The Reply function

Oops! Who did I just send that to?!
Oops!

If you’ve ever sent an email to someone unintentionally, this Tech Tip is for you!
Read on....
If you receive an email that is addressed to you AND someone else, you have **two options** when you reply:

**Reply** and **Reply All**
The **Reply** option will insert ONLY the email address of the person who sent you the email.

The **Reply All** option will insert the email addresses of EVERYONE the email was sent to.
Two good practices

1. Make it a habit to **ALWAYS** check the To: field on every email **BEFORE** you click Send.

2. Set your email to send to your **Outbox** for a few minutes before it is sent out. This gives you some time after hitting Send to say, “**OOPS!**” and still stop the email from being sent.

*Continue to the next screen for instructions on how to do this:*
Delay Delivery

Click a link below to learn how to delay delivery of messages.

- Outlook 2007
- Outlook 2010
So, now you know…

- Use the **Reply** button to respond to **ONE** person
- Use the **Reply All** button to respond to **MORE THAN ONE** person
- **ALWAYS** check the **To:** field on every email **BEFORE** you click Send
- Set your email to send to your **Outbox** for a few minutes before it is sent out.