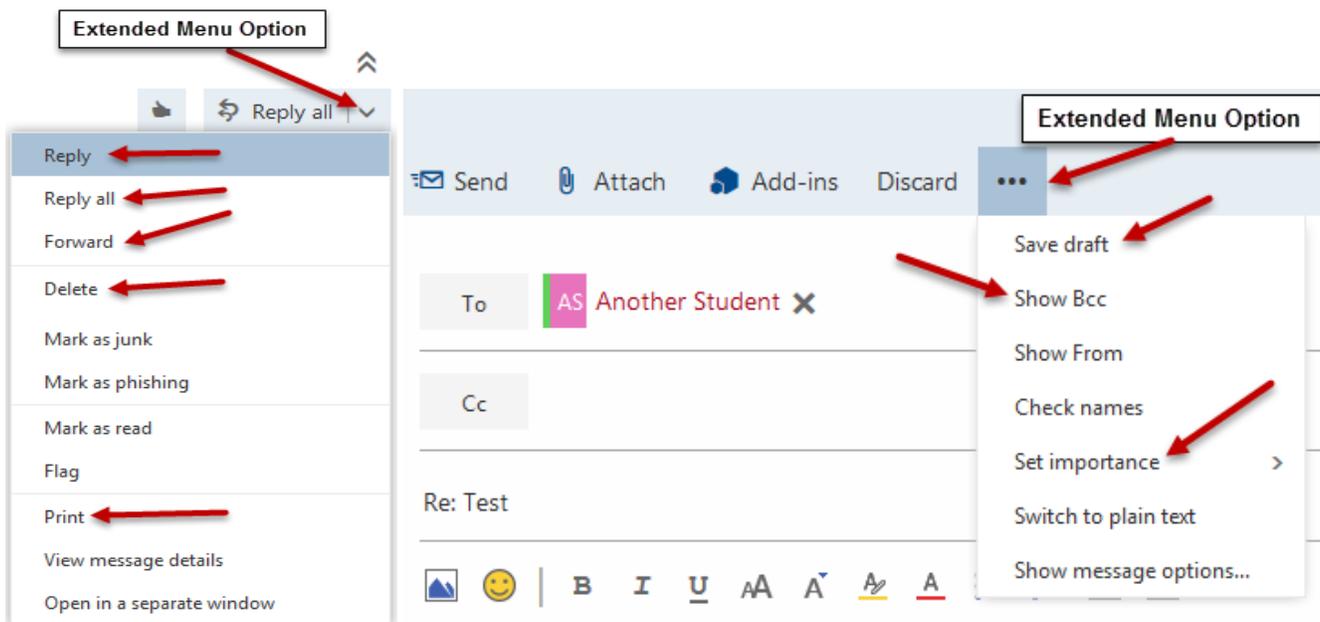


## Using Reply, Forward, and Extended Menus

**Using Reply, Forward, and Extended Menus** Help Document was created to help you with communicating with your Instructor (s), other Students, Faculty, and Staff of Wallace Community College. You will also learn where the delete, print, show bcc, and set importance options are located.

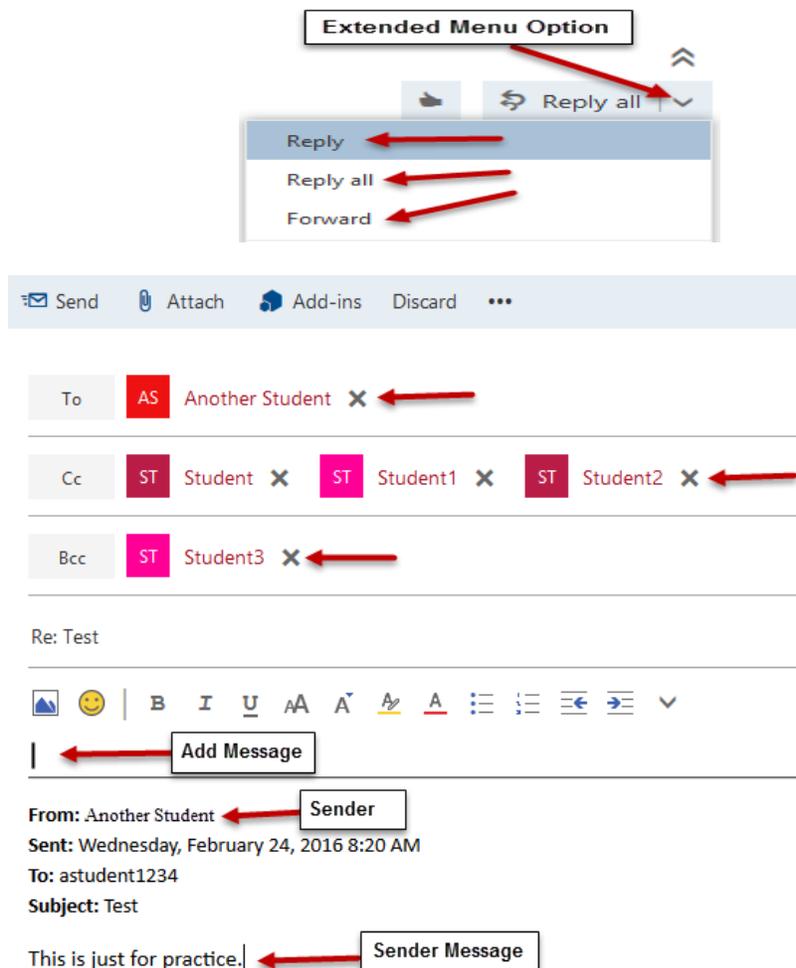
1. To use the **Reply, Reply ALL, Forward, or Extended Menu** option do the following:



- a. **Extended Menu Options** are located as follows:
  - i. Click on **Extended Menu Option** next to the **Reply all** option in the **Reading Pane**. You can **Reply, Reply all, Forward, Delete**, Mark as junk, and, **Print** the e-mail message from this option.
  - ii. Click on **Extended Menu Option** next to the **Discard** option in the **Sweep/Move to/Categories** message options. You can **Save draft, Show Bcc**, and **Set importance** in this section of the Extended Menu option.



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- b. Click on **Reply** if you want to respond **to the person who sent the message only**. For example, only **Another Student** would be listed in the **To:** field. You can also **add a message** in the text box at the top of the message above the sender's name and message.
- c. Click **Reply ALL** if you want to respond to **everybody who was in the e-mail** that was sent to you. For example, if Another Student, Student, Student1, Student2, and Student3 was listed in the original e-mail message under To:, Cc:, or Bcc:. **Student, Student1, student2, and student3 would receive the e-mail message you responded to, including Another Student**. You can also **add a message** in the text box at the top of the message above the sender's name and message.
- d. Click **Forward** if you want to **forward the message to somebody else**. When using the Forward option. You can **add a message** in small detail why you are forwarding the message to the individual. You can add the e-mail address or



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address (es) of the individual (s) that you want to send the message to in the **To:**, **Cc:**, or **Bcc:** fields.

