

SUMMARY

To accept messages during your ICONDESK session:

From the Mail Manager window:

1. Select **MESSAGE** from the Menu Bar.
2. Select **ACCEPT**.
3. The Accepted window will be displayed.

OR

A message indicating that there are "no messages to accept" will appear.

To browse a single message:

From any of the folders or from the Accepted window.

1. Double-click on the message to be read.

OR

Click on the message and select **FILE** from the Menu Bar and click on the **BROWSE** option.

2. Read your message.
3. **CLOSE** the Message window using the Control Menu Box.
4. Exit the Browse window using the Control Menu Box.

To browse multiple messages:

1. Open any of the folders or the accepted window.
2. Select all of the messages to be read using standard Windows' conventions. (*Ctrl+Click, Shift+Click.*)
3. Click on the **BROWSE** button on the Tool Bar.

OR

Select **FILE** from the Menu Bar and click on **BROWSE**.

(The first message is displayed in the Message window and

the subsequent messages are iconified at the bottom of the Browse window.)

4. Read your first message, then click on **NEXT** on the Tool Bar. (This step allows the next message to be automatically displayed and the current message is iconified.)
5. After all the messages are read **EXIT** the Browse window.

To print a message from the Mail Manager window:

1. Select the message(s) to be printed.
2. Click on the **PRTDEF** button on the Tool Bar.

OR

Click on **FILE** in the Menu Bar and select the **PRINT** option.

(The Print window will be displayed.)

3. Confirm the information in the Print dialog box and click on **OK**

To print the entire message from the Browse window

1. Browse the message to be printed.
2. Select **MESSAGE** in the Menu Bar. Click on **PRINT** or click on the **PRT/MSG** button.
3. Confirm the information in the Print dialog box and click on **OK**.

To print only the message with no header information

1. Browse the message to be printed.
2. Select **FILE** from the Menu Bar. Click on **PRINT**.
3. Confirm the information in the Print dialog box and click on **OK**.

To delete a message:

1. Open the appropriate folder.