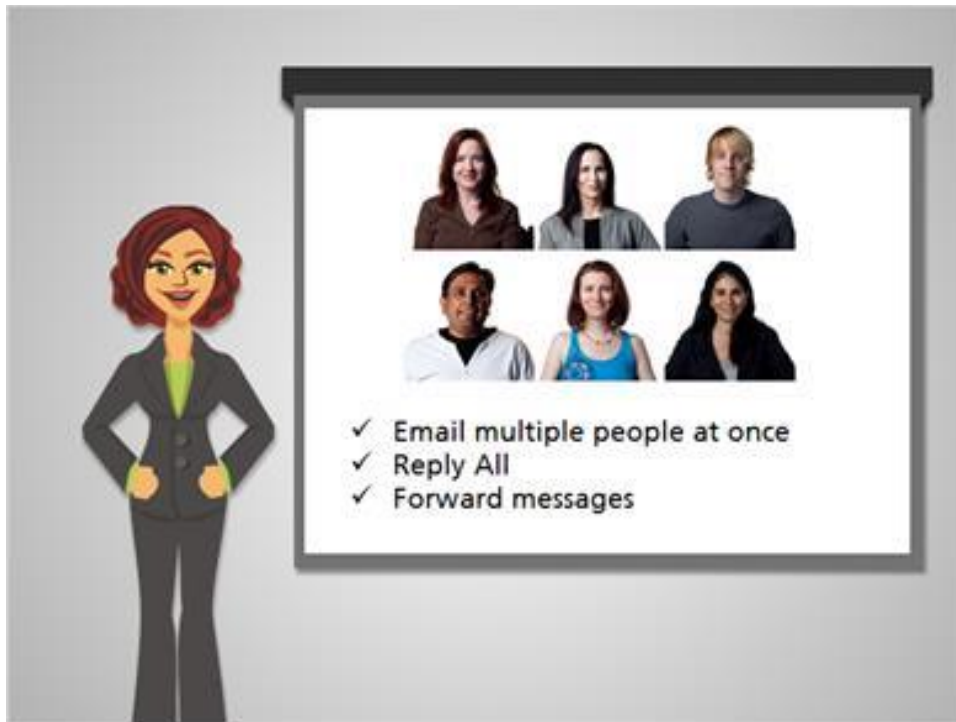


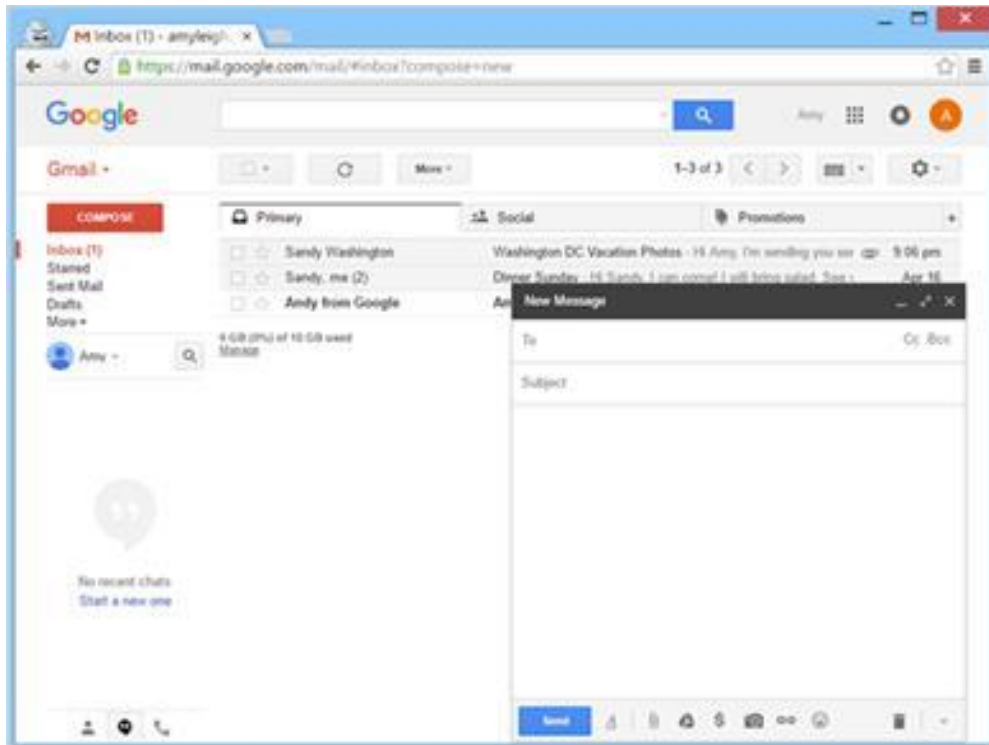
## Reply All & Forwarding



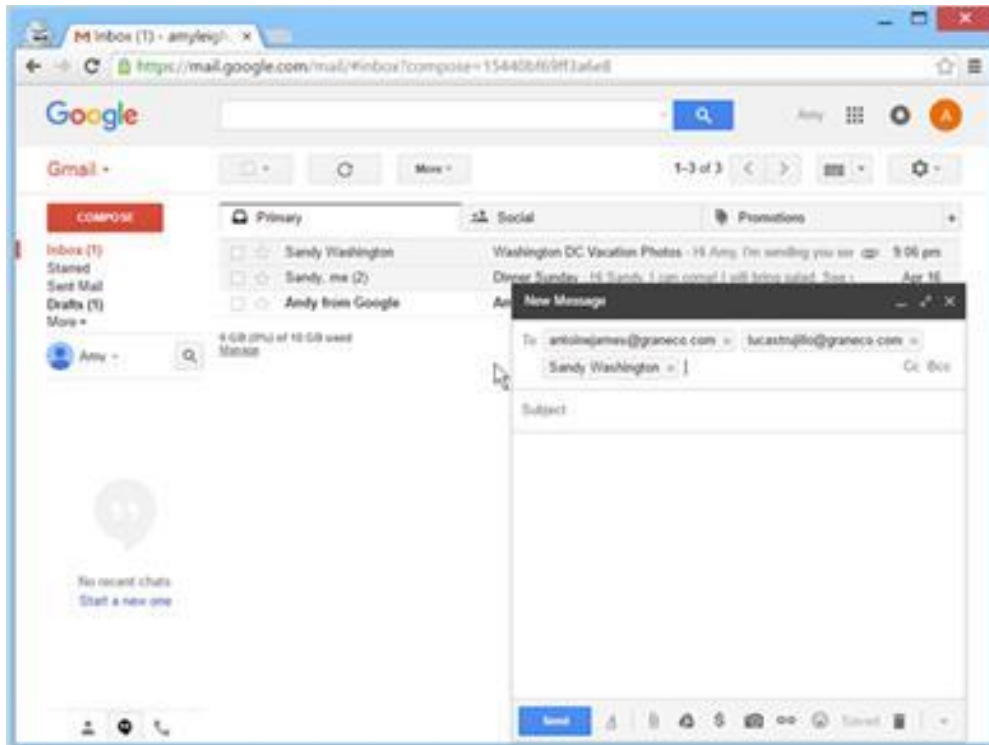
In an earlier email class, we learned how to reply to an email message, and to compose our own email messages. **Let's take a look at some other things we can do when we send email.**



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 send it to other people.

