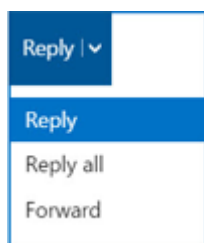



To reply to everyone addressed in the original message, click the arrow for Reply and then click **Reply All**.

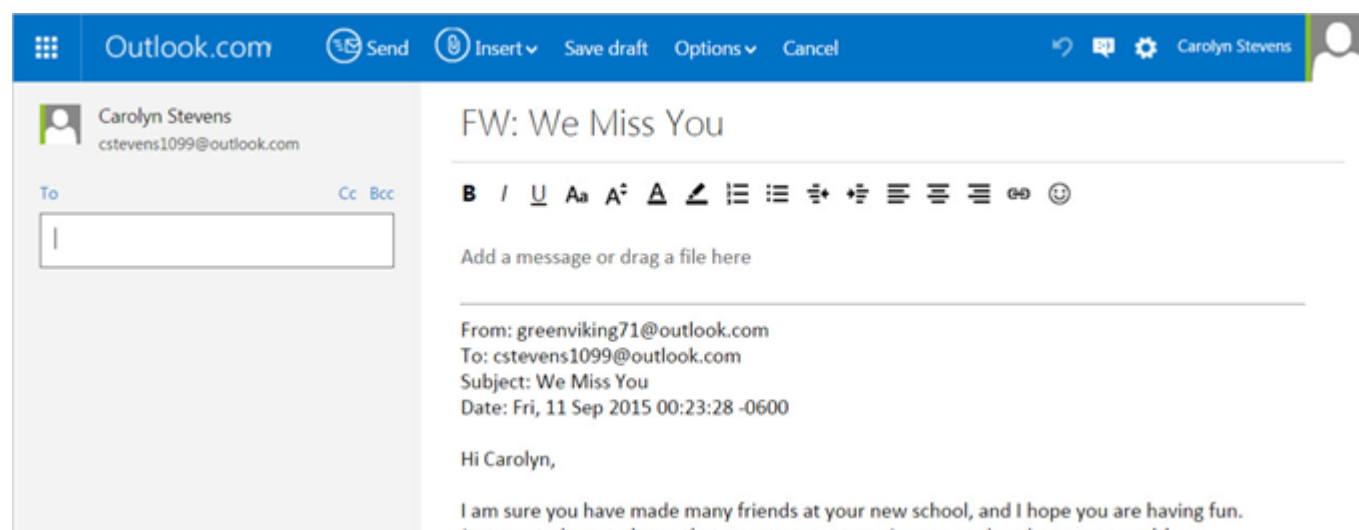


Once you have sent the reply message, Outlook displays  next to the message in the message list to indicate that you have sent a reply to this message. The icon is the same regardless of whether you replied to the original sender or to everyone addressed in the message.


## Forwarding a Message

Use the Forward option to send a message that you have received to someone else.

To forward a message, click the arrow for Reply and then click **Forward**.

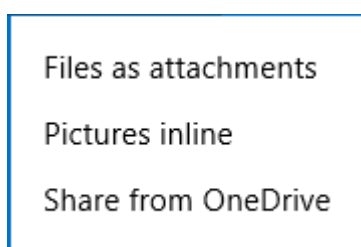


Outlook automatically creates a copy of the message and adds the letters "FW:" to the message Subject line. The address fields remain blank so you can enter the addresses of the people to whom you want to forward the message.

When you forward a message, your copy of the message remains in your Inbox, and Outlook displays  next to the message to indicate you forwarded this message to someone else.

## Working with Attachments

You can send files to other people by adding them as attachments to email messages. To attach or insert a file in an email message, click **Insert** in the command bar at the top of the window.



### Files as attachments

Navigate to select the file you want to attach to the message.

### Pictures inline

Navigate to select a picture file to include with the message. You can then right-click the image to choose a size for the picture.

Remember that the larger the size, the longer it will take to send and receive the message.

Small (25%)

Medium (50%)

Original (100%)

Large (200%)

Remove

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