

desired **DIRECTORY**. (*The directory must already exist.*)

6. Type a filename in the **TO: FILENAME** field.
7. Click on the **MARK** command button. (An asterisk will appear beside the message in the **DESCRIPTION** section.)
8. Click on **OK**. (*The Export confirmation box will be displayed*)
9. Click on the **CANCEL** button or close the Export Window.

To setup Auto-folding conditions

1. Select **OPTIONS** from the Mail Manager Menu Bar.
2. Click on **PROFILING**, followed by **MAIL**.
3. Click on the **AUTO-FOLDER** command button.
4. Type in a **RULE** name.
5. Click on the **NEW** command button.
6. Select a **WHEN** condition from the fields available.
7. Select a destination

folder by typing the name of the folder in the field labelled "**INSERT MESSAGE IN**".

8. Click on the **SAVE** command button.
9. Activate the rule by clicking in the box to the left of the rule name and clicking on **ACTIVATE ALL**.
10. Click on **OK**.
11. Click on **OK** to dismiss the User Profiling window.
12. Exit your **ICONDESK** session.

To search for a message:

1. Click on **FILE** on the Menu Bar of the Mail Manager window.
2. Select the **SEARCH** option. (*The Search window will appear.*)
3. Type in the criteria for the search.
4. Click on **OK**. (A Search Result window will be generated.)

Customizing

To modify the Message Options:

1. Select **OPTIONS** from the Mail Manager Menu Bar
2. Click on **PROFILING** followed by **MAIL**.
3. In the **ATTACHMENTS** field, type in the default path for your E-mail attachments.
4. Select any confirmation defaults. (Keep in mind that if confirmation of receipt is selected, every message sent will generate a report when read by the recipient.)
5. Select the default **IMPORTANCE** for all outgoing messages (arbitrary).
6. Select the **SENSITIVITY** defaults (arbitrary).
7. Click on **OK**.

To modify the mailbox options:

1. Select **OPTIONS** from the Mail Manager Menu Bar
2. Click on **PROFILING** followed by **MAIL**.
3. Type in the default destination path for your exported messages and/or attachments (arbitrary).
4. Enable or disable the **AUTO-**