



## OWA - Email: Compose or reply

## Create, reply to, or forward email messages in Outlook on the web


Creating a message in Outlook on the web is as easy as selecting **New**, composing your message, and then selecting **Send**. Respond to an email message you receive by selecting **Reply** or **Reply All**, or forward it to others by selecting **Forward**.

**Create and send an email message**

1. At the top of the page, select **+New message**.
2. On the **To** line, enter the name or email address of the person who will receive the message.  
**Note:** When composing a new email message, some customers won't see their list of contacts if they click the **To** or **Cc** buttons. This is a known issue. To see names to select, start typing on the **To** or **Cc** line. Your relevant contacts will appear.
3. On the **Add a subject** line, enter a brief description of what your message is about.
4. To attach a file to your message, select **Attach**.
5. Type your message and then select **Send**.

**Schedule sending your email with Send later**

We are rolling out a **Send later** feature, which will enable you to defer sending an email and choose the date and time your email message is sent.



1. Compose your email as normal
2. Select **Send**  then **Send later**
3. Choose the date and time when you want to schedule the message to be sent
4. Select **Send**.

**Notes:**

- The message will remain in your **Drafts** or **Sent Items** folder until it is due to be sent. You can edit or delete it at any time until it's due to be sent. After editing, you must select **Send** > **Send later** again.
- You do not need to be online when the message is scheduled to be sent

**Forward an email message**

**Note:** You can forward only one message at a time.

1. In your message list, choose the message that you want to forward.
2. At the top right corner of the message pane, select  , or select  and then select **Forward**.
3. Type your message and then select **Send**.

**Reply to an email message**

1. In your message list, choose the message that you want to reply to.



## OWA - Email: Compose or reply

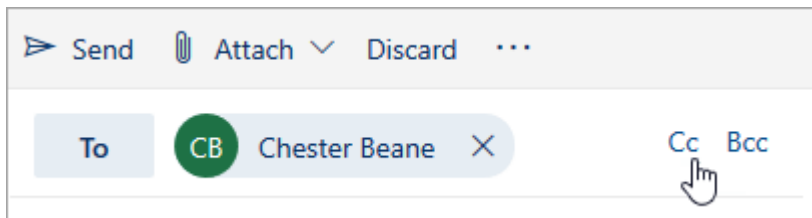
- At the top right corner of the message pane, select ↶ or ↷, or select ▼ and then choose **Reply** or **Reply all**.
- Type your response and then select **Send**.

**Note:** By default, the original email and its history will not be displayed when you're replying to a message. To show the original email or change the email subject, select ⋮ at the bottom of the message pane.

### Add recipients to the Cc or Bcc lines

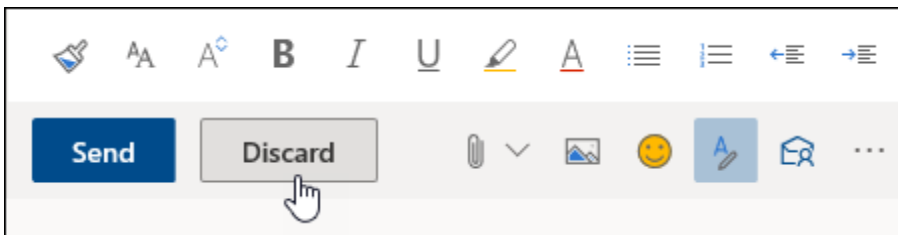
- To add recipients to the Cc or Bcc lines, select **Cc** or **Bcc** on the right side of the **To** line.

**Note:** The names of people on the Bcc line are hidden from other recipients of the message.



### Discard a draft of an email message

- To discard a draft of a message, select **Discard** at the bottom of the message pane.



## Create and send an email message

- At the top of the page, select **+New message**.
- On the **To** line, enter the name or email address of the person who will receive the message.
 

**Note:** When composing a new email message, some customers won't see their list of contacts if they click the To or Cc buttons. This is a known issue. To see names to select, start typing on the To or Cc line. Your relevant contacts will appear.
- On the **Add a subject** line, enter a brief description of what your message is about.
- To attach a file to your message, select **Attach**.
- Type your message and then select **Send**.

[Click to watch the "Create and reply to email" video.](#)




## OWA - Email: Compose or reply

### Create a signature and automatic reply

Create a signature for your email messages that you can add automatically to all outgoing messages or manually to specific ones.

