

Exercise

In this exercise, you will forward a message from your Inbox to another participant in the class. Verify the author of the message item you have chosen, to ensure you do not forward the message to the same participant.

1. Open the **INBOX** folder
2. Select the message you wish to forward
3. Click on **MESSAGE** in the Menu Bar
4. Click on the **FORWARD** option
5. Complete the message header, including a subject and a recipient name
6. Type a short covering message
7. Click on the **SEND** button
8. Close the Compose Message window

You can only forward a message you have received.

*Type **FORWARD EXERCISE** as the subject and select the address of your neighbour.*