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.

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.

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 All button.
- 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.
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.

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.
  - 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 with an **FW** before 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.
- 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**.
To: Robert Netz; Information Technology

Subject: RE: DH dosing delayed