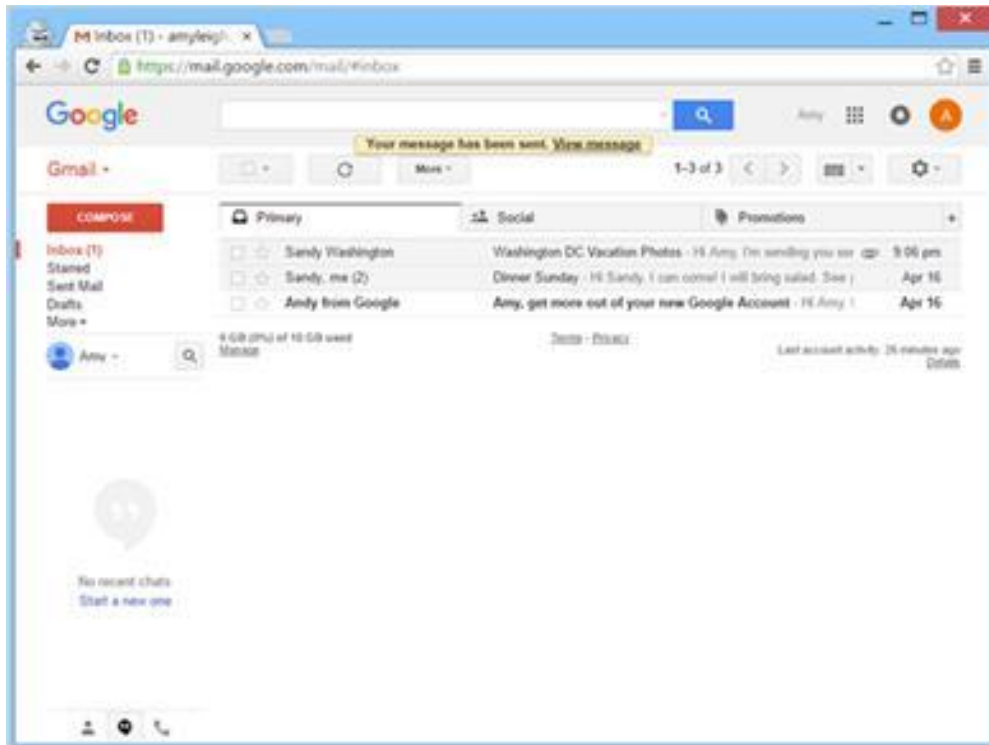


Here we are in Amy's Gmail account. Amy wants to email three friends. To create a new email, she clicks on the compose button.



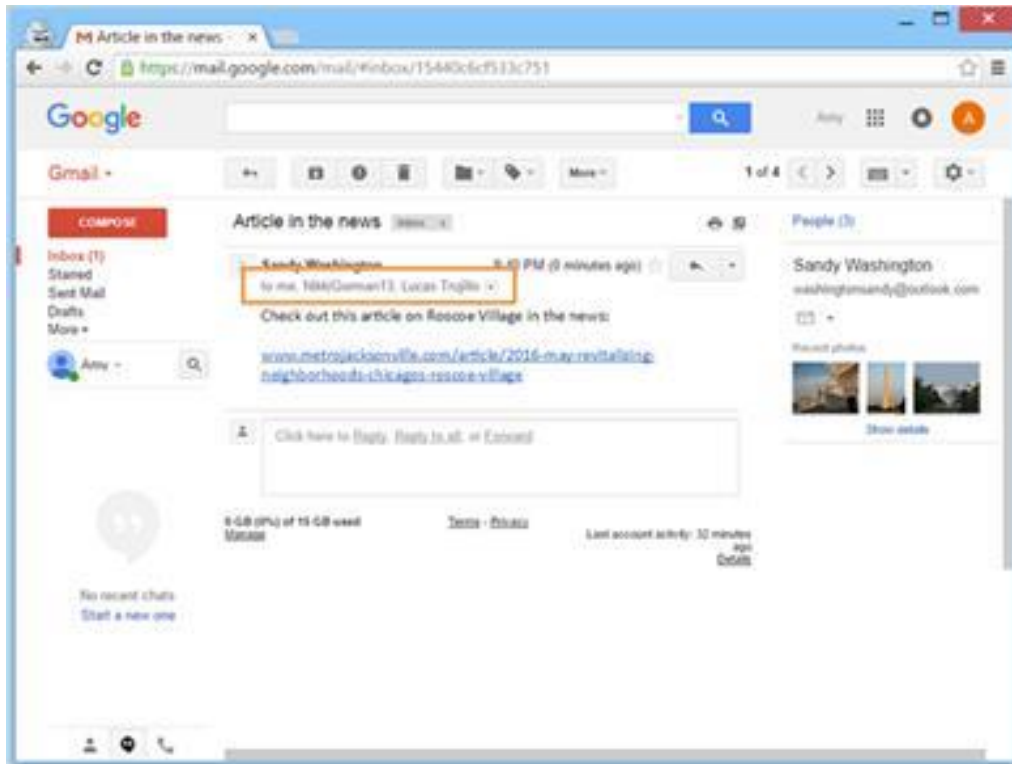
She goes to the To: field in the new message, types the first email address, then presses the enter key on the keyboard. She does the same thing with a second email address. She types the email address, and then presses enter.

