

Viewing Other Message Lists

You may have a requirement to view only specific types of messages. It is possible to have grouped together the following: Accepted messages, Unread messages, Outgoing messages, All messages.

When selecting View/Accepted, a list of the most recent batch of messages 'accepted' will be displayed. This list is over-written each time you accept a new batch of messages either using the Accept button on the Tool Bar, or when you start up a new ICONDESK session.

Selecting View/Unread, will group together all messages which have been tagged unread.

Selecting View/Outgoing, will create a combined list of all outgoing messages. This may differ from the Outbox in the case where messages have been moved from the Outbox to a specific folder.

Finally, View/All will generate a list of all messages in the ICONDESK environment.

TRAP

A view window, such as the ones described above, displays the original message, not a copy. If a message is deleted from the view window, it is also deleted from the folder!!

Method

To view other message lists:

1. Select VIEW from the Mail Manager Menu Bar.
2. Click on the types of messages you wish to consult.