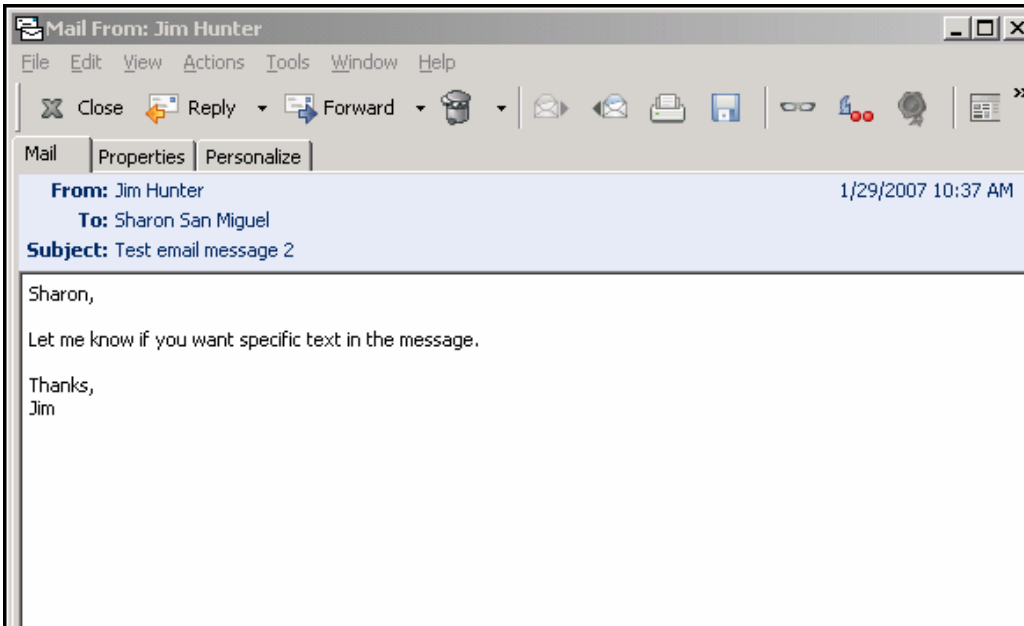
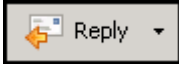




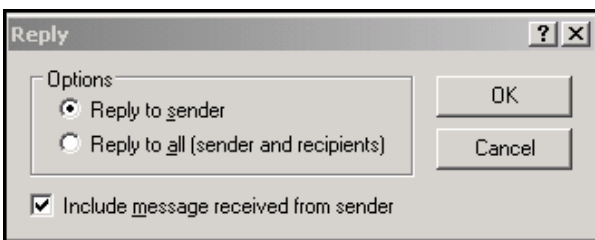
How do I reply to a message?

1. Double-click on the subject line to open the message to which you want to reply.



2. Click **Reply**  on the toolbar.

3. Click **Reply to Sender** or **Click Reply to All**. To include the original message text in your reply, make sure **Include Message Received From Sender** is selected.



4. Click **OK**.
5. Type your message.

6. Click **Send**  on the toolbar.

If the original item included BC recipients and you selected to reply to all, your reply will not be sent to the BC recipients.