If the email address is already in her Gmail address book, it will pop up, and she just needs to click on it.



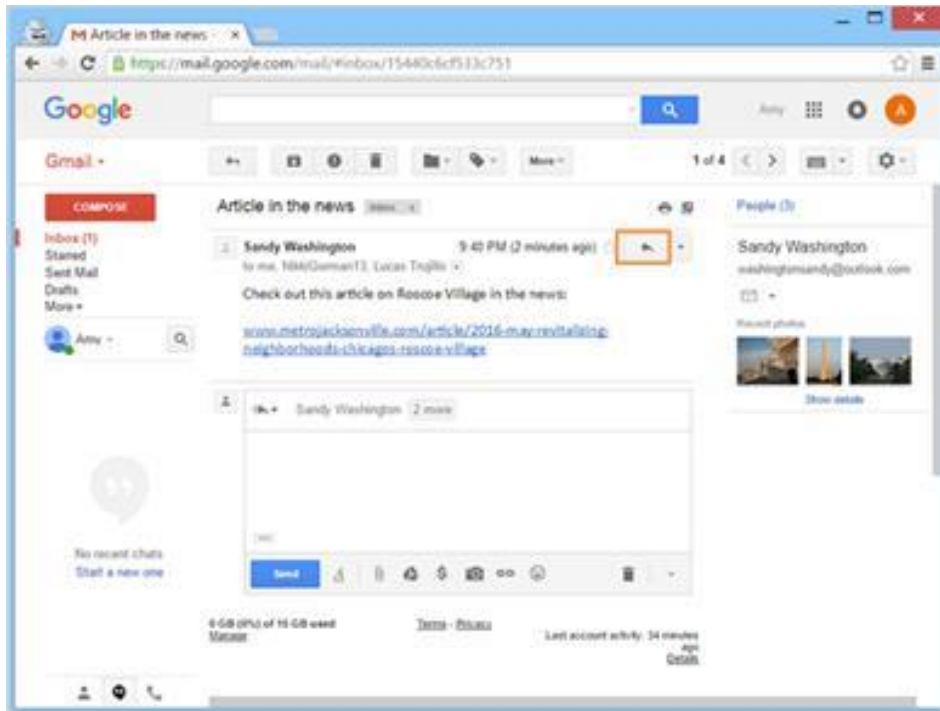
Once all the email addresses are in the To: field, Amy adds the subject and the message, and clicks on Send.

