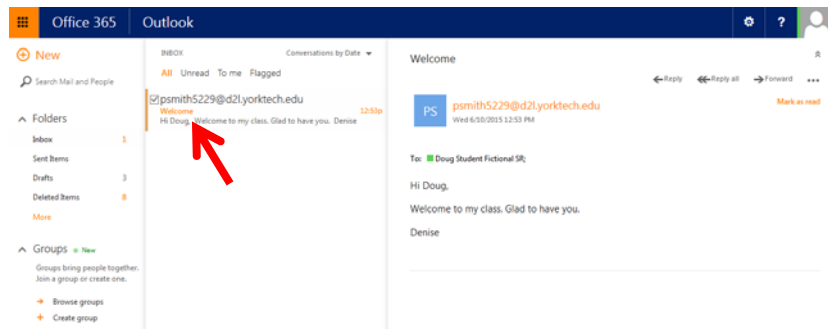


Reading and Replying in Office 365

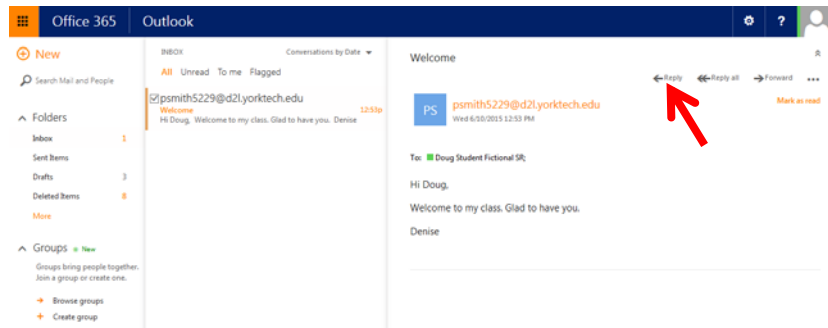
1. Click on Office 365 Email.



2. The email with the orange subject line is unread. Click to read email on the right side pane.



3. Click reply.



4. A New Message window appears on the right. Type your message, and then click send.

