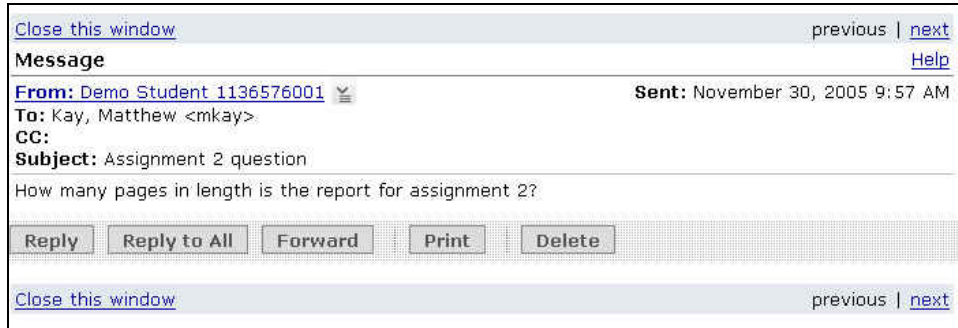


Replying to Messages

1. View a message by following the steps in the previous section. The message is displayed in a new window, as shown below.



2. Click **Reply**, **Reply to All**, or **Forward**.
 - **Reply** – To send a reply message to the original sender of the message.
 - **Reply to All** – To send a reply message to the original sender and all recipients in the **To** and **CC** areas.
 - **Forward** – To send the message to another person in the course.
3. If you selected **Forward**, click **Browse for Recipients** and select one or more persons to receive your message. Click **Save** to save your list of recipients.
4. Type your reply in the **Message** window.
5. Click **Send** to send the message.