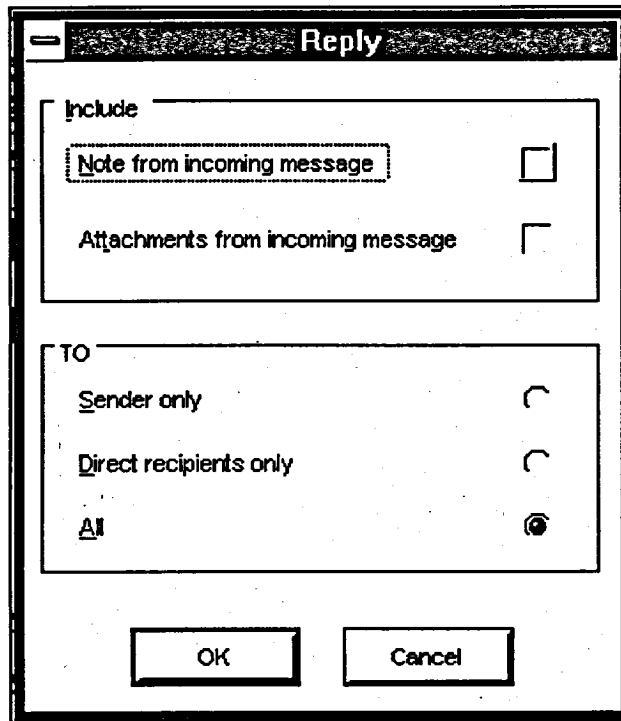# REPLYING TO MESSAGES

The Reply function generates the Compose Message window, allowing you to modify the subject, the recipients, and the note itself. When replying you can select whether to send to sender only, direct recipients only or to all 'who received the message. It is also optional to include the note of the incoming message.

| Method |

To reply to a message from either the Mail Manager or Browse windows:
1. Select the appropriate message.
2. Click on the **REPLY** button on the Tool Bar.
                    OR
   Click on **MESSAGE** in the Menu Bar.
   Select the **REPLY** option.
3. Select the appropriate options in the dialog box, then click on **Ok**.
4. Modify the **SUBJECT** field (arbitrary).
5. Type your reply note in the **NOTE** section of the window.
6. **SEND** the message.
9. **CLOSE** the Compose Message window.