SUMMARY

To modify the Message Options:
1. Select OPTIONS from the Mail Manager Menu Bar
2. Click on PROFILING followed by MAIL.
3. In the ATTACHMENTS field, type in the default path for your E-mail attachments.
4. Select any confirmation defaults. (Keep in mind that if confirmation of receipt is selected, every message sent will generate a report when read by the recipient.)(arbitrary)
5. Select the default IMPORTANCE for all outgoing messages (arbitrary).
6. Select the SENSITIVITY defaults (arbitrary).
7. Click on OK.

To modify the mailbox options:
1. Select OPTIONS from the Mail Manager Menu Bar
2. Click on PROFILING followed by MAIL.
3. Type in the default destination Path for your exported messages and/or attachments (arbitrary).
4. Enable or disable the AUTO-ACCEPT option (arbitrary).
5. Click on the REPLY command button to setup defaults for the MESSAGE, REPLY function (arbitrary).
6. Click on the AUTO-REPLY command button if you wish to have a specific message transmitted to anyone who sends messages to your account in your absence. (arbitrary).
7. Click on OK.

To modify the print options:
1. Select OPTIONS from the Mail Manager Menu Bar.
2. Click on PROFILING followed by PRINT.
3. Place a check mark beside the options you wish to have printed as a default. Whenever you click in these boxes, the options will toggle between being enabled and disabled.
4. Click on OK.

To change the default settings for the message:
1. Click on MESSAGE in the Menu Bar of the Mail Manager window.
   Click on New.
   (The Compose Message window appears.)

   OR

   Click on NEW in the Mail Manager window Tool Bar.
2. Click on OPTIONS in the Menu Bar.
3. Select MESSAGE OPTIONS. *(The Message Options window will appear.)*
4. Modify any of the fields, for example:
   Click in the FROM: field and type the name of the person for whom you are writing this message.
   Click in the CONFIRM RECEIPT check box if you wish to receive a report when the recipient(s) has read your message.
   (The check mark in the box indicates those selected. To deselect, click again to remove the check mark.)
5. Click on OK.