Replying to Emails in the Outlook Web App

The following explains how to reply to emails in the Outlook Web App.

1. Click the **email** that you wish to reply to.
2. Click the **Reply All** dropdown (See Figure 1).
3. Click **Reply** or **Reply All** (See Figure 1).

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

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**Figure 1 - Click Reply or Reply All**

**Figure 2 - Replying to an Email**