



MS Office

Outlook

Email: Reply

You can reply to an individual person or multiple people through email.

Check out some ways to communicate effectively with others on the computer.

1. Locate the Outlook icon on the desktop, and double-click on it to open it.

Replying to One Person

2. Select an email message and then find the **Reply** button in the Home ribbon. Select it to send a reply message to the individual person who sent you the message. You can also use the keyboard shortcut **Control + R** to reply.
3. You land in a new email, and Outlook provides the receiver's name in the address field.

4. Outlook also completes the subject line with **Re:** so the person receiving this email sees the topic of the email. The Re: shows that it is part of an ongoing conversation.
5. Compose your message, and then select the **Send** button in the ribbon at the top of your window.

Replying to Several People

6. When there are other people listed in the email, you can send a reply to all the people at once.
7. Select the **Reply All** button to send one email to all the people on the email at once. You can also use the keyboard shortcut **Control + Shift + R**.
8. A new email appears with the names of all the people you're replying to.

Tip: Outlook displays the names only, because it remembers their email addresses if you've emailed with them before.

9. Just as before, you see the phrase Re: in the subject line so the people who receive your

email know the topic of the ongoing conversation.

10. Write your message, and then select the **Send** button in the ribbon at the top of your window.

Did you reply to an individual person or multiple people through email? Now that you've tried this, why not check out another workshop in this series to further improve how you use email?