#### Create an email signature

1. [Sign in to Outlook on the web.](#)
2. Go to **Settings**  > **View all Outlook settings** > **Compose and reply**.
3. Under **Email signature**, type your signature and use the available formatting options to change its appearance.
  - Note:** You can have only one signature per account.
  - If you want your signature to appear at the bottom of all new email messages that you compose, select the **Automatically include my signature on new messages I compose** check box.
  - If you want your signature to appear on messages that you forward or reply to, select the **Automatically include my signature on messages I forward or reply to** check box.
  - If you don't select these options, you can manually add your signature to a selected message. For details, see *Manually add your signature to a new message* below.
4. Select **Save** when you're done.

**Note:** You can always return to the **Compose and reply** page and select or clear the check box for automatically including your signature.

#### Manually add your signature to a new message

If you've created a signature, but didn't choose to automatically add it to all outgoing messages, you can add it later when you write an email message.

1. Go to your mailbox and choose **New message**.
2. Type your message, and then choose **---** > **Insert signature** at the bottom of the compose pane.
3. When your email message is ready, choose **Send**.

#### Create an automatic reply

1. Select **Settings** > **View all Outlook settings**.
2. Select **Automatic replies**.
3. Turn on automatic replies.
4. If you want, choose to:
  - Set a start and end date
  - Block my calendar for this period
  - Automatically decline new invitations for events that occur during this period
  - Decline and cancel my meetings during this period



## OWA - Email: Compose or reply

5. Type your message.
6. Choose if you want to send a response to people outside your organization. If so, type another message.
7. Select Save.

[Click to watch the "Create a signature and automatic reply" video](#)


## Attach files in Outlook on the web

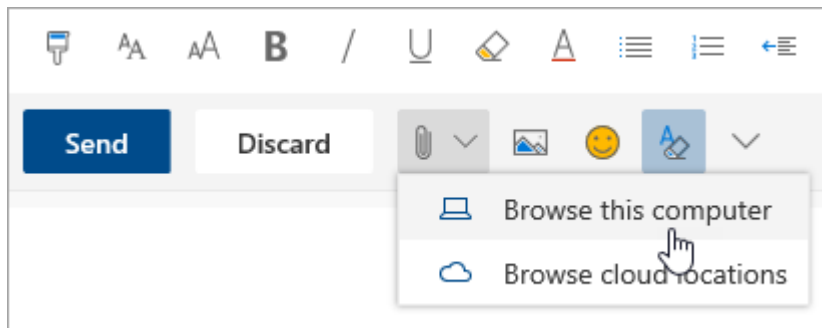
You can attach files from your computer, OneDrive, or other storage accounts to email messages and calendar events and share them with others. You can also embed pictures in your email messages and calendar events.

### Attach files from your computer

When you attach a file from your computer, you're attaching a copy of the file. Each recipient will get their own copy of the file.

**Note:** The attachment size limit for local files is 34 MB.

1. At the bottom of a message or calendar event, select  > **Browse this computer**.



2. Choose the local file you want to attach, and select **Open**.

### Attach files from OneDrive

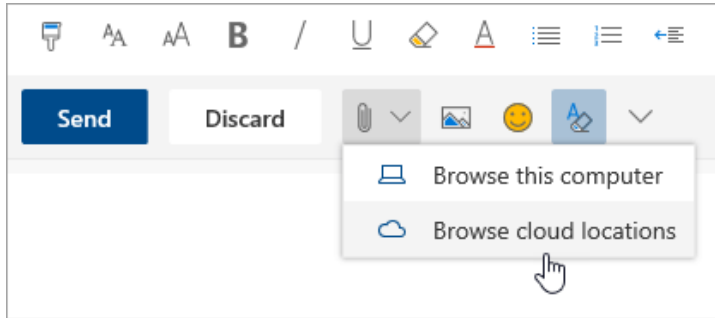
You can also share a file from OneDrive. This way, your recipients can collaborate on it in real time.

