

To change the message options from the Send window:

1. Select the **SEND** option, to generate the Send window.
2. Click the **MESSAGE OPTIONS** button.
OR
Selection the **MESSAGE OPTIONS** option from the **OPTION** menu.
3. Modify any of the fields, for example:
Click in the **FROM:** field and type the name of the person for whom your writing this message.
Click in the **CONFIRM RECEIPT** check box or any of the Mailing Options.
(The check mark in the box indicates those selected. To deselect, click again to remove the check mark.)
4. Click **OK**.

To search for a message:

1. Click the **VIEW** menu of the Mail Manager window.
2. Click the **SEARCH** option. *(The Search window (Figure 44) will appear.)*
3. Select all the parameters required for the search.
4. Click **OK**. *(ICONDESK should display the results in the list box of the mailbox.)*