Reply to Messages

After you read a message you can reply to it by clicking a reply option under the Reply or Reply to All actions.

Reply

Opens a New Message form addressed to the sender. It does not include the original message.

Reply to All

Opens a New Message form addressed to the sender and all of the recipients in the To: and Cc: fields. It does not include the original message or the recipients in the bcc: field.

Reply (or Reply to All) with History Only

Opens a New Message form where you can type your reply with the original message included. Attachments will not be included in the reply.

Reply (or Reply to All) with History & Attachments

Opens a New Message form where you can type your reply with the original message and attachments included.

Use this feature wisely! Attachments greatly increase the size of the email and it is often not necessary to continue sending the attachment back and forth in the reply.

Reply (or Reply to All) with Internet-Style History

Opens a New Message form where you can type your reply with the original message formatted in simple font and format (letterhead and images are removed). Each line is prefixed with > (often seen in internet style messages).
**Identify Messages in Your Inbox That You Replied To**

A message in your *Inbox* that has been replied to has a “replied to” icon next to it (all the way in the far right column).

If you open the message you will see the following displayed in the message header:

**View the Mail Thread**

You can view all messages grouped with their replies in the *Mail Threads* view (Basic Configuration) or the *Conversations* view (Standard Configuration).
Forward Mail to Others

If you want to share a message with someone you can forward it to them. All you have to do is address it and add your message.

- Select the message in your Inbox or open it
- Click the Forward action and select one of the options.

Unlike Reply, the new message is not automatically addressed to the original sender. You must add the recipient/group name(s) in the To:, cc:, and bcc: fields. The subject will be prefaced with Fw:

Type your message above the "Forwarded by" line:

Click Send or Send and File
A message in your *Inbox* that you have forwarded to someone else has a “forwarded” icon next to it (all the way in the far right column).

If you open the message the following is displayed in the message header:

```
History: This message has been forwarded.

Hello Kim:

Thank you for teaching me Lotus Notes. :)
```