

Intro to Email 2: Beyond the Basics

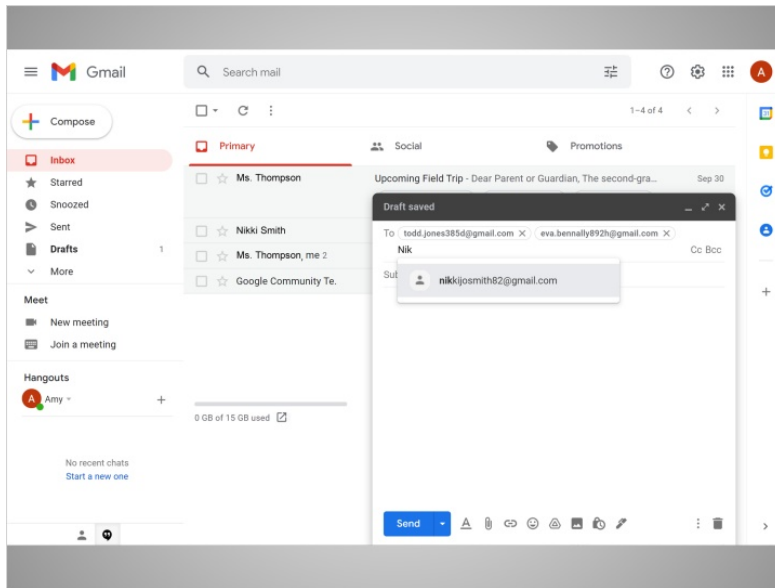
Reply All and Forwarding



In the previous lesson, Amy learned how to work with attachments. Let's take a look at some other things Amy can do when she sends an email.



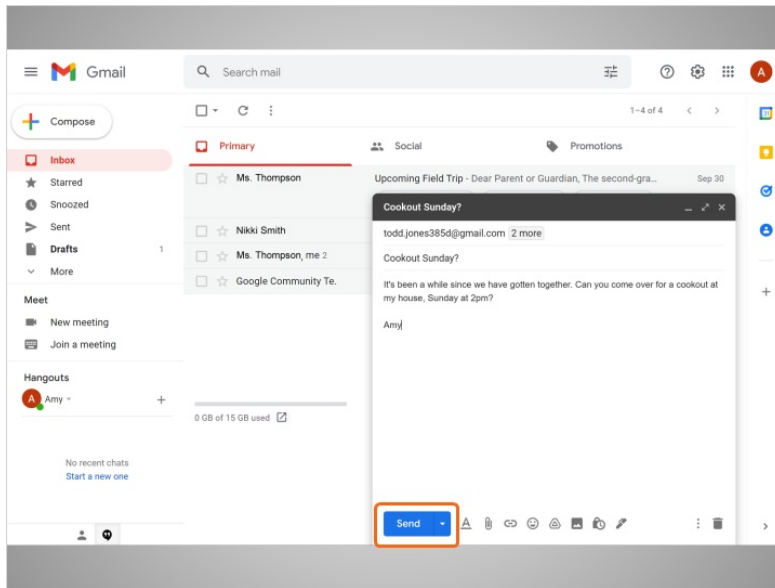
In this lesson, we'll see how to email multiple people at once, how to use Reply All to reply to a group of people, and how to forward an email that you've received to other people.



Here we are in Amy’s email account. In today’s example, Amy is using Gmail. Amy wants to email three friends.

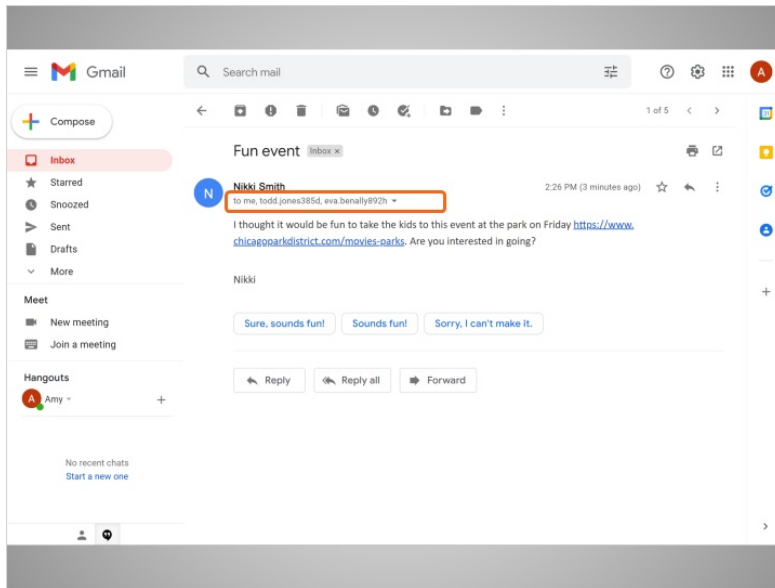
To create a new email, she clicks on the Compose button. She goes to the To field in the new message, types the first email address, then presses the Enter key on the keyboard.

