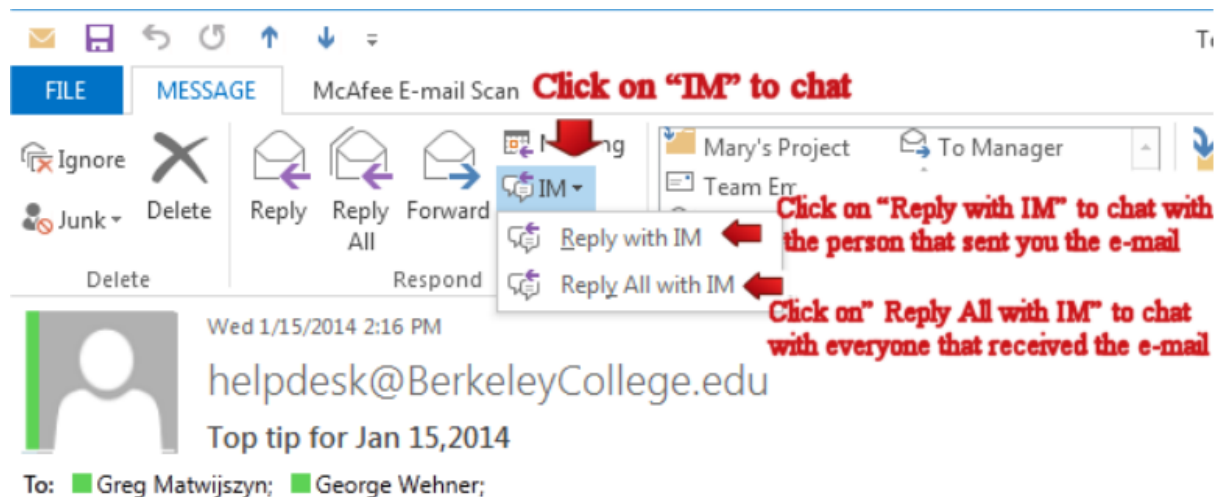


How to Instant Message a person from an e-mail in Outlook 2013

1. Double click on the e-mail you want to respond to.
2. Click on the “IM” icon.
3. Click on “**Reply with IM**” to chat with the person that sent you the e-mail or click on “**Reply All with IM**” to chat with everyone that received the e-mail.



How to Instant Message a person from an e-mail in OWA

1. Double click on the e-mail you want to respond to.
2. Click on the “More actions” icon
3. Click on “**Reply by IM**” to chat with the person that sent you the e-mail or click on “**Reply All by IM**” to chat with everyone that received the e-mail.

