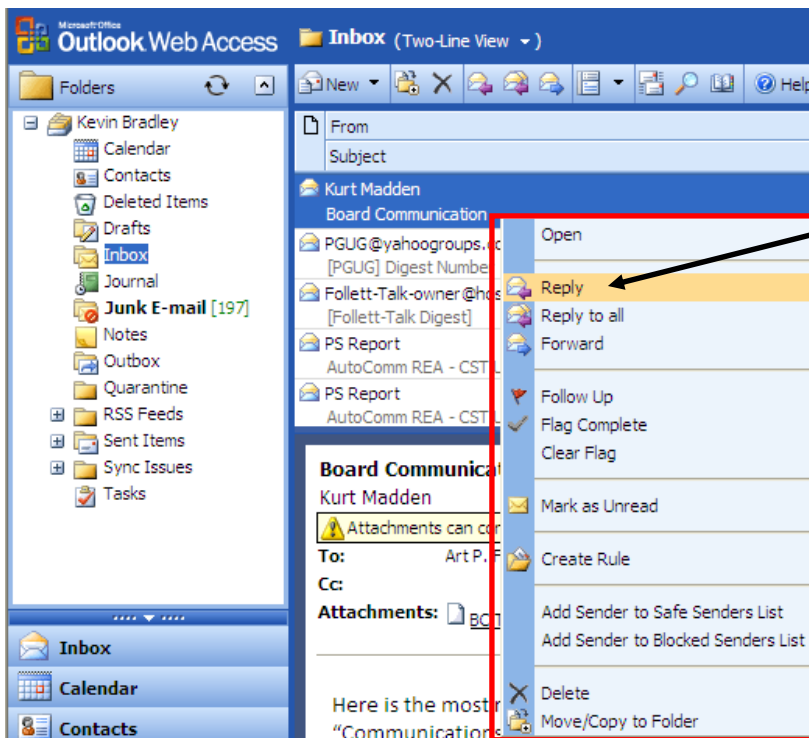


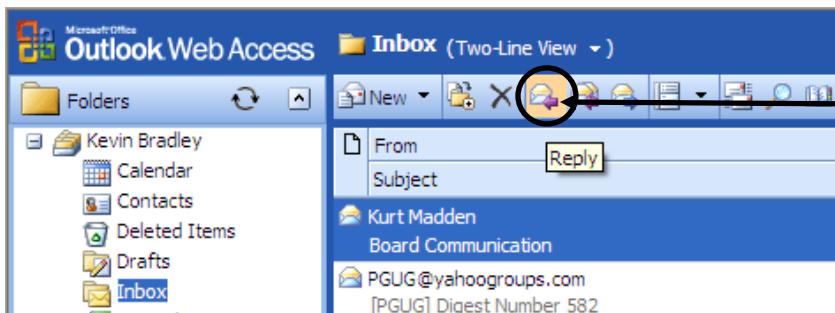
“How can I reply to a message using Outlook Web Access?”

To reply to a message, you have three options:



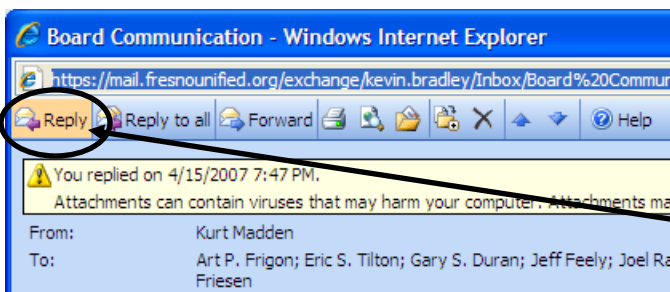
- 1) Right-click the message and select **“Reply”** from the pop-up menu.

--or--



- 2) Click the **“Reply”** icon—the one with the envelope & the purple arrow pointing back.

--or--



- 3) You can also double-click the message to open the e-mail in a new window that will give you the option to click **“Reply”**