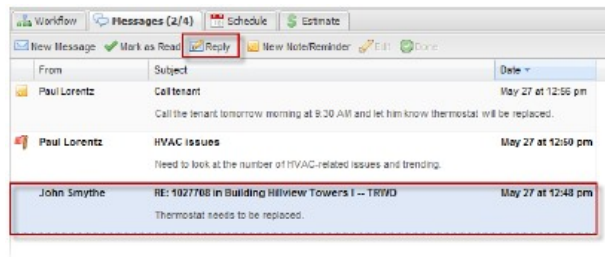# Replying to a Message

1. To reply to a message, select the message you want to respond to, then click Reply. The Reply popup window will open.

2. In the reply popup, the **To** field is auto filled. If you would like to send the message to additional recipients, you can fill in additional email addresses in the **Cc** field (separate multiple addresses with semicolons).
3. If required, you can also edit the **Subject**.
4. The original message text is included in the **Message** field. You can type in your response above the original message text or delete the original text before entering your message.
5. Click **Send**. Your message has been sent.
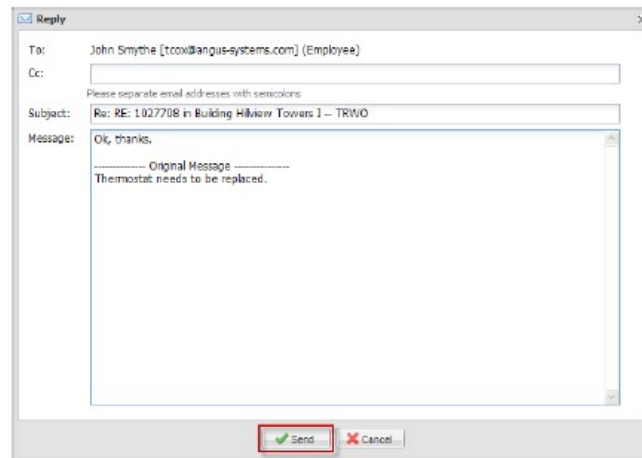
6. Sent messages will appear under the Messages tab. All outgoing messages are marked with a icon.