

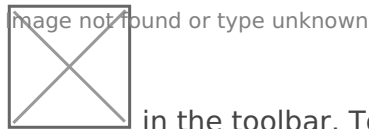
Replying to emails

When replying to an email, some of the email's input fields are pre-filled:

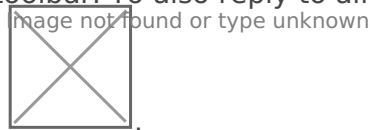
- The sender of the email and additional recipients of the email will be automatically entered as recipients of the reply email.
- The email subject will be entered in the subject field of the reply email. The subject will be preceded with the text "Re: ".
- The email text will be entered in the forwarded email. Each cited line will be marked at the beginning.

How to reply to an email:

1. Select an email.



2. Click the **Reply to sender** icon in the toolbar. To also reply to all other



recipients click the **Reply to all recipients** icon.

You can also use one of the following methods:

- Click on the **Reply** or **Reply all** button in the detail view.
- Use the context menu in the email list.

To send a new email to the sender and the other recipients, click the **More actions**

icon in the detail view. Click on **Send new email**.

3. Fill in the details for sending the email.

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