

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.

Reply 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.

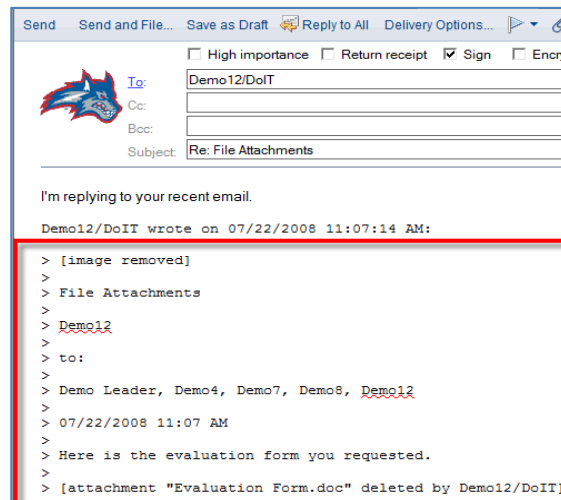
Reply with History & Attachments

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.

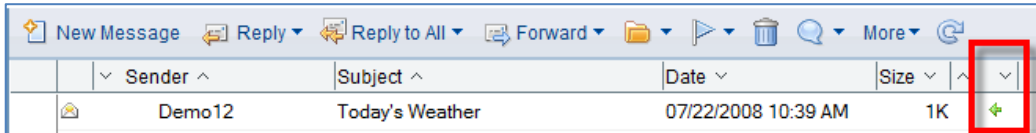
Reply with Internet-Style History

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).

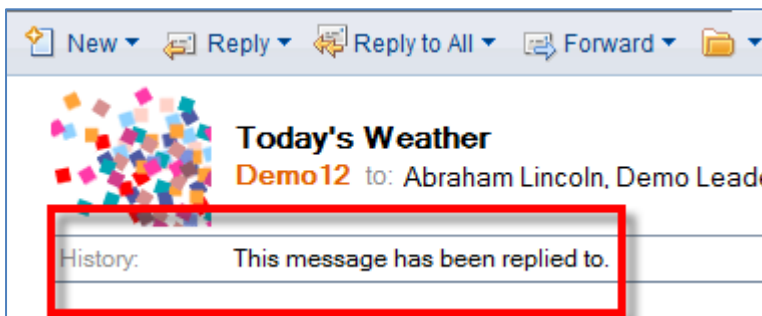


Identify Messages in Your Inbox That You Replied To

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).

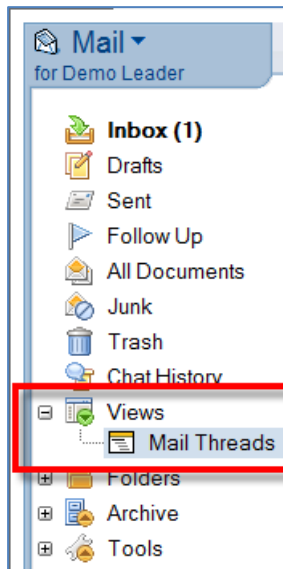


If you open the message you will see the following displayed in the message header:



View the Mail Thread

You can view all messages grouped with their replies in the **Mail Threads** view.

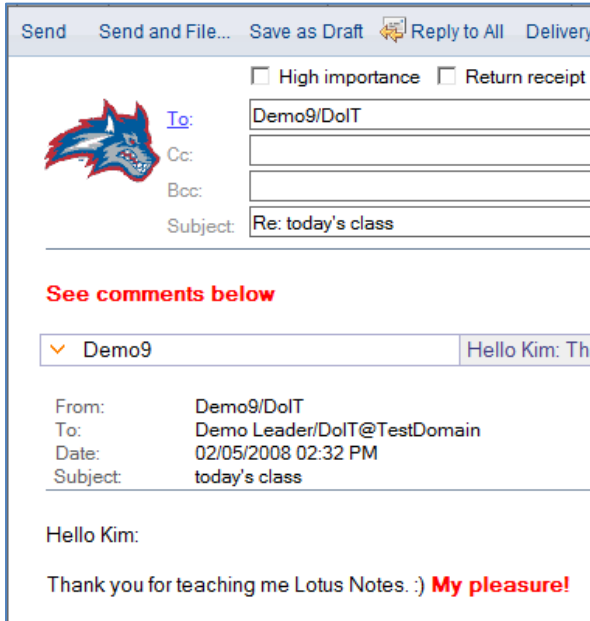


Click to expand **Views** in the Navigation Pane

Click **Mail Threads**

Permanent Pen

When you **Reply with History** or **Reply to All with History** you can type your comments directly in the text of the original message. To make your comments stand out, use the **Permanent Pen** or choose a different font and color for your text.