**Note:** The attachment size limit for OneDrive files is 2GB.

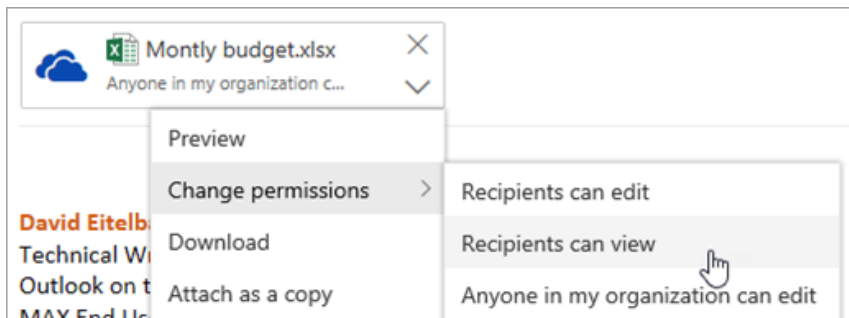
1. At the bottom of a message or calendar event, select  > **Browse cloud locations**.



OWA - Email: Compose or reply



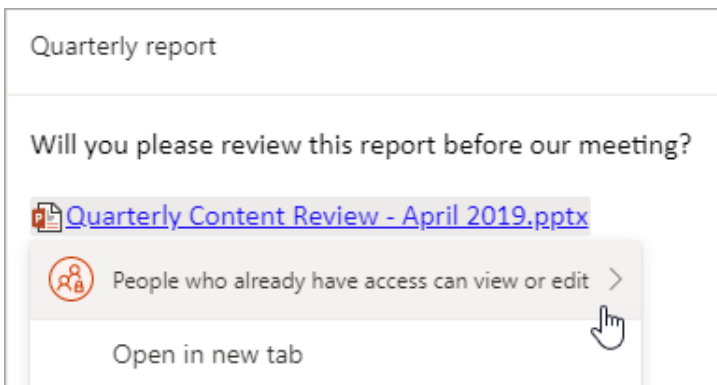
2. Choose the file or folder you want to share and select **Next**. Double-click folders to open them.
3. Select **Share as a OneDrive link**.
4. Choose if people can edit the file or only view it. Select **Change permissions**.



**Paste a link to a OneDrive or SharePoint file**

If you have a link to a OneDrive or SharePoint file, you can paste it in the body of your message. Outlook will replace the URL with the name of the file and the corresponding Office app icon. Select the link to choose who has access to it.


**Note:** If a recipient doesn't have permission to access the file, you'll see an error message when you select the link.

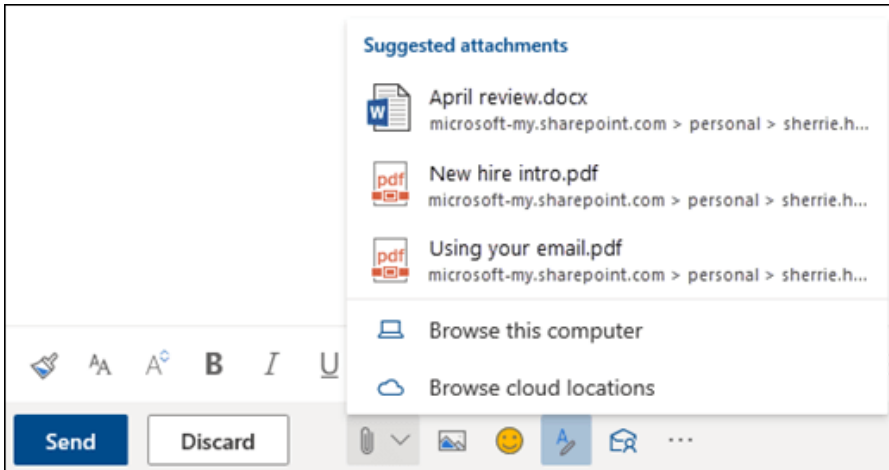




## OWA - Email: Compose or reply

### Suggested attachments

When you select the  icon to attach a file, you'll see a short list of files that might be relevant to your conversation or that you've worked on recently. Select any of them to add it to your message.



### Attach a message to a message

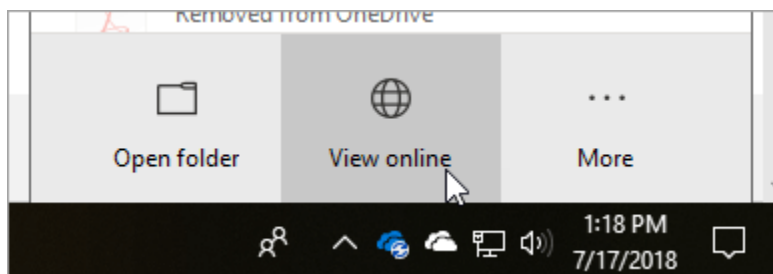
You can attach a message to another message in Outlook on the web.


