

Student Knowledge Base



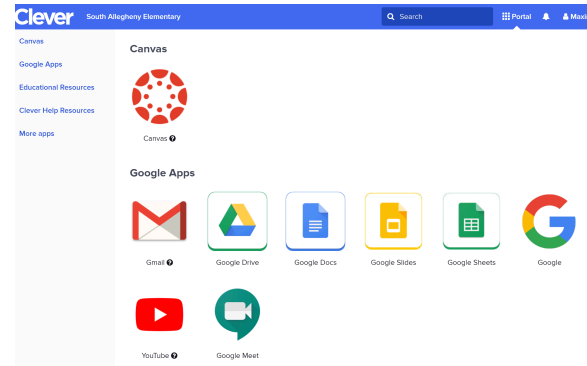
SOUTH ALLEGHENY
SCHOOL DISTRICT

STKB010 Gmail - Replying to an Email

We will be using Clever to access Gmail, we will be using Clever for this example. Clever is described in [STKB006](#) (click to open).

Log into and open Clever. Your Clever main screen will open.

Clever is described in [STKB006](#)

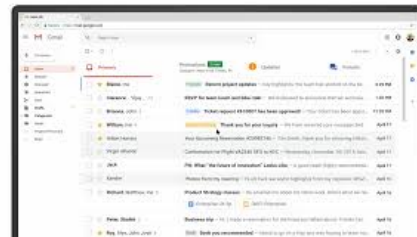


Click on the Gmail App




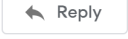
Gmail ?

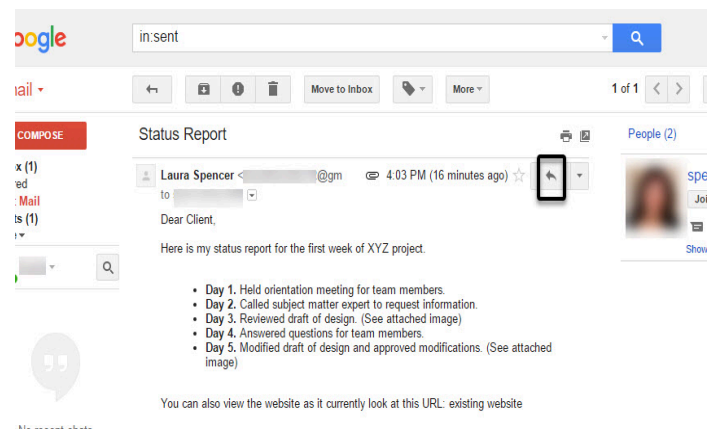
Entering Gmail through Clever will sign the student in automatically




You can reply to a message that you have already sent or that you have received.


The swoosh-arrow  near the top-right of the message is the reply button. Clicking it will open the message for you to reply directly to the sender.

There is also a  button under the message that can be used to reply.

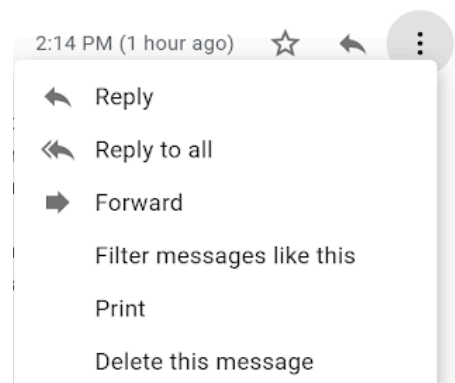


If you are in a group email conversation, or there are multiple people on your email message, you may choose to Reply All. **Caution: Doing this means every person on the email will receive your reply message.**

This is done by dropping down the three vertical buttons  next to the reply swoosh-arrow and selecting Reply All.

There is also a  Reply all button under the message that can be used to reply.

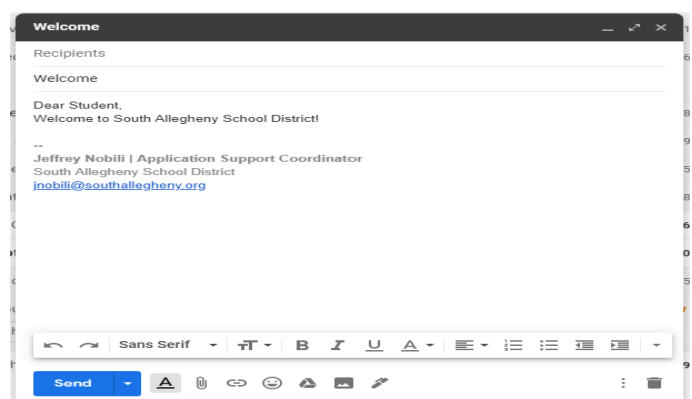
You will see all recipients in the To and Cc listings.



Build Your Message

In addition to typing the text of your message, you can control the way your message looks. You can send attachments or even money with your message.

Start by typing the text of your message below the subject line.



Click the  button to have your message be delivered.

Contact the Help Desk with any questions.
tech@st.southallegheny.org