

Status Bar

The Status bar is displayed at the bottom of the ICONDESK window. The information in the status bar reflects the current activity.

Folders List

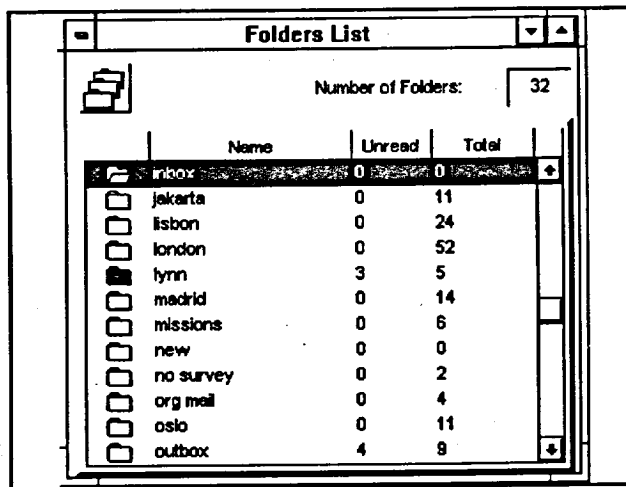
The Folders List displays all the folders belonging to the Mail application. These can be consulted by double-clicking on the folder icon. Some default folders are created automatically, such as the Inbox and the Outbox. You can create additional ones as needed.

Each folder window contains a list box to display the resident mail items. When all of the items cannot be displayed in the list box, a vertical scroll bar appears on the right side of the box.

The mail items may be displayed in order of date or in order of importance by selecting the appropriate option in the Order by drop down list box. When sorted by date, the most recent message is placed at the top of the list. When sorted by importance, the most urgent message is placed at the top of the list.

All outgoing messages are considered unread. However, when selecting View, Unread from the menubar, these will not be included.

A folder which contains unread messages is red!



The screenshot shows a window titled "Folders List" with a "Number of Folders:" field set to 32. Below this is a table with columns for "Name", "Unread", and "Total". The "inbox" folder is highlighted in red, indicating it contains unread messages. Other folders listed include jakarta, lisbon, london, lynn, madrid, missions, new, no survey, org mail, oslo, and outbox.

Name	Unread	Total
inbox	0	0
jakarta	0	11
lisbon	0	24
london	0	52
lynn	3	5
madrid	0	14
missions	0	6
new	0	0
no survey	0	2
org mail	0	4
oslo	0	11
outbox	4	9