

Email Replies

Entourage:mac 2004

Sometimes we end up having conversations through emails by using the Reply button. Here are a couple of tips that may make those conversations easier.

Be sure you choose the correct Reply button

- ◆ *Reply* will send your reply to the sender of the original email ONLY
- ◆ *Reply All* will send your reply to EVERYONE that received the original email

Place your replies at the top of the conversation

- ◆ Entourage
- ◆ Preferences
- ◆ Under *Mail & News Preferences*, click on *Reply and Forward*
- ◆ Select the options you prefer. I suggest you choose:
 - Include entire message in reply
 - Reply to messages in the format in which they were sent
 - Place reply text at top of message . . .
 - Place insertion point before quoted text