

FORWARDING MESSAGES

Any incoming message can be forwarded to another address(es) on the network. The functionality of the Forward function can best be compared to the action of inserting messages into a large envelope for delivery. When the recipient receives the envelope (in the form of a message item), the message(s) must be extracted from the envelope to allow each one to be browsed, then either forwarded to another user, printed, filed, deleted etc.

Method

To forward a message from the Mail Manager or Browse windows:

1. Select the message to forward.
2. Click on the **FORWARD** button on the Tool Bar.

OR

Click on **MESSAGE** in the Menu Bar.

Select the **FORWARD** option. (*The Compose Message window will appear.*)

3. Enter a Subject for your covering note in the **SUBJECT** field.
4. Type the address of the Recipient(s) to whom the message will be forwarded to in the **RECIPIENT** field.
5. If a cover note is to accompany the forwarded message(s), enter one in the **NOTE** field.

OR

If no covering note is required, continue with step 6.

6. Click on the **SEND** button, or
Click on **MESSAGE** in the Menu Bar and select the **SEND** option.
7. Close the Compose Message window.

NOTE: A message which has been forwarded will appear in the Outbox folder and identifiable by the status envelope.

