2. Select **Tools, Spelling** from the menu bar in the *Compose Message* window to do a spell check. The *Spelling* dialogue box may appear.
3. Select **File, Move** from the menu bar in the *Compose Message* window. The *Move* dialogue box appears.
4. Highlight the folder where you wish to store your draft message.
5. Double-click on the folder.
6. Create a new message, this time address it only to the Approving Authority.
7. Add the classification of the draft message as the first line of the note.
8. Select **Insert, Messages** from the menu bar in the *Compose Message* window. The *Insert Message* dialogue box appears.
9. Click on the folder where the draft message was stored in the *Location:* field.
10. Double-click on the draft message in the *Items:* field.
11. Add any additional text then click on the **Send** button.

When the message arrives at the approval authority the approver opens the mail and double-clicks on the **Attachment** icon. After the message has been amended/approved, the approver closes the attachment. With the mail opened, the approver clicks on the **Forward** button and returns it back to the drafter if desired. The approver may send the amended/approved message while the attachment is opened by simply clicking on the **Send** button. Remember the user actually sending the message will appear as the sender.

To Activate Message Notification:

This option should be used if you wish to be notified of incoming messages.

1. Select **Tools, Options** from the menu bar. The *Options* dialogue box appears.
2. Select the **General** tab.
3. Select the **Display a notification message** option in the *When new mail arrives* field.
4. Click on the **OK** button.

To Use the Out of Office Assistant:

MS Exchange allows the user, to advise senders, that they (the users) are currently out of the office, and to advise when they will be returning. The users may also direct where the messages should go to while they are absent.