1. Create a new message or click to reply to or forward an existing message.
2. Arrange the windows so you can see both the message list and your new message.
3. Select and drag the message you want to attach from the message list into your message.

### Attach a folder

You can't attach a copy of a folder in Outlook on the web. However, you can share a folder in OneDrive.

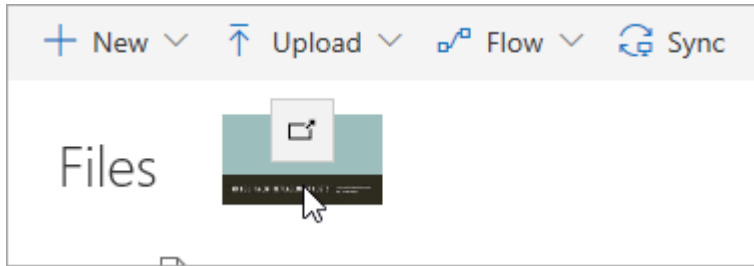
1. Select the OneDrive icon in the taskbar, and select **View online**. This will open OneDrive in a web browser.




2. On your computer, open File Explorer  and go to the folder you want to attach.
3. Drag the folder into OneDrive in the web browser.



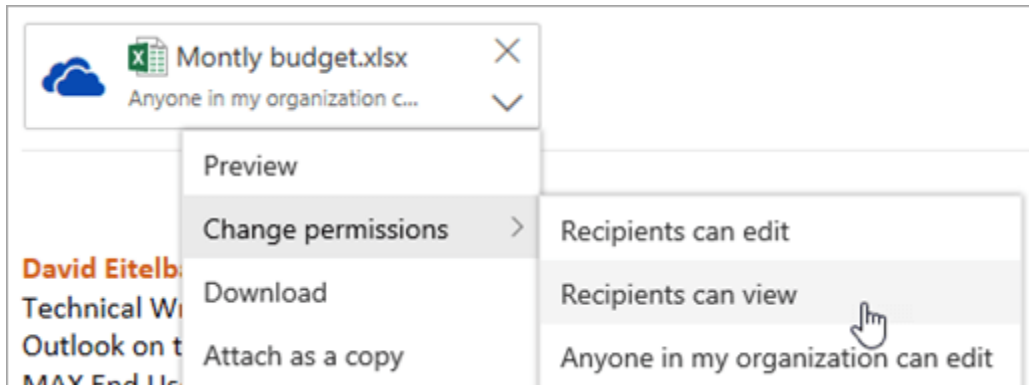
## OWA - Email: Compose or reply



4. Go to Outlook on the web and create a new message or open a message from the message list.
5. Select  > **Browse cloud locations**, choose the folder in OneDrive you want to attach, and select **Next**.
6. Select **Share as a OneDrive link**.

**IMPORTANT:** By default, recipients will be able to edit the files in the folder. To change permissions so that recipients can only view the files:

- Select **---** > **Change permissions** > **Recipients can view**.

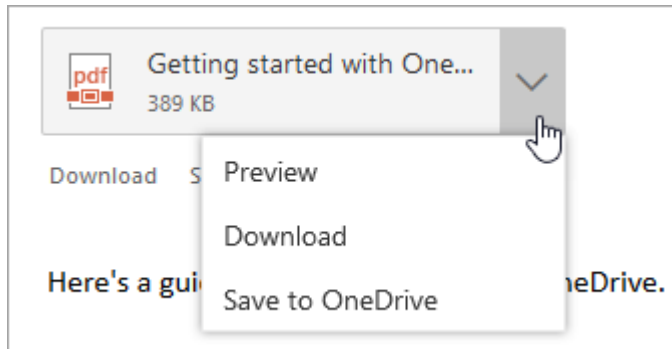


### Download an attachment

1. Select the message that contains the attachment you want to download.
2. Next to the attachment, select **---**.



## OWA - Email: Compose or reply



3. Select **Download**.

### Print an attachment

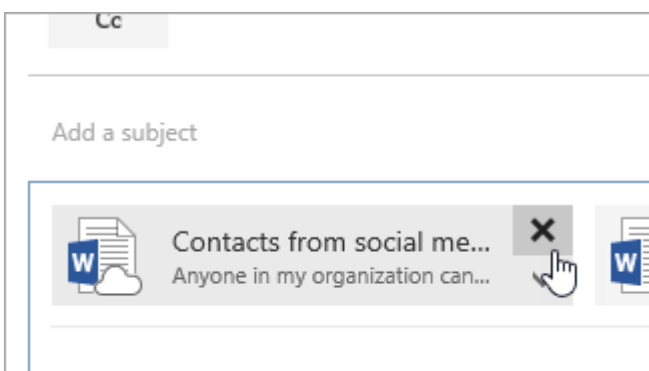
1. Open the message containing the attachment you want to print.
2. Select the attachment, and then select **Download**.

