Outlook 2013 Web App
Working With Messages

To Read a Message

- Click the Inbox folder on the left side of the screen.

- Click the email message you wish to view.

- The message appears in the reading pane. You can respond to any message in the conversation by clicking Reply, Reply all or Forward at the top of a message.

To Reply to a Message

To reply only to the person who sent the message:

- Select the message in the reading pane.

- At the top of the message, click **Reply**.
- A new message will appear addressed to the sender of the original message.

- Add your response.

- Click **Send** at the top of the message.

To reply to the sender of a message and all other recipients:

- Select the message in the reading pane.

- At the top of the message, click **Reply all**.
- A new message will appear addressed to the sender and to all other recipients of the original message.

- Add your response.

- Click **Send** at the top of the message.

To Forward a Message

- Select the message in the reading pane.

- At the top of the message click **Forward**.

  ← REPLY   ← REPLY ALL   → FORWARD ...

- A new message will appear.

- In the **To:** field, enter the name or e-mail address of the person you want to forward the message to. You can also click **To:** or **Cc:** to open your address lists.

- Add any other information that you want in the message, such as a quick note explaining why you're forwarding it.

- Click **Send** at the top of the message.

  ⌨ SEND

To Create a New Message

- Click **+ new mail** above the folder list.

  ⊕ new mail

- A new message form will appear in the reading pane.

- Type the name of anyone in your contacts folder or the school district's address list or type an email address in the **To:** field.

  Note: The first time you enter a name, Outlook searches for that person's address and caches it so in the future the name will appear quickly.
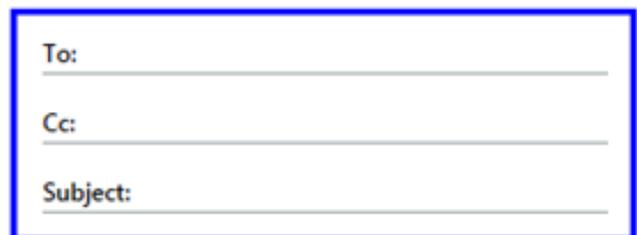
  To:

  Cc:

  Subject:

- Type a subject in the **Subject:** field.

- Click in the body of the message and type what you want to send.

- To add an attachment, click **Insert>Attachment** at the top of the screen and locate the file you want to attach.
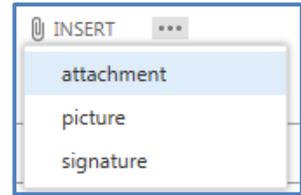
- Click **Send**.

Working with drafts

Outlook Web App automatically saves your message as you create it and adds it to your drafts folder so you can come back to it if you can't finish writing the message right away or want to wait before you send it.

When you're ready to send your message:

- Click the Drafts folder.

- Click on the message you were working on.

- In the Reading Pane, click **Continue editing** to finish the message or click **Discard** to delete it.

- If you still want to send the message, finish editing it and click **Send**.