**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.