

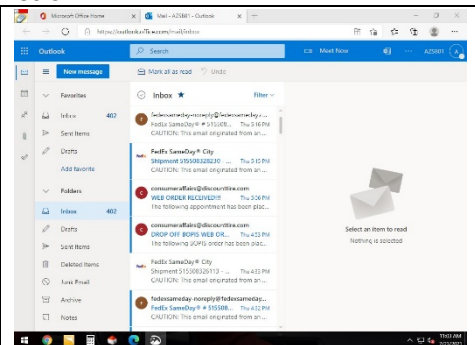
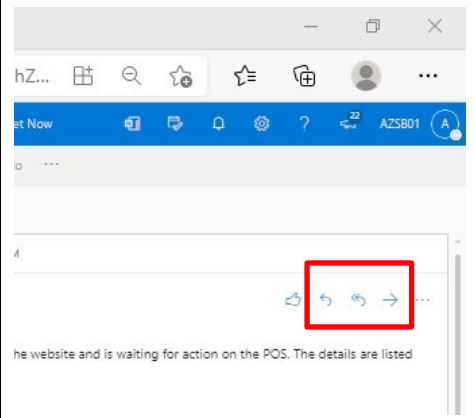
Outlook - How to Respond to Email

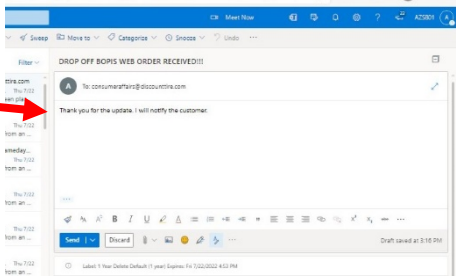
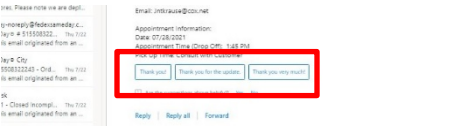
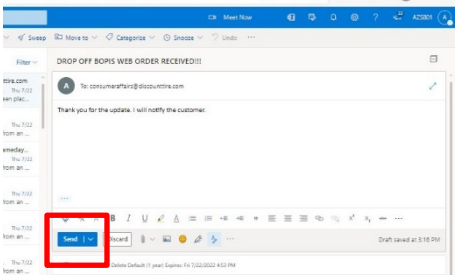
Introduction This quick reference guide assists new Outlook users with how to reply or forward an email.

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.

Always use company email accounts for professional purpose only.

Procedure Follow these steps to Reply or Forward an email using Outlook:

Step	Action
1	Click on a message from the Inbox. 
2	Click on Reply , Reply All , or Forward located in the upper right corner of the selected message. 

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

Contact

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