She does the same thing with a second and third email address. She types an email address, and then presses Enter. If an email address is already in her Gmail address book, it will pop up automatically, and she just needs to click on it.



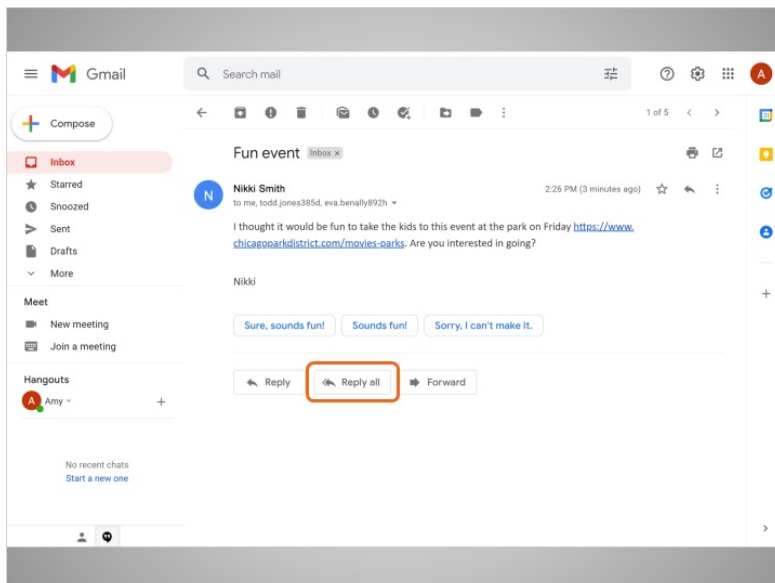
Once all the email addresses are in the To field, Amy adds the subject and the message and clicks on Send.

The email is then sent to all three people at the same time!

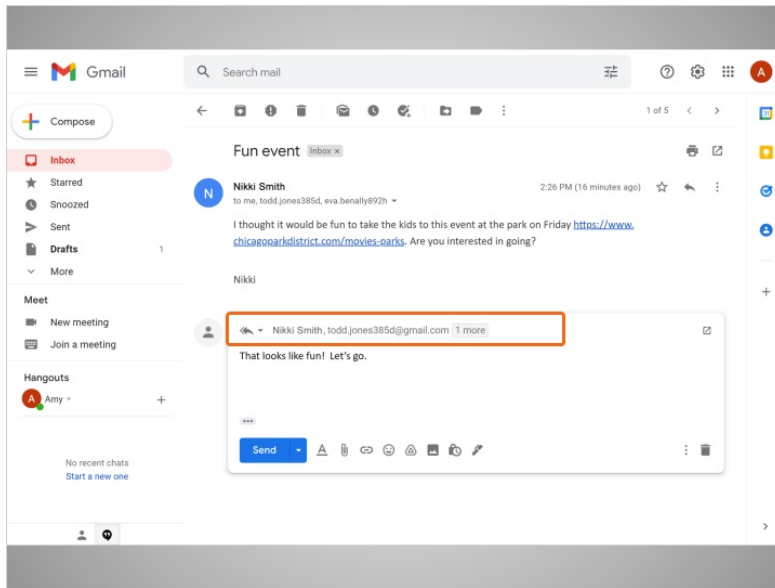


The next time Amy goes into her Inbox, she sees a new message from her sister Nikki.

