STUDENT GUIDE
Reply to or Delete Outlook Email

Reply/Delete in Outlook Mail

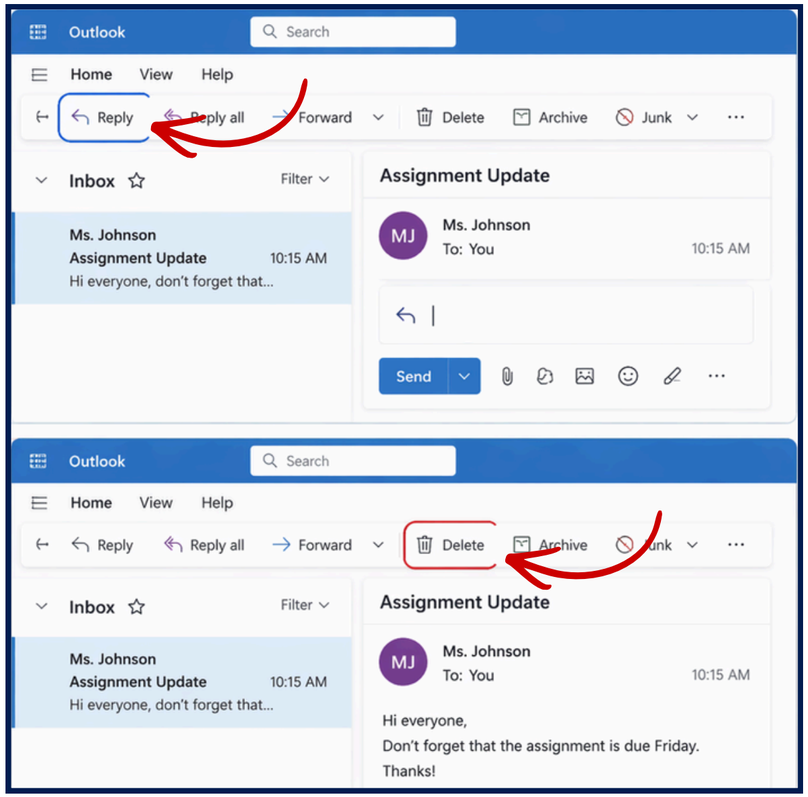
Student Guide



1. Select the email you want to reply to.
2. Click Reply in the email or from the top menu.
3. Enter your message in the reply box.
4. Click Send to send your reply.



1. Select the email you want to delete.
2. Click Delete button in the top menu.
3. The email will move to your Deleted Folder.



Help Desk

The Help Desk can assist students, parents, and staff with resetting account passwords and troubleshooting login issues.

HOURS: Monday - Friday
7:30AM - 5:00 PM

(910) 254-4288