Working with E-Mail Messages

Replying to E-mail Messages

1. Open the message you want to reply to by double-clicking on it.
2. Click on the **Reply** button or **Reply to All** button located on the Message tab.

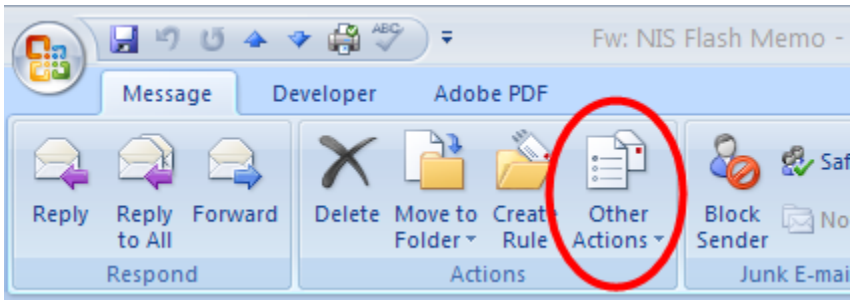
3. Enter your reply.
4. Click on the **Send** button.

Forwarding E-mail Messages

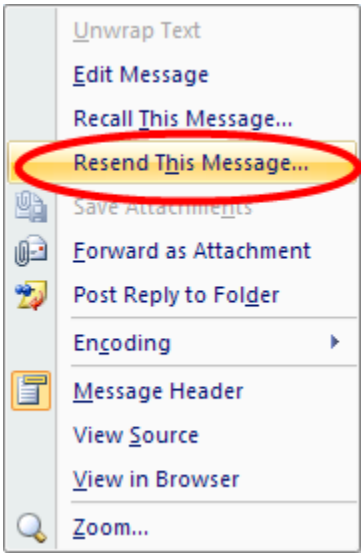
1. Open the message you want to reply to by double-clicking on it.
2. Click on the **Forward** button located on the Message tab, (refer to the illustration above).
3. Enter your reply.
4. Click on the **Send** button.

Resending a Sent E-mail Message

1. Open the sent message you want to resend.
2. On the Message tab, Actions group, click on **Other Actions.**



3. From the selection list, choose **Resend this Message.**



4. Edit any of the fields that you want to change including the addressees.
5. Click on the **Send** button.

Saving an E-mail Message to a File

1. Open the message you want to save by double-clicking on it.
2. Click on the **Office button.**
3. Select the **Save As** option.
4. The *Save As* dialog box appears, select the location for the message to be saved.
5. In the *File name:* box enter the name for the file.
6. Select the file type by clicking on the *Save as type:* box . The default is HTML.
7. Click the **Save** button.

Restoring a Deleted E-mail Message

1. Open the **Deleted Items** folder.
2. Select the desired message by highlighting it (clicking on it once).
3. Drag the message to the **Inbox**.