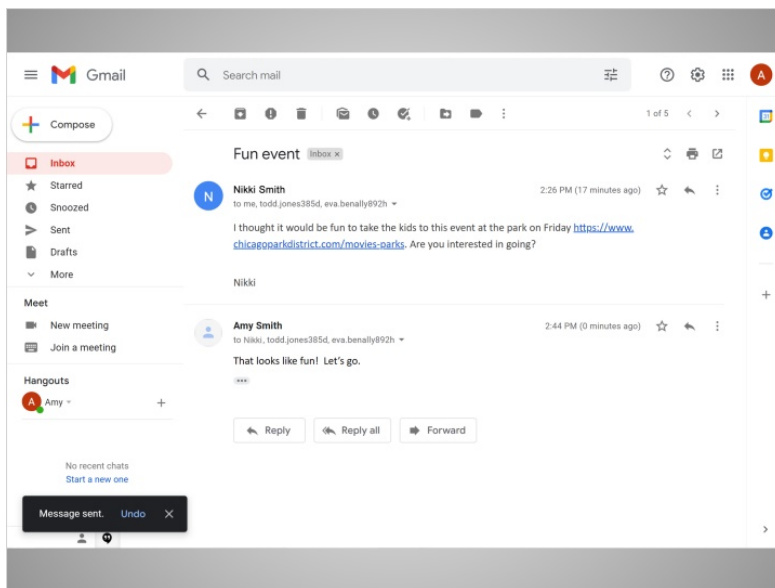
When she opens it, she can see that it was sent to two other people as well. If Amy clicks on the Reply button, it will send a reply just to Nikki. But Amy wants to reply to everyone who received the message.



To do that, she clicks on the Reply All button.

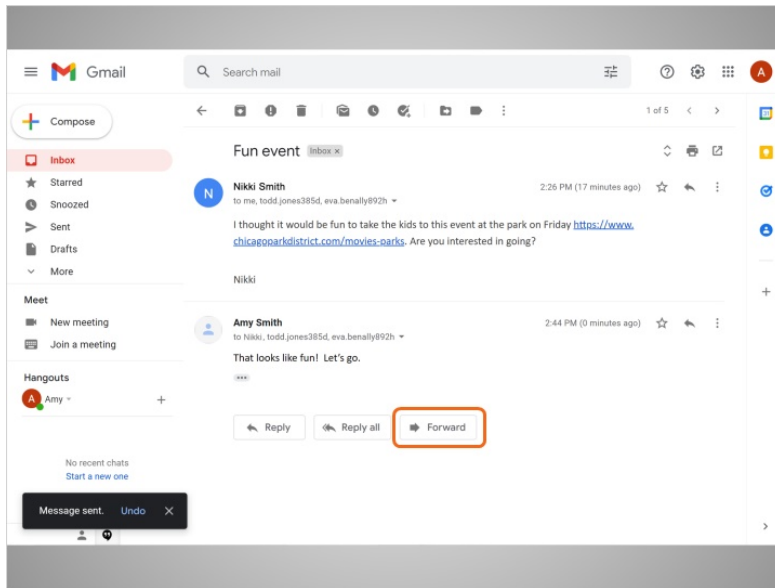


You can see that it will be sent to all three recipients listed here. You can click on this link to see all the email addresses.

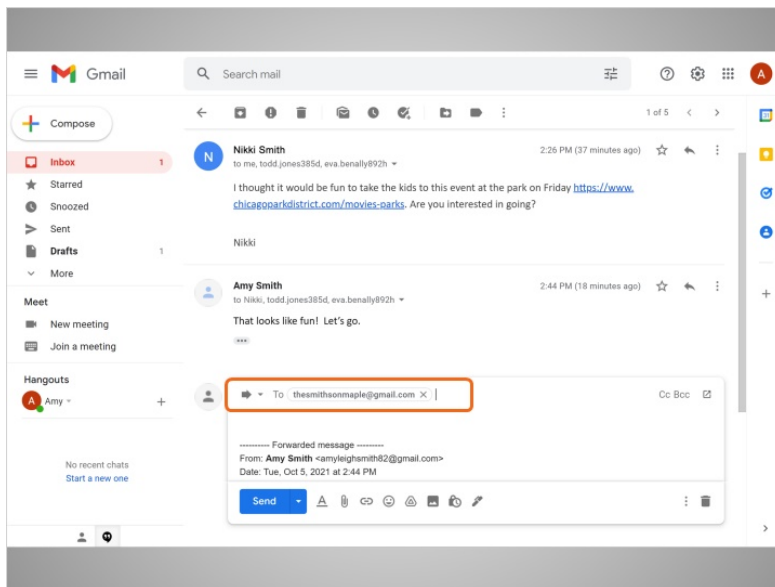


Amy types her reply message and clicks Send.

