

TABLE OF CONTENTS

Introduction to ICONDESK	iv
How to Use This Learning Guide	v
Working With ICONDESK	1
Section Skills and Their Importance	2
IBIsys Login and Logout Procedures	3
Login to IBIsys ICONDESK	4
Changing The Login Password	6
Logout of IBIsys ICONDESK	7
The Mail Manager Window	8
Title Bar	9
Menubar	9
Tool Bar	9
Status Bar	10
Folders List	10
Inbox folder	12
Outbox folder	12
The Browse Window	13
Summary	14
Self-Check Exercise	15
Sending Messages	17
Section Skills and Their Importance	18
Composing Messages	19
Creating a Message Header	20
Writing the Message Note	21
Transmitting Messages	21
Querying the Addresses List	23
Deleting User Addresses	24
Creating an Alias	25
Sending Organizational Messages	27
Saving Messages to Reuse Later	29
Summary	31
Self-Check Exercise	33
Receiving Messages	35
Section Skills and Their Importance	36
Accepting Messages	37
Browsing Messages	37
How to read your messages	38
Printing Messages	40
Deleting Messages	42

