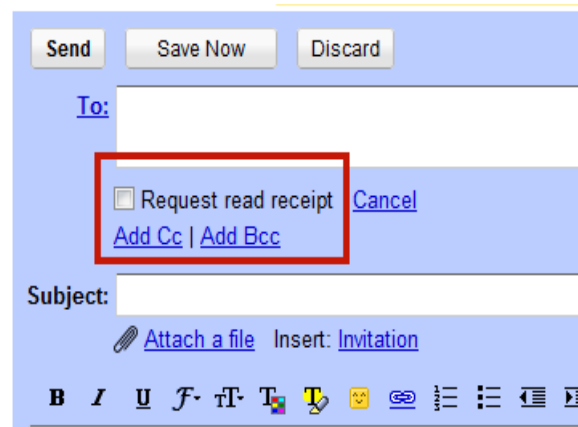
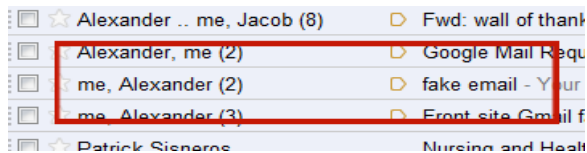
Creating a return receipt

Sign in to your Gmail account and click on the **Compose mail** box just under the Gmail logo (highlighted in **Red** on the right)



The window for composing an email will come up. Just under the To box is a link for **Request return receipt** (highlighted in **Red**). Clicking on that will get you the box for selecting a receipt (highlighted in **Red** below).

Once you have sent your email, if one of the recipients opens it, it will show up in your Gmail inbox with their name as part of a string that includes the original message you sent (highlighted in **Red** below).



If you open up the message in your inbox, you will see the message receipt about about who read the message and when they read it.

