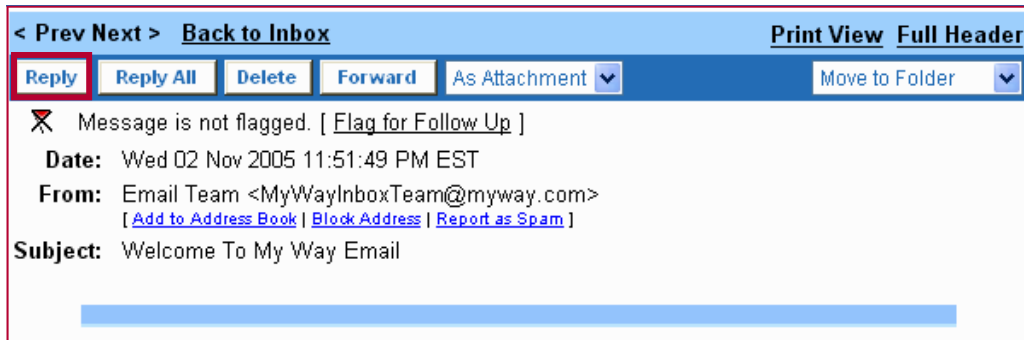


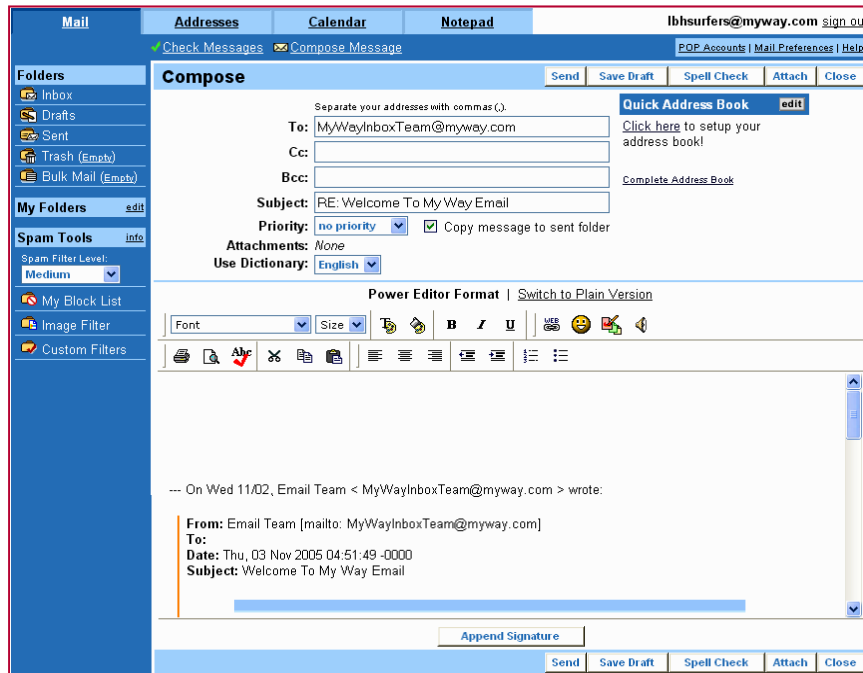
# Beginners: Replying to an email

Once you have read a message, you have the option to reply to the sender.

1. Click on the **Reply** button.

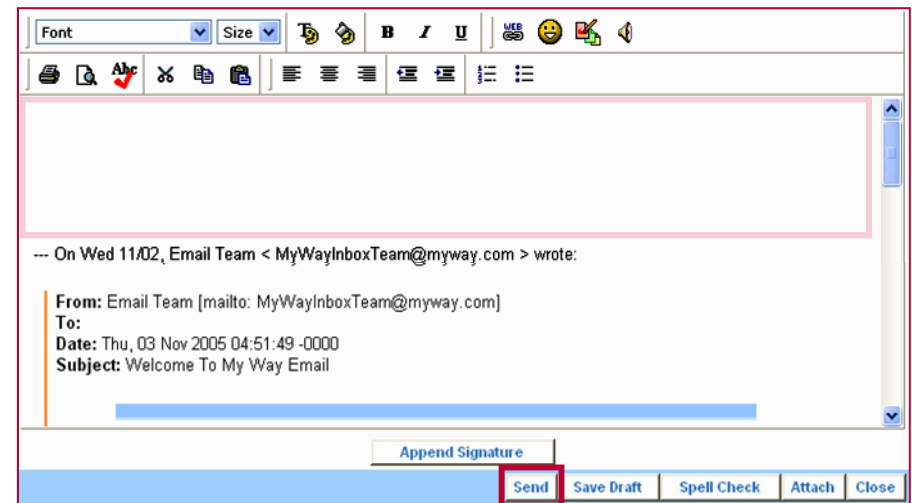
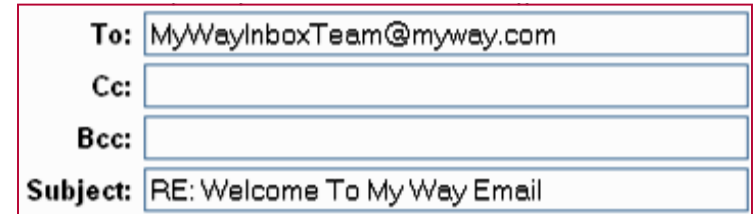


This opens the **Compose Message** page.



Notice that:

- the **To:** box contains the sender's address.
- The **Subject:** box contains the word **RE:** followed by the same subject as per the original message.
- The message box contains a few clear lines (where you can type your reply) and below them is the original received message, so that you can keep the thread of the conversation.



2. Click on the first line of the message box and type in your reply.
3. Click on the **Send** button.

You will then see a **Reply Sent** confirmation page.

