Try This Yourself:

1. Check to see if the **Reading Pane View** is turned on. If you need instructions, visit the instructions titled “**Turn Reading Pane On or Off**.”

2. If the **Reading Pane View** is turned on, click on the **Reply** icon as shown here:

   ![Image](image1.png)

3. If the **Reading Pane View** is turned off, open the document and then click on the **Reply** button as shown here:

   ![Image](image2.png)
4. The email address will automatically be filled in the **To**... box.

5. If you need to add someone, simply type a semi-colon and then type the new address on the same line. Or you can add someone on the **Cc**... line by typing the email address in the **Cc**... box. To send a blind copy, click on **To**... or **Cc**... and you will notice a **Bcc** box to enter an email address for a blind copy.
6 Choose **HTML** or **Plain text** to format your emails. (For explanation: see sticky note below.)

**HTML:** full formatting using the Word toolbar

**PLAIN TEXT:** no formatting available

7 Write the message and then click **Send.**