

## How to Reply to an email:

1. Highlight the message and click on one of the response buttons (Reply, Reply All, or Forward)

2. Or click on the Email and see below

The screenshot shows the Microsoft Outlook interface. The ribbon at the top includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', 'Add-Ins', and 'Adobe PDF'. The 'Home' ribbon has several groups of buttons, including 'New E-mail', 'Clean Up', 'Delete', 'Reply', 'Reply All', 'Forward', and 'More'. The 'Reply' button is highlighted with a red star. The 'Send / Receive' group has 'Send' and 'Receive' buttons, also with red stars. The 'Folder' group has 'Move to?', 'Team E-mail', 'Reply & Delete', and 'Create New' buttons. The 'View' group has 'Move', 'Rules', and 'OneNote' buttons. The 'Add-Ins' group has 'Unread/Read', 'Categorize', and 'Follow Up' buttons. The 'Adobe PDF' group has 'Find a Contact', 'Address Book', and 'Filter E-mail' buttons. The main window title is 'Inbox - Amanda Pisani - Microsoft Outlook'. The left sidebar shows the folder structure for 'Amanda Pisani', including 'Inbox (5181)', 'Drafts (26)', 'Sent Items', 'Deleted Items', 'Cabinet (1)', 'Conversation Action Settings', 'Junk Mail', 'Mobile Sent', 'News Feed', 'Outbox', 'Quick Step Settings', 'RSS Feeds', and 'Search Folders'. The 'Mail' button is selected. The main pane shows a list of emails in the inbox, sorted by date. The selected email is from 'William Manning' at 10:14 AM, with the subject 'Re: Three Men's Soccer Team Players Make Showcase 1st Team'. The email body contains the following text: 'Bravo to all three!', 'Bill Manning', '>>> Larry Aguiar 12/08/14 10:32 PM >>>', 'Hi All, Just a short note to let you know that Las Positas College Men's Soccer Team had three players make the Sophomore Showcase 2014 (All Start Game North vs. South California Men's Soccer Teams) at Mt. San Antonio College this past weekend Saturday 6, 2014. Two of our student-athletes played at 1:00 pm. Four year colleges were there in great numbers recruiting these student-athletes. Fantastic day for our students.', 'They were: Oscar Armenta, Efrain Bonilla', 'Ryan Gollott was also scheduled to take part but instead decided to attend a Soccer ID Camp at Dominican University in San Rafael, California. The coaches are looking at Ryan attending school there and playing soccer for them.', 'I have attached a photo of these students for your to look at if you are interested. If you know them or see them, please congratulate them.', 'Coach Aguiar Yeah Baby!'. The right sidebar shows a calendar for December 2014, with the 10th highlighted. The status bar at the bottom shows 'Items: 8,350 Unread: 5,181' and a zoom level of 100%.

File Message Adobe PDF

Ignore, Delete, Reply, Reply All, Forward, More

Meeting, Move to:?, Team E-mail, Reply & Delete, To Manager, Done, Create New, Quick Steps

Rules, OneNote, Actions, Move, Mark Unread, Categorize, Follow Up, Tags

Translate, Find, Related, Select, Editing, Zoom

From: William Manning  
To: Larry Aguiar; LPC  
Cc:  
Subject: Re: Three Men's Soccer Team Players Make Showcase 1st Team

Sent: Wed 12/10/2014 10:14 AM

Bravo to all three!

Bill Manning

>>> Larry Aguiar 12/08/14 10:32 PM >>>

Hi All,  
Just a short note to let you know that Las Positas College Men's Soccer Team had three players make the Sophomore Showcase 2014 (All Start Game North vs. South California Men's Soccer Teams) at Mt. San Antonio College this past weekend Saturday 6, 2014. Two of our student-athletes played at 1:00 pm. Four year colleges were there in great numbers recruiting these student-athletes. Fantastic day for our students.

They were:  
Oscar Armenta  
Efrain Bonilla

Ryan Gollott was also scheduled to take part but instead decided to attend a Soccer ID Camp at Dominican University in San Rafael, California. The coaches are looking at Ryan attending school there and playing soccer for them.

I have attached a photo of these students for your to look at if you are interested. If you know them or see them, please congratulate them.

Coach Aguiar  
Yeah Baby!