

FILING MESSAGES

You can file messages in two environments.

- Move messages to ICONDESK folders
- Export messages to DOS drives and directories

Moving Messages To ICONDESK Folders

Messages are filed to specific folders using the move command.

Method

To move a message to a folder:

Using the Menu Bar:

1. Select a message.
2. Click on **FILE** in the Menu Bar.
3. Click on the **MOVE** option.
4. In the **NEW FOLDER** field, either, type in a folder name, or, click on the drop down arrow and select an existing folder.
5. Click on the **OK** command button.

Using the mouse:

1. Select a message(s) in the Mail Manager window.
2. Drag the message(s) to it's destination folder in the Folders List window.