First, you have to set your permanent pen style:

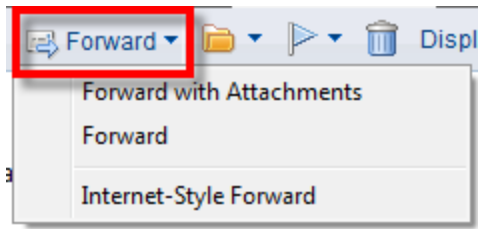
- Type your reply
- Select the text and change the font to a color and make it bold
- With the text selected, click the **Text** menu, choose **Permanent Pen > Set Permanent Pen Style**

Now anytime you want to use Permanent Pen to reply just click the **Text** menu, choose **Permanent Pen > Use Permanent Pen** and start typing.

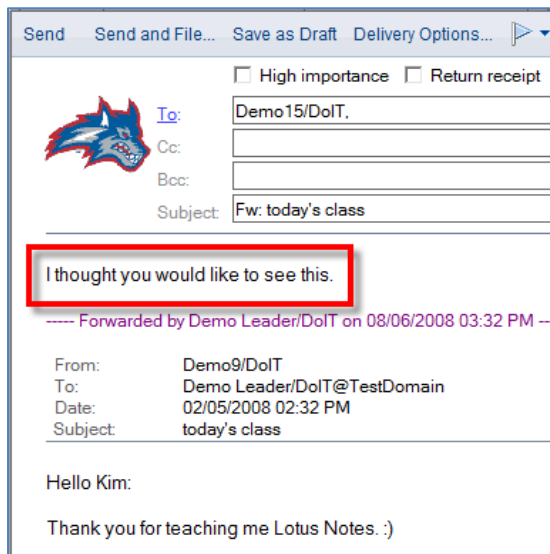
Forward Mail to Others

If you want to share a message with someone you can forward it to them. The original message is copied to a new message (sort of like “reply with history” but the message is not pre-addressed). All you have to do is address it and add your message. The subject will be prefaced with **Fw:**.

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

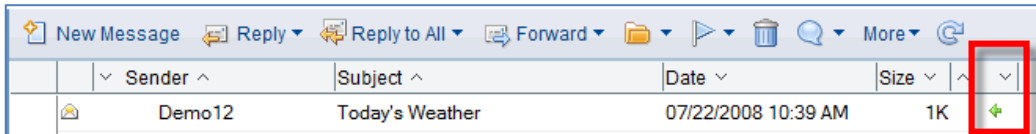


- Unlike Reply, the new message is not automatically addressed to the original sender so you must add the recipient/group name(s) in the **To:**, **cc:**, and **bcc:** fields.
- Type your message above the "*Forwarded by*" line:
- Click **Send** or **Send and File**



Identifying Forwarded Messages in Your Inbox:

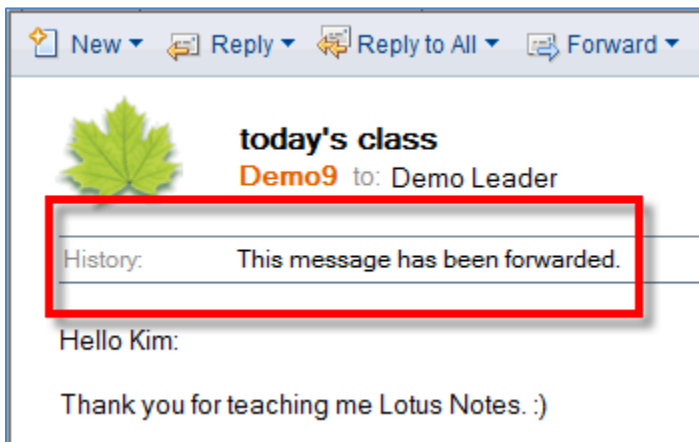
A message in your *Inbox* that has been forwarded has a “forwarded” icon next to it (all the way in the far right column).



The screenshot shows an email inbox interface. At the top, there is a toolbar with icons for 'New Message', 'Reply', 'Reply to All', 'Forward', and other actions. Below the toolbar is a table with columns for 'Sender', 'Subject', 'Date', and 'Size'. The first row of the table contains the following information: Sender: Demo12, Subject: Today's Weather, Date: 07/22/2008 10:39 AM, Size: 1K. In the far right column, there is a small green icon of a left-pointing arrow, which is highlighted with a red box.

| Sender | Subject | Date | Size | |
|--------|-----------------|---------------------|------|---|
| Demo12 | Today's Weather | 07/22/2008 10:39 AM | 1K | ← |

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



The screenshot shows the header of an email message. At the top, there is a toolbar with icons for 'New', 'Reply', 'Reply to All', and 'Forward'. Below the toolbar, there is a green maple leaf icon followed by the text 'today's class' and 'Demo9 to: Demo Leader'. Below this, there is a red-bordered box containing the text 'History: This message has been forwarded.'. Below the red-bordered box, the text 'Hello Kim:' is displayed, followed by 'Thank you for teaching me Lotus Notes. :)'. The red-bordered box highlights the 'History' section, indicating that the message has been forwarded.