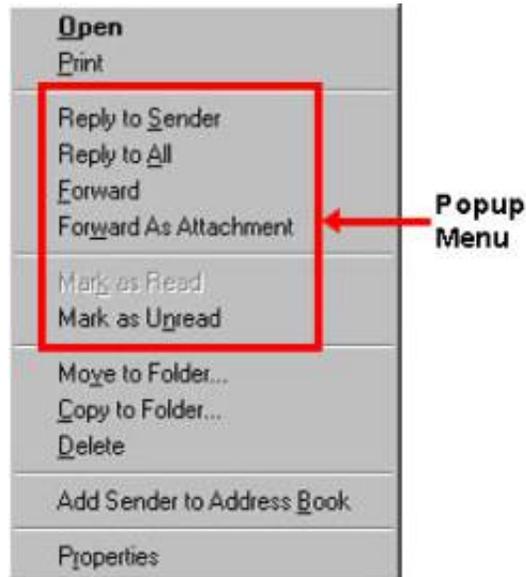


Replying E-mail

After you have received the messages you can instantly reply it back. The toolbar and menu bar of the Explorer have lot of options but the most common ones can be found just by right clicking (**Menu**).

Replying to Message Through Outlook Express (Options)

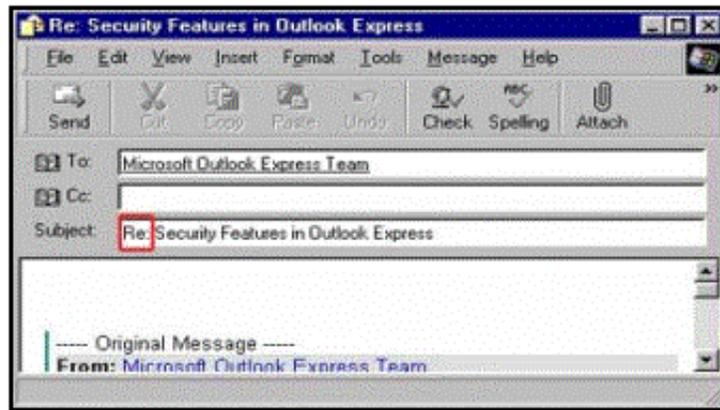
- First, right click on the message received.



- **Reply to Sender** option lets you reply to the message without actually creating a brand new message.
- **Reply to All** option automatically sends messages to all the addresses available in the address book.
- There are other options also available like **Forward** to forward the mails, **Forward as Attachment**, **Mark as Read** and **Mark as Unread** for marking the mails as being read or unread.

For Sending Reply

- Clicking the **Reply** button on the toolbar opens up the window, which is similar to the new message window.
- Explorer automatically enters the e-mail name of the person who originally sent the message and the subject. The '**Re**' prefixes means that you are replying to the original subject.



- Explorer also automatically enters a copy of the original message. This feature is helpful sometimes but if you don't want this to happen, you can turn off this feature using the options box.
- Type in your reply and finally click on **Send** button in the toolbar.