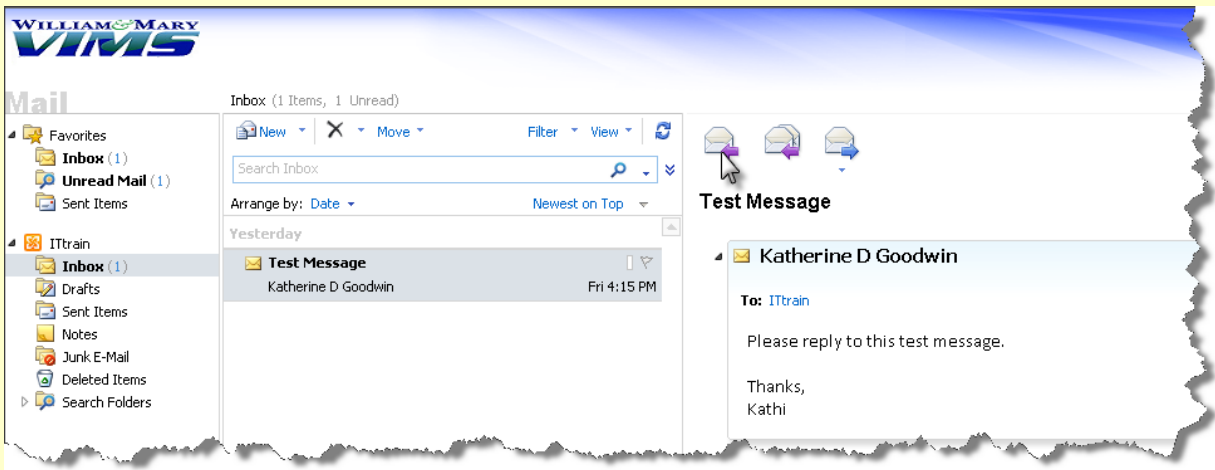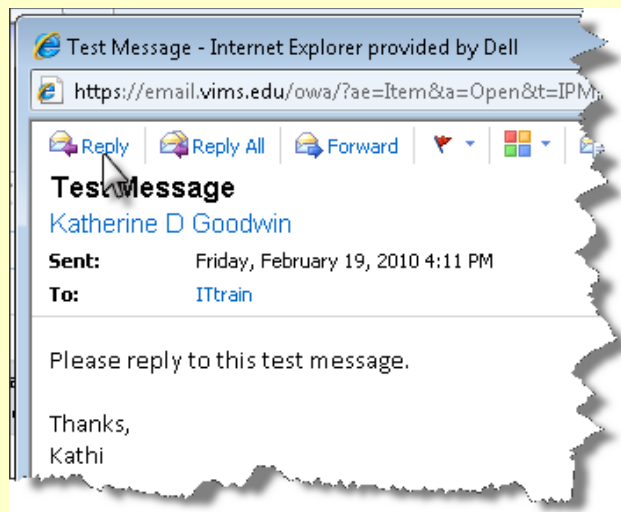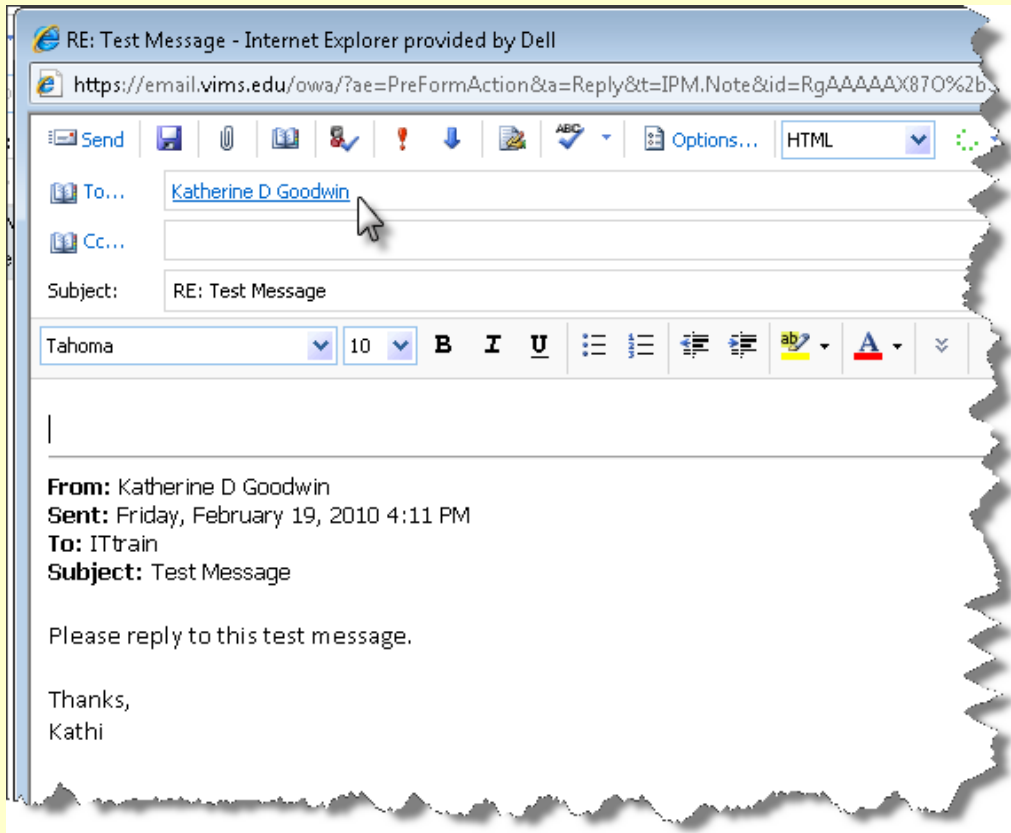# Reply to an Email Message

Try This Yourself:

1 Check to see if the **Reading Pane View** is turned on. If you need instructions, visit the instructions titled "**Turn Reading Pane On or Off**".

