

Replying to Incoming Messages

Attachments from the original message are NOT included with the reply.

To Reply to Incoming Mail:

1. Select the message to which you wish to reply, click on the appropriate **Reply** button on the toolbar. You may select **Reply to Sender** or **Reply to All**. The *Message Assistant* dialogue box appears. *RE* appears at the beginning of the *Subject:* field and the previous address appears in the *Note* field.
2. Modify the recipients' list if you wish.
2. Insert your comments in the *Note* field.
3. Select **File, Send** from the menu bar OR click on the **Send** button.

Deleting Messages

To Delete Messages:

1. Select a message to be deleted and click on the **Delete** button on the toolbar.
OR
1. Click and drag the message to the *Deleted Items* folder.

To Restore a Deleted Message:

1. Double-click on the **Deleted Items** folder.
2. Select the message you wish to restore and click and drag it to the appropriate folder.

When you exit MS Exchange, the messages in the *Deleted Items* folder are permanently deleted.

Printing Messages (Incoming and Outgoing)

The printed message will identify the Account Addressee in bold characters.

To Print Messages (Incoming and Outgoing):

1. Select the desired message and select **File, Print** from the menu bar. The *Print* dialogue box appears.
2. Select the number of copies you wish to print and click on the **OK** button.