

To modify the Tool Bar:

1. Click on **OPTIONS** from the Menu Bar.
2. Select **TOOL BAR LAYOUT**.
3. To delete an existing button, click on the button in the preview Tool Bar and click on **DELETE**.
4. To add a button, select the function you want to add, click on **NEW BUTTON**, and follow by clicking on **ADD**.
5. Repeat steps 3 and 4 until the Tool Bar is customized to your specifications. (Use **COMPRESS** to fill in any blanks in the Tool Bar.)
6. Click on **OK**.

To modify the List Layout:

1. Open the desired folder.
2. Click on **OPTIONS** in the Menu Bar.
3. Click on the **LIST LAYOUT** option.
4. Select the Field you wish to modify (i.e. Subject)
5. Change the Title or Width, click on **MODIFY**.
6. Repeat steps 4 and 5 for any field you wish to change.
7. Click on **OK**.

To remove a column:

1. Select the Field you wish to remove.
2. Click on **DELETE**.
3. Click on **OK**.

To add a column:

1. Select a title from the **AVAILABLE COLUMNS** list.
2. Confirm the Title and Width.
3. Click on **ADD**.
4. Click on **OK**.

To enable a new or close after send/save:

1. Select **OPTIONS** from the Mail Manager Menu Bar.
2. Click on either **NEW AFTER SEND/SAVE** or **CLOSE AFTER SEND/SAVE** (only one of the two can be enabled at any given time).
3. Enable the **SAVE SETTING ON EXIT** option (make sure there is a checkmark beside the option).

To disable the Tool Bar and/or Status Bar:

1. Select Options from the Mail Manager Menu Bar.
2. Click on **TOOL BAR** to disable the display of this component of the window. (The checkmark will disappear.)
and/or
Click on **STATUS BAR** to disable the display of the status bar. (The checkmark will disappear.)