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



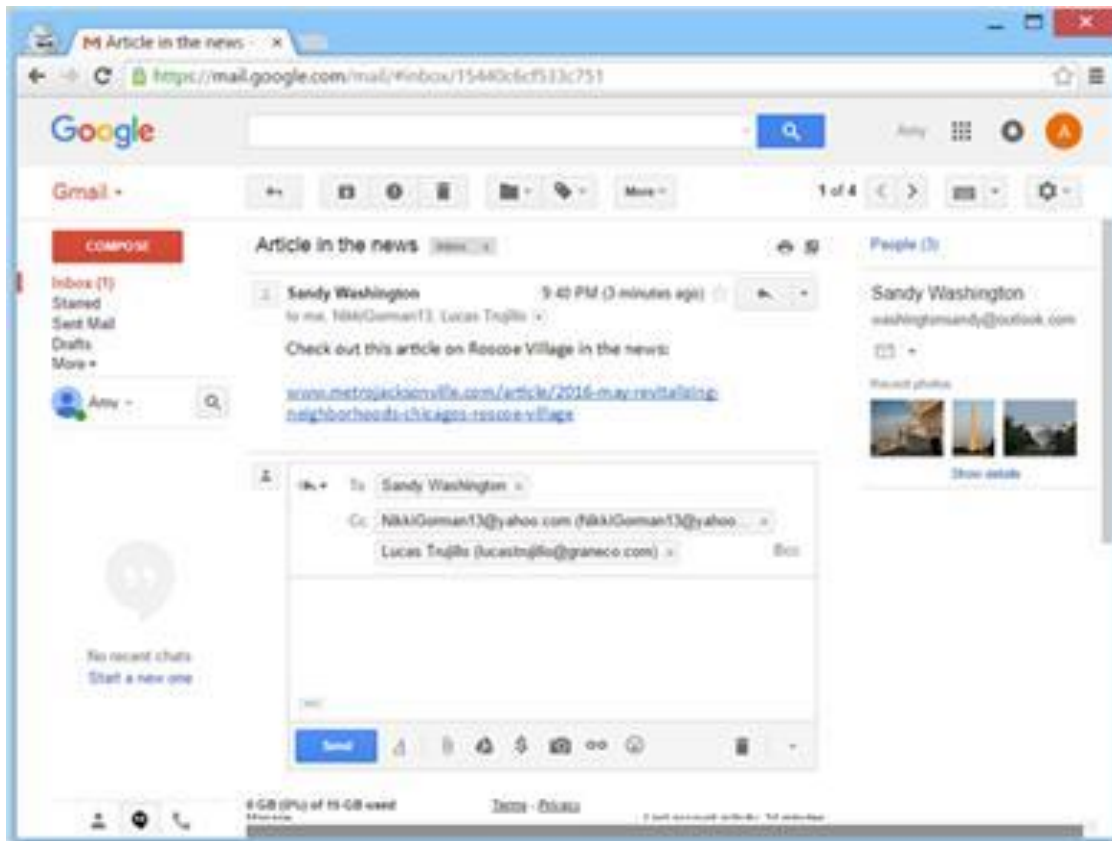
The next time Amy goes into her Inbox, she sees a new message from her friend Sandy.

When she opens it, she can see that it was sent to 2 other people as well.



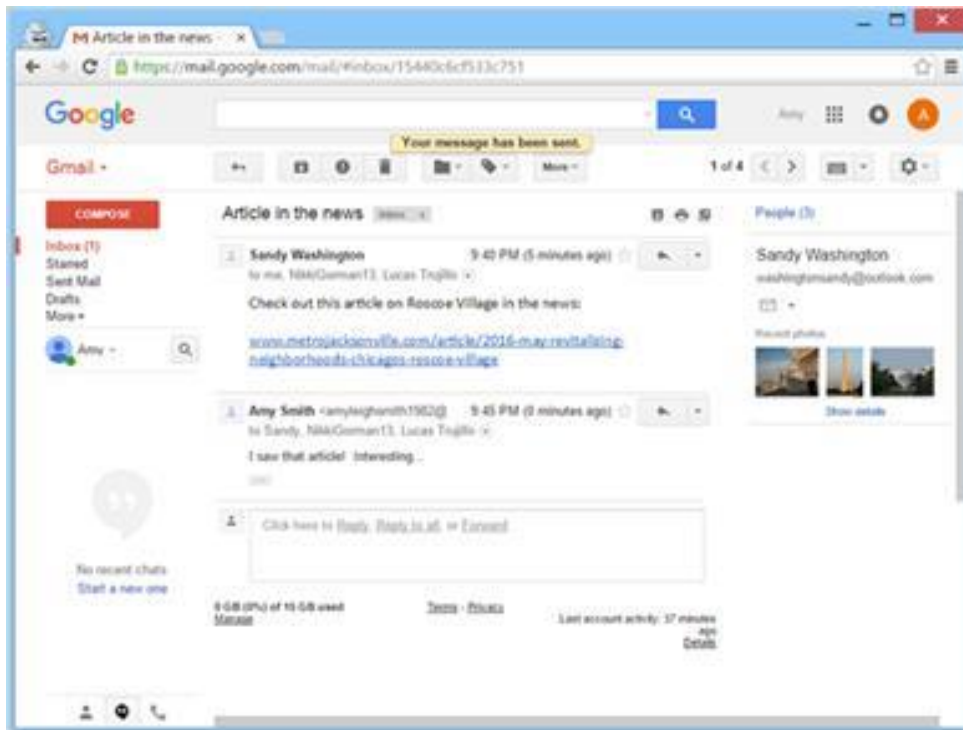
If Amy clicks on the Reply button, it will send a reply just to Sandy. But Amy wants to reply to everyone who got the message.

