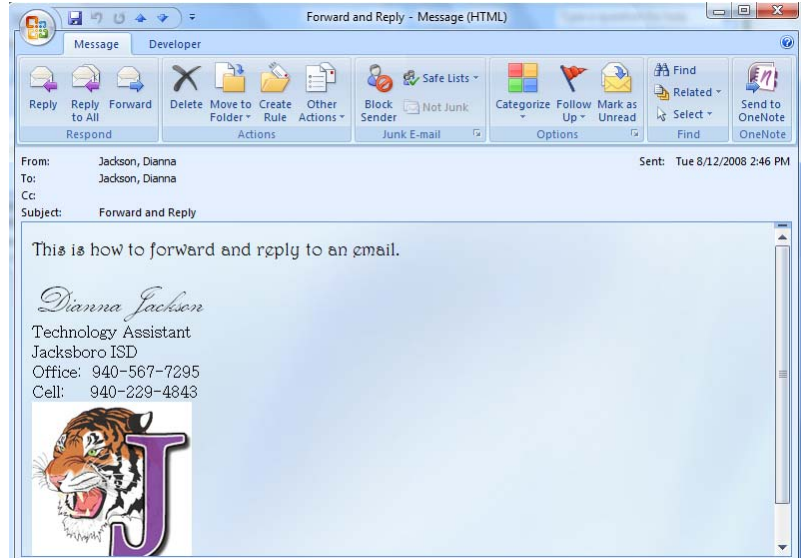


OUTLOOK

Reply to and Forward an email

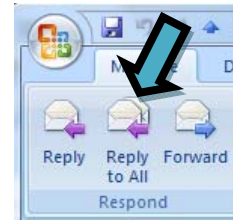
1. Open Outlook
2. Open the appropriate email



3. To Reply click the Reply button



4. To Reply to everyone on the email, click the Reply to All button



5. To forward the email to someone else, click the forward button.



6. Enter the email address in the To field.

7. Click Send

