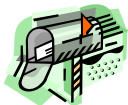
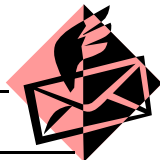


# Reply Settings



Choosing the appropriate method of replying ensures that the message gets sent back **ONLY** to those intended.



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## First Class

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From the Message Menu, these options are available under the Reply Special listing.

1. **Reply with Quote** - will include the original message in the body of your response. You can treat this as ordinary text and type above, below, and in the middle of it.
2. **Reply All** - will send your response back to everyone that the message was originally sent to as well as those it was sent from.
3. **Reply Sender** - will send your response back **ONLY** to the person(s) who sent the message to you.

**You can also set it so that choosing the basic Reply command will automatically default to either #2 Reply All or #3 Reply Sender.**

1. Go to the **Edit** menu bottom choose **Preferences**.
2. Click on the next to last tab, which is **Messaging**.
3. In the **Reply preference box** choose, either Reply All or Reply Sender (**Reply Sender** is the recommended preference).
4. Click the **Apply** Button at the bottom of the window and then the **OK** button.