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**.

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

---

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

**Figure 2 - Replying to an Email**