



Read the email and write a reply. 😊

Screenshot of an email inbox interface:

- Top Bar:** Includes buttons for "To Manager", "Done", "Create New", "Move", "Rules", "OneNote", "Unread/ Read", "Categorize", "Follow Up", "Tags", "Search People", "Address Book", "Filter Email", and "Find".
- Message Preview:** Shows a message from "Maria Kim" with the subject "message".
- Message Content:** The message body contains:

Hello
I want to go shopping, I need things for my office but I don't have much money. Can you tell some cheap shops and tell me what I need for a new office? My husband will help me set up the office.
How is your college going? Tell me about your new classmates.

See you soon
Maria
- Timestamp:** The message is timestamped at "10:12".

New Message

— * X

To |

Cc Bcc

Subject

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