To do that, she clicks on the drop down arrow next to the reply button for **More options**. Then she clicks on **“Reply To All.”**

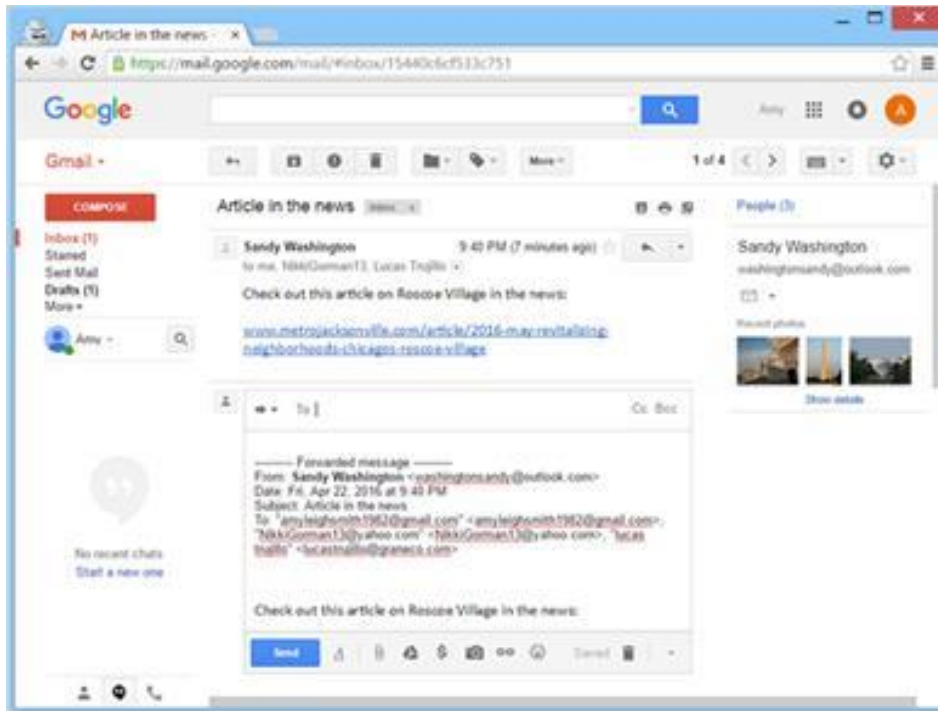


You can see that it will be sent to all three recipients listed here. You can click on the “2 more” box to see all the email addresses.



