
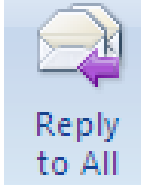


# Responding to Messages

## Reply Options

<i>Option</i>	<i>Description</i>
	Sends a response to the sender of the message.
	Sends a response to the sender and copies the response to anyone who received the original message.

### Reply to an Open Message:

1. Click **Reply** to send the reply only to the person who sent the message to you.

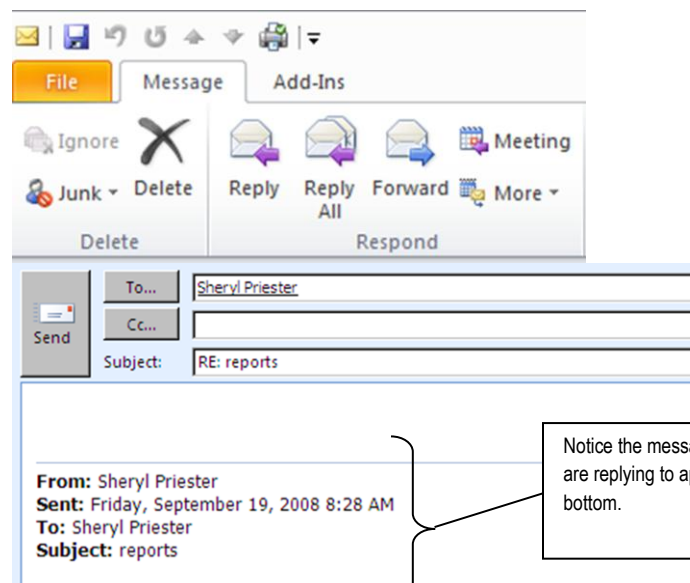
Or

Click **Reply to All** to send the reply to the sender and all persons who received the message.




Be careful when using "Reply to All" option.

2. Add additional recipients if necessary (**To:**, **Cc:**, or **Bcc:**).
3. Type your message in the body of the e-mail.
4. Click **Send**.



# Responding to Messages

## Forward Options

Option	Description
	Sends the message to another person, someone who hasn't already received it.

## Forward an Open Message:

1. Click the **Forward** command in the Respond group in the open message.
2. Type the recipient(s) you want to receive the forwarded message.
3. Type additional message information if necessary in the message area.
4. Click **Send**.



The message does not have to be open to use the Reply, Reply to All and Forward commands. These commands are available on the Standard Toolbar or by right clicking on the message to select Reply, Reply to All or Forward from the shortcut menu. Add message recipients and message information as needed.

