

## COMPOSING MESSAGES

When sending a message, a copy can be saved to the default folder called Outbox. This default setting may be modified using message options.

The two basic steps to sending a message are:

- create a message header
- write a message note

The screenshot shows the 'Compose Message' window in ICONEDESK 4.4 Mail Manager. The window title is 'ICONEDESK 4.4 Mail Manager' and the menu bar includes 'File', 'Edit', 'View', 'Options', 'Message', 'Window', and 'Help'. The toolbar contains icons for 'Accept', 'Browse', 'ExtFld', 'Defprt', 'Fixed', 'Reply', 'Inbox', 'Outbox', 'NewMsc', 'Attach', 'Send', 'Status', and 'Delete'. The 'Compose Message' window has a title bar and a menu bar. The main area is divided into several sections: 'Subject' (a text field), 'Recipients' (a list box with 'TO:' and a scroll bar), 'Type' (radio buttons for 'IO', 'CC', and 'BCC'), 'Addresses...' (a button), 'Options...' (a button), 'Receipt' (a checkbox), and 'Save' (a checked checkbox). Below these sections is a large text area labeled 'Note'. At the bottom, there are two sections: 'Attachment Comment' and 'Format'.