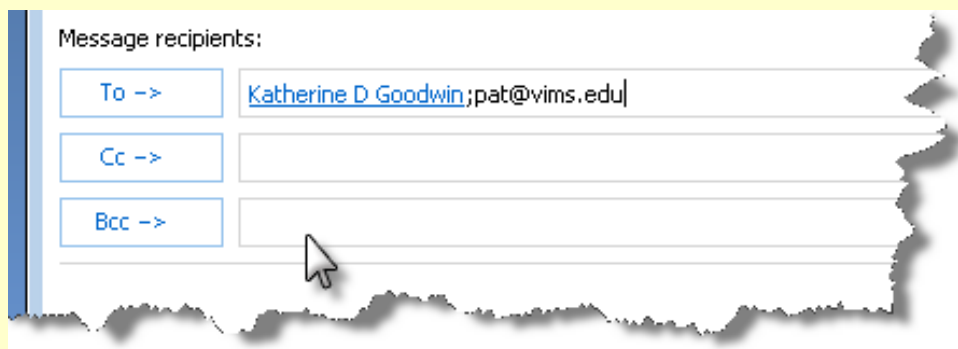**2** If the **Reading Pane View** is turned on, click on the **Reply** icon as shown here:

3 If the **Reading Pane View** is turned off, open the document and then click on the **Reply** button as shown here:
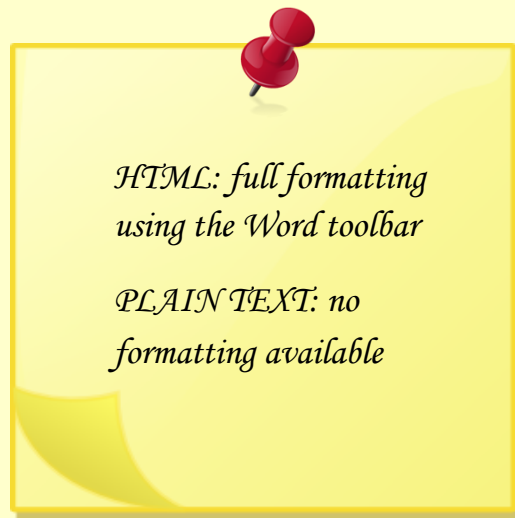
4 The email address will automatically be filled in the **To…** box.

RE: Test Message - Internet Explorer provided by Dell

https://email.vims.edu/owa/?ae=PreFormAction&a=Reply&t=IPM.Note&id=RgAAAAAX87O%2b

Send | Options… | HTML

To…   Katherine D Goodwin

Cc…

Subject: RE: Test Message

Tahoma   10   **B** *I* U

From: Katherine D Goodwin
Sent: Friday, February 19, 2010 4:11 PM
To: ITtrain
Subject: Test Message

Please reply to this test message.

Thanks,
Kathi

5 If you need to add someone, simply type a semi-colon and then type the new address on the same line. Or you can add someone on the **Cc…** line by typing the email address in the **Cc…** box. To send a blind copy, click on **To…** or **Cc…** and you will notice a **Bcc** box to enter an email address for a blind copy.

Message recipients:

To ->   Katherine D Goodwin;pat@vims.edu

Cc ->

Bcc ->

6 Choose **HTML** or **Plain text** to format your emails. (For explanation: see sticky note below.)

RE: Test Message - Internet Explorer provided by Dell

https://email.vims.edu/owa/?ae=PreFormAction&a=Reply&t=IPM.Note&id=RgAAAAAX87O%2b

Send   Options...   HTML

HTML
Plain text

To...   Katherine D Goodwin

Cc...

Subject: RE: Test Message

Tahoma   10   **B** *I* U

HTML: full formatting using the Word toolbar

PLAIN TEXT: no formatting available
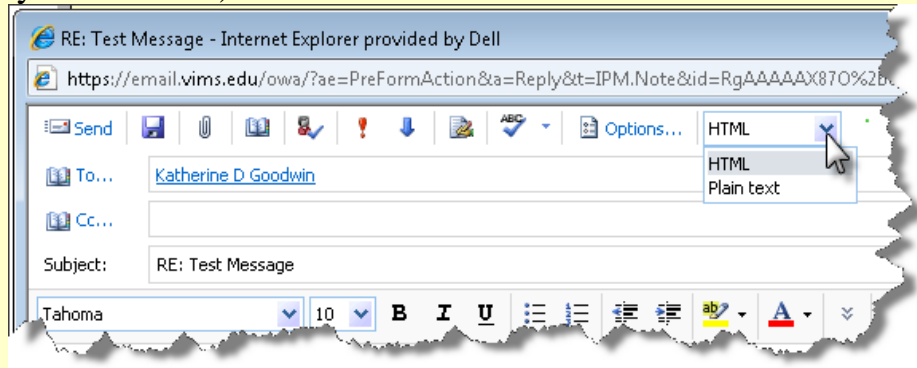
7 Write the message and then click **Send**.

RE: Test Message - Internet Explorer provided by Dell

https://email.vims.edu/owa/?ae=PreFormAction&a=Reply&t=IPM.N

Send   Opt

To...   Katherine D Goodwin

Cc...

Subject: RE: Test Message

Tahoma   10   **B** *I* U

This is a reply message.

From: Katherine D Goodwin