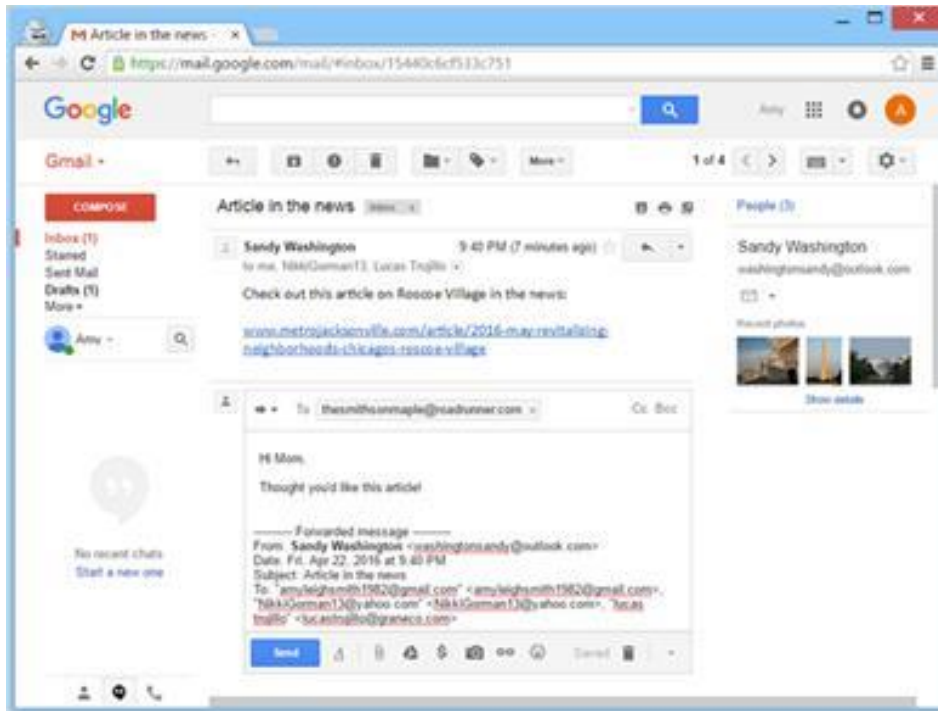


Amy types her reply message, and clicks send. The message is then sent to everyone.

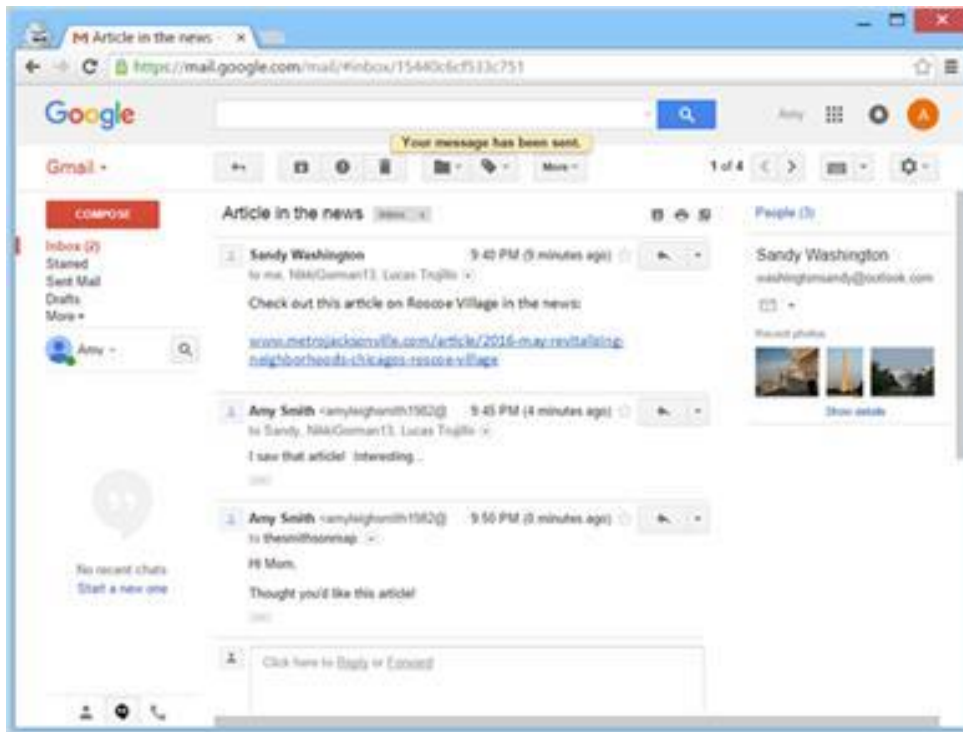


There are times when you receive an email, and you want to pass it along to other people. This is called Forwarding. Here, Amy decides she wants to send this email from Sandy to her mother.

To do that, she clicks on the drop-down arrow next to Reply, then clicks on Forward.



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.