**Caution:** Don't open an attachment sent in an email message unless you trust the content and the person who sent it to you. Attachments are a common method for spreading computer viruses. In the email message, select **Preview** from the drop-down menu next to the attachment to view the contents of the attachment without opening it.

3. Open the attachment using its corresponding app or program, and then print. For example, open a .docx file in Word and then print.

### Remove an attachment

In the email message you're writing, select **X** at the top right corner of the attached file to delete it.





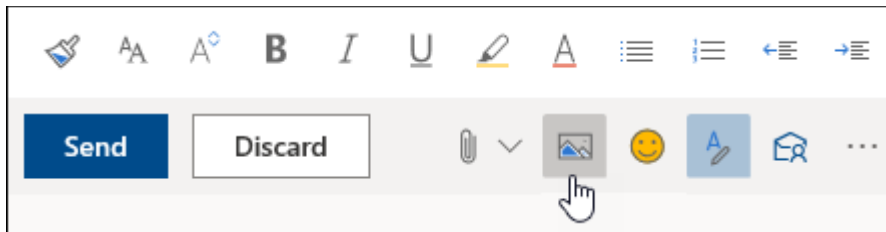


## OWA - Email: Compose or reply

### Insert pictures in an email message or calendar event

You can insert photos, gifs, or clipart from your computer or OneDrive as inline pictures in email messages, calendar events, or your email signature. Inline pictures are displayed in the body of the message or calendar event.

1. Open the message or calendar event.
2. Select the picture icon to insert a picture from your computer or OneDrive.




3. Choose the picture you want to insert and select **Open**.
4. Drag the corner handles to resize the image.

**Note:** Resizing an image doesn't reduce its file size. To learn how to reduce the file size of a picture, see [Reduce the file size of a picture](#).

5. Right-click the image to see formatting options.

## Turn on automatic forwarding in Outlook on the web

You can automatically forward or redirect your email messages by setting up Inbox rules in Outlook on the web. This is useful if you want to read and respond to messages from another email account or when you want someone else to receive and respond to your email in your absence.

1. At the top of the page, select **Settings**  > **View all Outlook settings**.
2. Select **Mail > Forwarding**.
3. Do one of the following:
  - To turn on forwarding, select **Start forwarding**, enter the forwarding email address and select **Save**.  
**Note:** Select the **Keep a copy of forwarded messages** check box if you want a copy of the original message to remain in your mailbox.
  - To turn off forwarding, select **Stop forwarding** and select **Save**.



## OWA - Email: Compose or reply

### Block senders or unblock senders in Outlook on the web

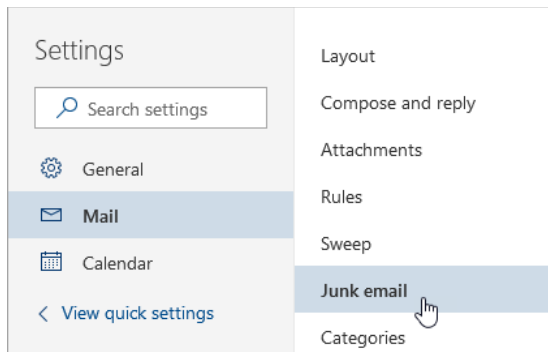
You can block messages from specific email addresses or domains from reaching your inbox. When you add an email address or domain to your blocked senders list, Outlook on the web automatically moves messages from that sender to the Junk Email folder.

