

Microsoft Outlook – Replying to the Email



Replying to the Email.

Once the email has been read, you may wish to reply to the sender or forward the message to another recipient.


1. **Select** One of the following:

Reply – Will address the Email back to the sender.

Reply to All – If the Email was sent to multiple recipients, when pressed your reply will be sent all the recipients.

Forward – Will address the Email to a recipient who did not receive the original Email.



 Send	To...	student2
	Cc...	
	Subject:	RE: This years holiday

The reply is typed here..... | ← 2

From: student2
Sent: 21 January 2008 11:43
To: student1
Subject: This years holiday

Hi

Have you decided on the location for this years holiday?

Please advise on how many days that you require.