

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 **Reply** or **Reply All**.

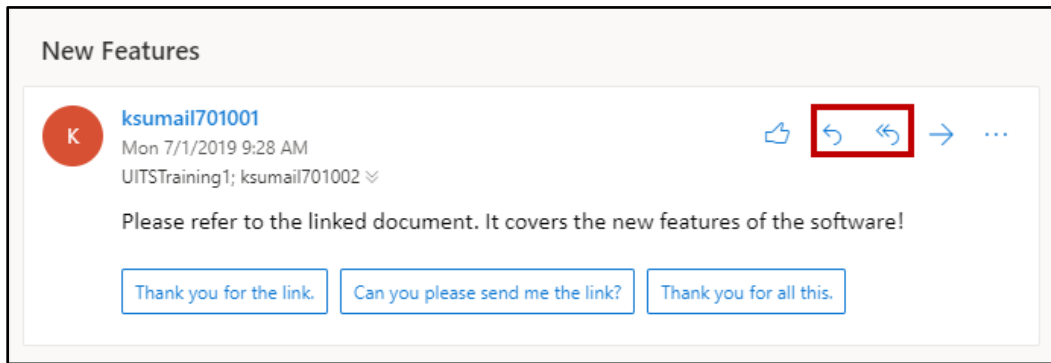


Figure 1 - Click Reply or Reply All

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

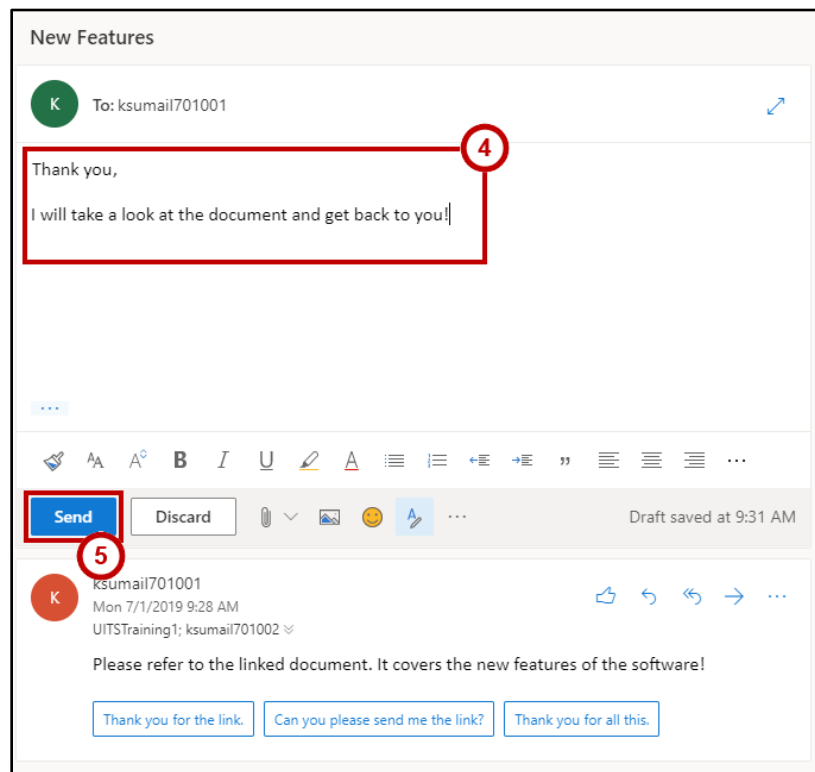


Figure 2 - Replying to an Email

For additional support, please contact the KSU Service Desk

KSU Service Desk for Faculty & Staff

•Phone: 470-578-6999

•Email: service@kennesaw.edu

•Website: <http://uits.kennesaw.edu/>

KSU Student Help Desk

•Phone: 470-578-3555

•Email: studenthelpdesk@kennesaw.edu

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