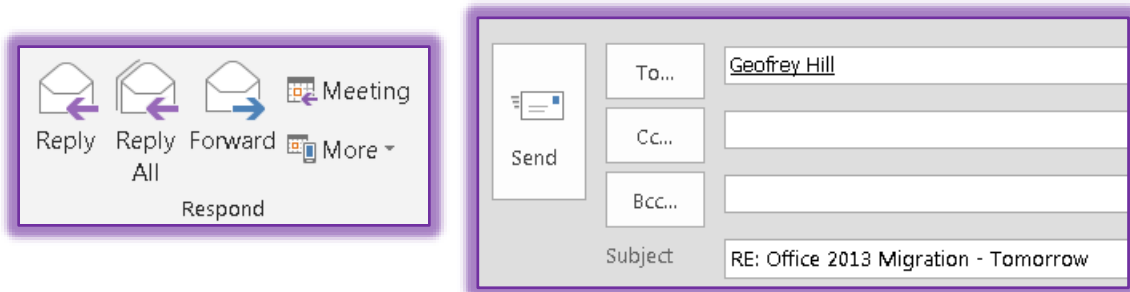


RESPOND TO MESSAGES

There are different ways in which you can respond to a message. You can reply to the person who sent the message or to the person who sent the message and all the recipients of the message. When a reply to a message is sent, the files that were attached will not be sent. It is also possible to forward a message to another recipient, not just to the person who sent the message. When a message is forwarded, the files that were attached to the message are sent also.

Reply to Sender

- † Do one of the following:
 - ‡ Click the Message in the Inbox.
 - ‡ Open the Message for which you want to send a reply.
- † Click the **Home Tab**.
- † In the **Respond Group**, click the **Reply** button (see illustration below).
- † The **Message** window will display.
- † The name of the original sender of the message will appear in the **To:** box.
- † The subject of the message will appear in the **Subject** box with **Re:** at the beginning of it.
- † The original message will appear at the bottom of the message box.
- † The insertion point will appear at the top of the message box.
- † Input the reply that is to be sent.
- † Click the **Send** button (see illustration below).

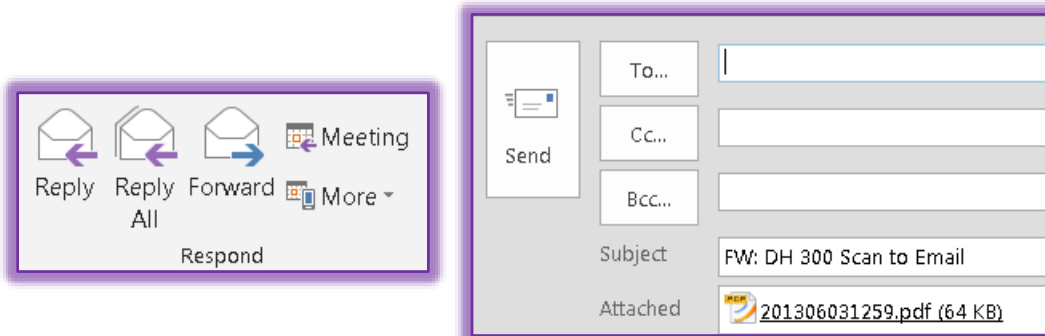


Reply to Sender and All Recipients

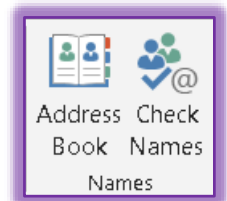
- † Do one of the following:
 - ‡ Click the Message in the Inbox.
 - ‡ Open the Message for which you want to send a reply.
- † Click the **Home Tab**.
- † In the **Respond Group**, click the **Reply** button (see illustration above).
- † The **Message** window will display.
- † The name of the original sender of the message will appear in the **To** box.
- † The name of all the original recipients of the message will also appear in the **To** box or the **Cc** box.
- † The original message will appear at the bottom of the message box.
- † The insertion point will appear at the top of the message box.
- † Input the reply that is to be sent.
- † Click the **Send** button (see illustration above).

Forward a Message

- † Do one of the following:
 - 📧 Click the Message in the Inbox.
 - 📧 Open the Message for which you want to send a reply.
- † Click the **Home Tab**.
- † In the **Respond Group**, click the **Forward** button (see illustration below).



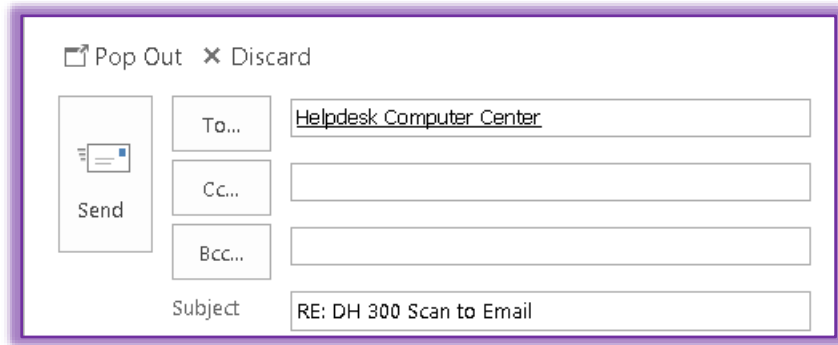
- † The **Message** window will display.
- † In the **To** box, do one of the following:
 - 📧 Input the e-mail address of the person to whom the message is to be sent.
 - 📧 Click the **To** button and then look for the person's name in the **Global Address List** or the **Contacts** list (see the instructions in the **Finding a Recipient** link on the **Outlook Web Page**).
 - 📧 Start inputting the name of the person to whom the message is to be sent.
 - ❑ If the name has been input before, the name may appear in the **Auto Complete** list.
 - ❑ Click on the name to insert it into the **To** box.
 - 📧 Input the **Full Name** of the person to whom the message is to be sent.
 - ❑ In the **Names Group**, click the **Check Name** button (see illustration at right).
 - ❑ If the **Name** is in the **Global Address List** or the **Contacts** list, then the name should underline indicating that it is a valid name.
- † Click the **CC** button to send a copy of the message to someone else.
- † The subject of the original message will appear in the **Subject** box.
- † The original message will appear at the bottom of the **Message** box.
- † The insertion point will appear at the top of the **Message** box.
- † If any attachments appeared in the original message, they will appear in the **Attachment** box.
- † Input the information that is to be sent.
- † Click the **Send** button.



Inline Replies

This is a new feature that is available in this version of Outlook. With this feature, it is possible to Reply to or forward a message directly from the Reading Pane.

- † Select the Message in the Inbox.
- † Click the **Reply**, **Reply All**, or **Forward** button in the **Message Reading Pane**.
- † The appropriate **Response** options will appear in the **Reading Pane**.
- † Complete the instructions as described in the previous sections to respond to the Message.



- ✦ Click the **Pop Out** button to expand the window to full-size.
- ✦ Click the **Discard** button to close the **Response** window and return to the **Message**.