

SECTION SKILLS AND THEIR IMPORTANCE

In the following section, you will:

■ Login and Logout of ICONDESK

The login procedure to IBIsys and the startup of the ICONDESK are combined into a single operation. The logout procedure must be completed before closing the Windows Program Manager or Windows will not allow you to close.

■ Work with the ICONDESK Windows

ICONDESK offers two main windows, the Mail Manager and Browse windows, each responsible for a number of electronic mail activities. These two independent windows are equipped with their own individual menubar and tool bar to efficiently manipulate mail items.

■ Work with the Mail Manager Window

The Mail Manager window is one of the two basic windows used in ICONDESK. Most mail activities are performed from this window. All of the mailboxes are accessed from within this window and viewed in a Tile or Cascade format.

■ Work with the ICONDESK Mailboxes

*The mailboxes help to manage incoming and outgoing messages. The Mainbox provides a global view of all the mail items, the Inbox displays only the accepted incoming items and the Outbox any message sent out. Every mailbox window is equipped with a **DETAIL** command button. Efficient use of this button will enable you to view important information pertaining to any message, in any of the mailboxes.*

■ Work with the Browse Window

The Browse window is another basic window used in ICONDESK. Its' main task is to provide a window from which users can read their messages and attachments. Windows' multiple selection techniques allows the browsing (reading) of many messages simultaneously.