



BRIDGINGAPPS®

A PROGRAM OF



GREATER HOUSTON

Replying to an email

- In your inbox are your messages.
- Open one you want to read.
- In Gmail there is an arrow at the top of the page.
- Sometimes it is at the bottom of the email you read in a box with "Reply" and "Forward" in it.
- Touch the arrow
- Choose if you want to Reply or Forward
- An email opens
- Write your response
- Touch send when finished

