A word of Caution About Reply & Reply All in Your Email

When you reply to an email message, the sender of the original message is automatically added in the To box. Similarly, when you select Reply All, a message is created and addressed to the sender and any additional recipients of the original message.

Thus, when you want to respond to the sender of an “announce” email, you should select Reply. If you select Reply All, everyone in the campus will receive your email.

The following illustration is an example of Reply all to an announce email. The following email will go to the sender and everyone else in the campus.

Jane, I have a question about ...

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From: announce-bounces@list.unk.edu [mailto:announce-bounces@list.unk.edu] On Behalf Of Jane L. Petersen
Sent: Wednesday, April 20, 2016 8:35 AM
To: announce@list.unk.edu
Subject: [Announce] Faculty: Last call to register for MacBook Air two-day seminar.