Replying to Emails in Microsoft Outlook 2016 for the PC

The following explains how to reply to emails in Microsoft Outlook 2016 for the PC.

1. Click the email that you wish to reply to.
2. Click Reply if you wish to reply to the sender. Alternatively, you may click Reply All if you wish to reply to the sender as well as others who are part of the email conversation.

3. Enter your reply into the email body (See Figure 2).
4. Click Send (See Figure 2).

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Figure 1 - Click Reply or Reply All

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Figure 2 - Replying to an Email

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John,
I wasn’t aware of it. The family and I will definitely have to check it out.
Thanks for the heads up.
Dave

From: ultraining2
Sent: Tuesday, June 6, 2017 1:57 PM
To: UITSTraining1 <UITSTraining1@kennesaw.edu> onmicrosoft.com
Subject: Citadel discount

Dave,

You know Citadel Mall? Apparently there’s a store in there that gives you a discount if you walk up to the counter and say “This is my favorite store in the Citadel.”

Kind of wild, but give it a shot if you’re ever in the area.
John