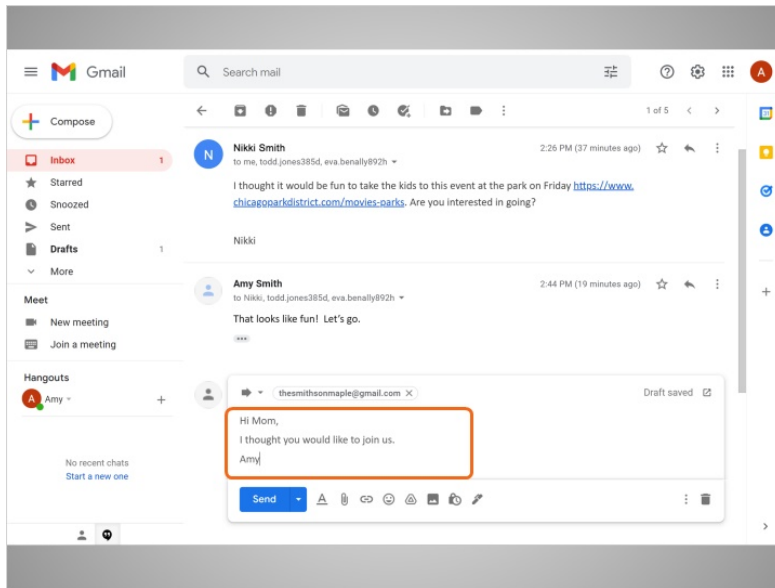
The message is then sent to everyone.



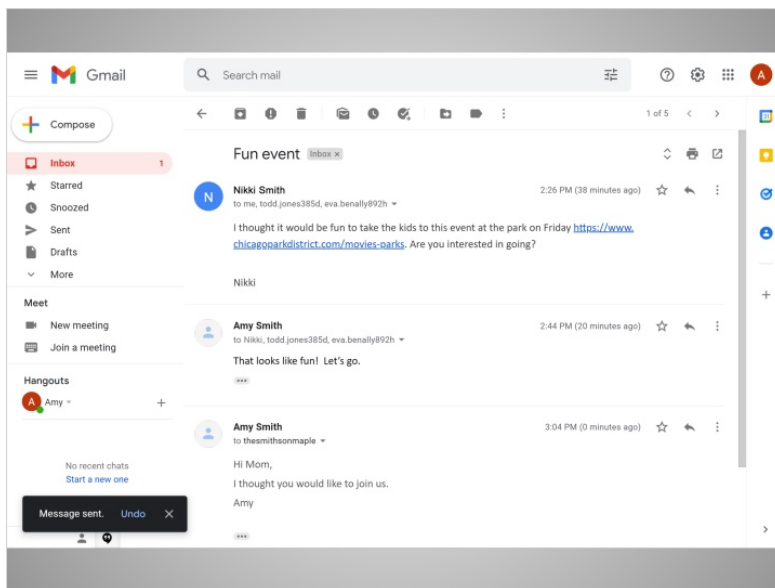
There are times when you receive an email, and you want to pass it along to other people. This is called Forwarding. Here, Amy decides she wants to send this email from Nikki to her mother. To do that, she clicks on the Forward button.



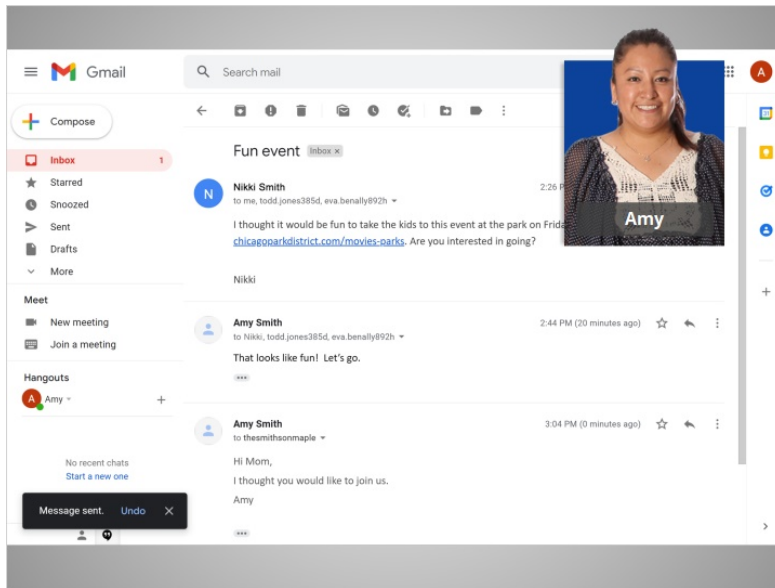
In the To box, she types in her mother's email address.



She can add her own message to go along with the forwarded message.



When she's done, she clicks on Send.



In this lesson Amy learned how to email multiple people at once, how to use Reply All to reply to a group of people, and how to forward an email that she received to other people.

In the next lesson, Amy will use the CC and BCC features of email.