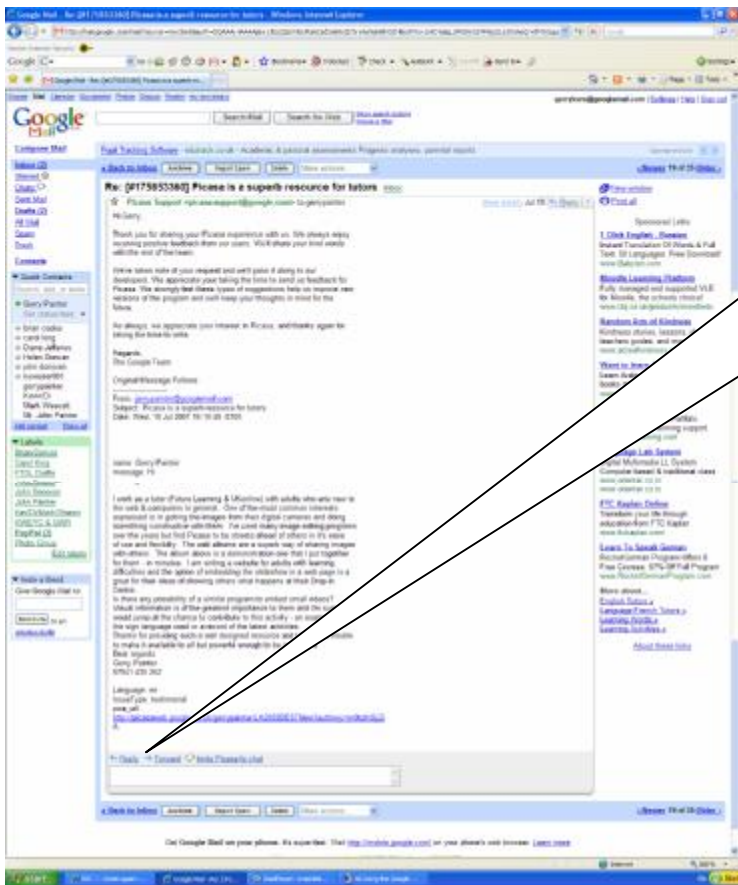
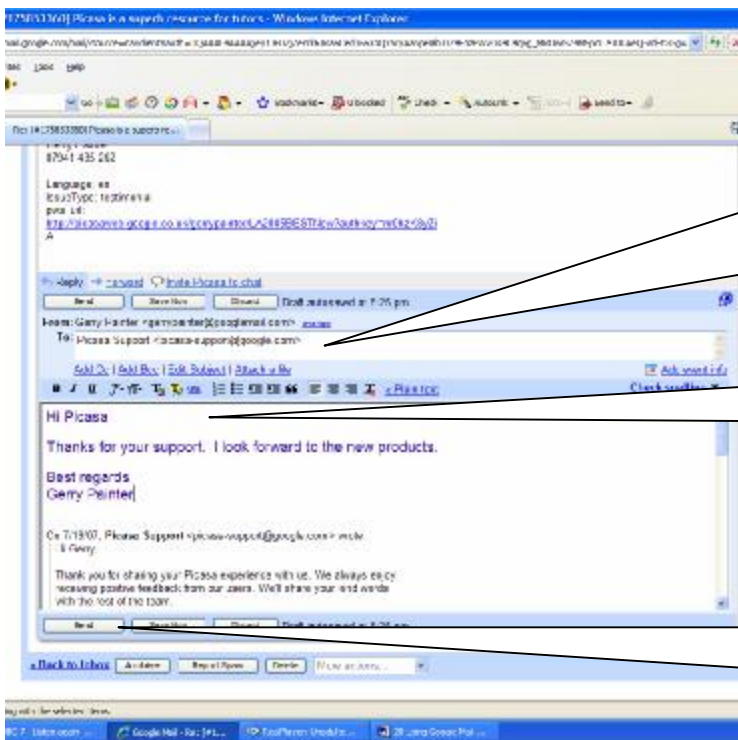


A quick way to send a response to an email is to use the “Reply” text link at the bottom of the email.

This will automatically put the address of the sender into the “To” box.



If you want to reply to the email scroll down to the word [Reply](#) here and click on it.



A new section opens up below the original email – this is your reply email. The email address of the person who sent it is automatically put into the “To” box.

Click in this box to type your reply. I've put mine in blue to make it easier to see on this sheet.

Attach any files / images that you want to add and then click the [Send] button.

