

The Reply function



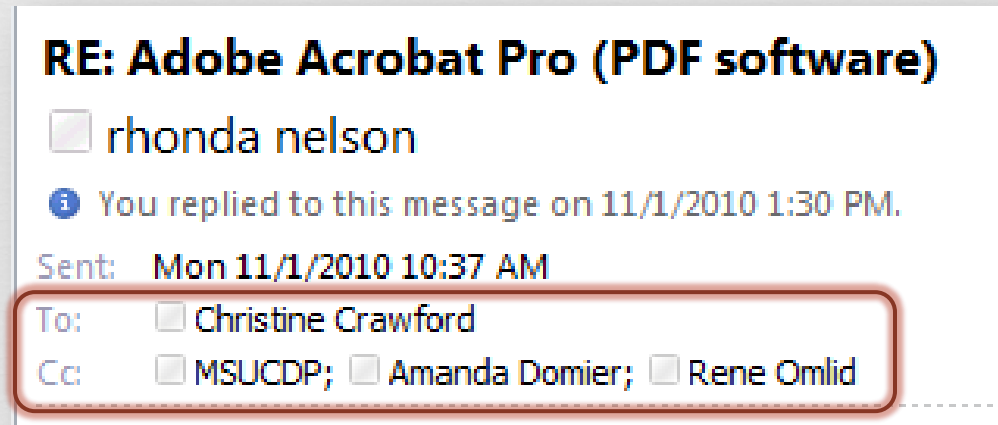
Oops! Who did I just send that to?!

Oops!

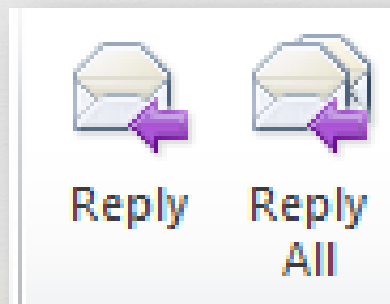


- ❧ If you've ever sent an email to someone unintentionally, this Tech Tip is for you!
- ❧ Read on....

If you receive an email that is addressed to you AND someone else, you have **two options** when you reply:



Reply and Reply All





Reply

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



Reply
All

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.