#### Block senders from sending you email

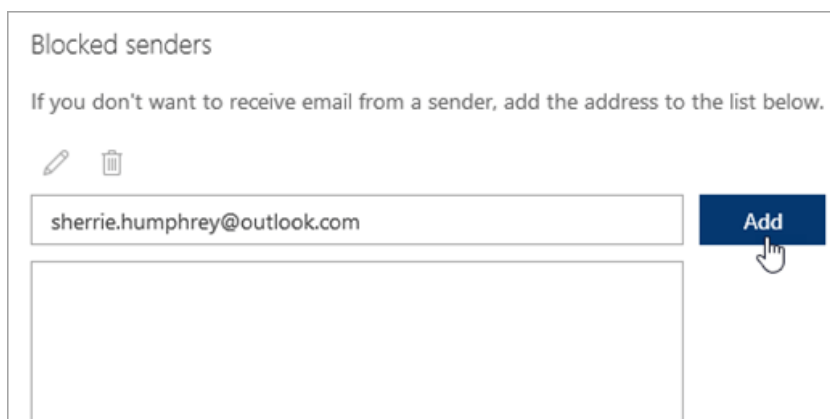
If you're receiving unwanted email, you can block the email addresses and domains you don't want to receive messages from. Add any email address or domain to your blocked senders list to move these messages directly to your Junk Email folder.

**Note:** Email is automatically removed from the Junk Email folder after 14 days and can't be recovered after that..

1. Select **Settings**  > **View all Outlook settings**.
2. Select **Mail** > **Junk email**.



3. If you want to block an email address, enter the email address in **Blocked senders** and select **Add**. If you want to block all email from a domain, enter the domain name in **Blocked domains** and select **Add**.




4. Select **Save**.

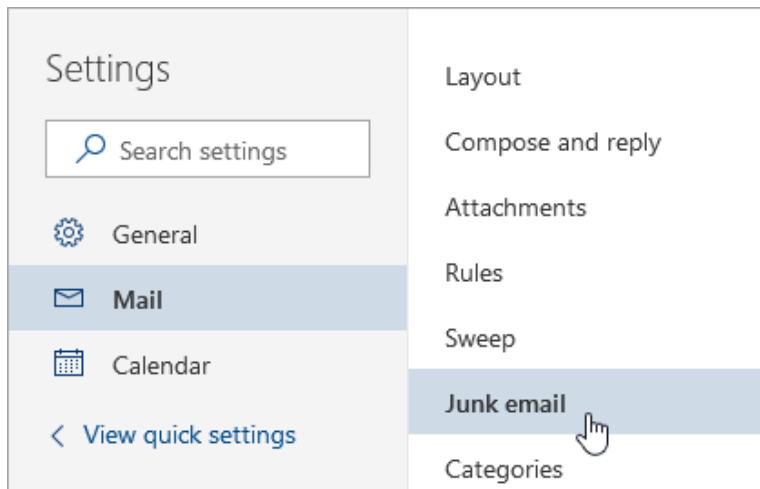



## OWA - Email: Compose or reply

### Unblock senders

If you want to remove someone from the blocked senders list, follow the instructions below.

1. Select **Settings**  > **View all Outlook settings**.
2. Select **Mail** > **Junk email**.

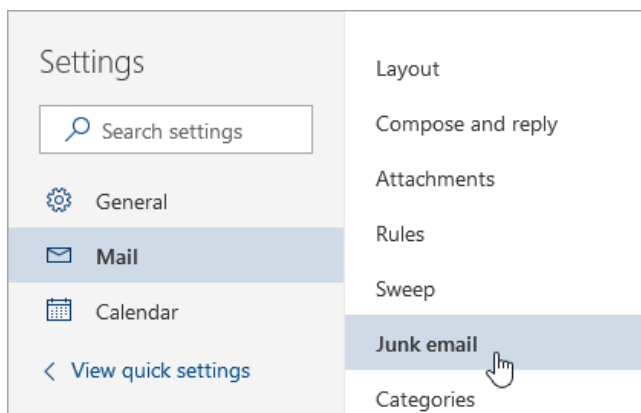


3. Select the address or domain you want to unblock, and select  .

### Stop messages from going into your Junk Email folder

There are times when you don't want messages from a specific person or domain to end up in your Junk Email folder. Messages from addresses or domains on the safe senders list won't get moved to your Junk Email folder.

1. Select **Settings**  > **View all Outlook settings**.
2. Select **Mail** > **Junk email**.




3. Under **Safe senders**, enter the email address or domain you want to add, and select **Add**.



## OWA - Email: Compose or reply

Safe senders


If you want to receive email from a sender or domain, add the address to the box below.



4. Select **Save**.

### Tips:

- To edit or remove email addresses or domains from the blocked senders or safe senders list, select the item in the list and then select .
- To empty your Junk Email folder, select **Junk Email** in the left pane. At the top of the screen, select **Delete all**.

For more information, please refer to the Microsoft training resource page [HERE](#)