

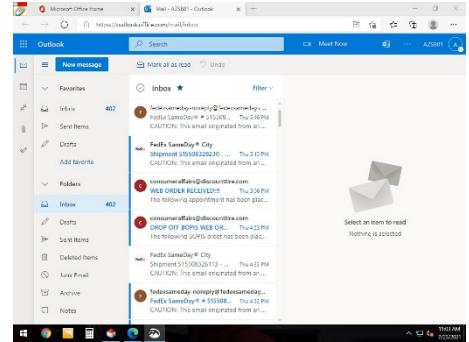
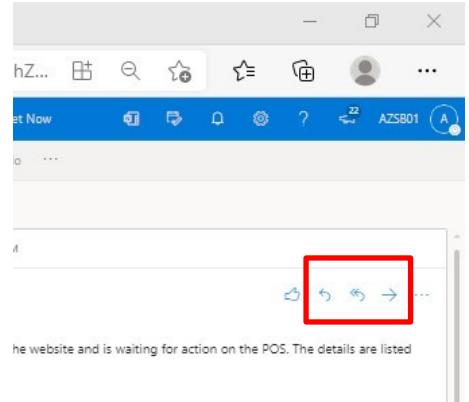
Outlook - How to Respond to Email

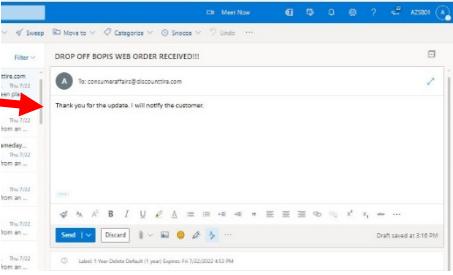
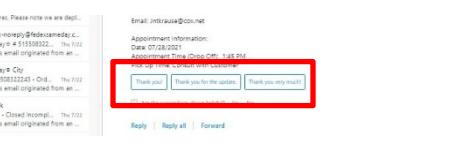
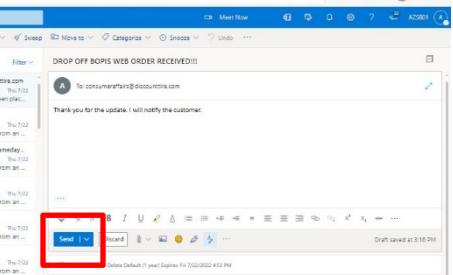
Introduction	This quick reference guide assists new Outlook users with how to reply or forward an email.
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Guidelines	IMPORTANT: The Manager MUST access email from Net Station 01 (NS01) in the Manager office. The Store Associates should access email from the store workstations.
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Always use company email accounts for professional purpose only.

Procedure	Follow these steps to Reply or Forward an email using Outlook:
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Step	Action
1	<p>Click on a message from the Inbox.</p> 
2	<p>Click on Reply, Reply All, or Forward located in the upper right corner of the selected message.</p> 

3	<p>Type your message.</p>	
4	<p>(Optional) Use one of the suggested replies to save time and respond quickly. Suggested replies are located at the end of the selected message.</p>	
5	<p>Click on Send.</p>	

Contact

Contact the Service Desk at support@discounttire.com or 800-366-4399.