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MODIFYING THE MESSAGE OPTIONS

Default settings for a current message can be modified. For example, the types of confirmations, the message classification, and the from: field (for users who often send messages on behalf of other users).

	Message Opt	ions	-
Erom:			
Reply to:			Addresses
Qbsoletes:	References:		
<u> </u>	Save Message in folder.	± xodtuo	
Confirm Delivery			
Importance	Sensitivity Delive	ary our	
Routine	PROTECTED Reply Not Used		
C Priority	Not Used Expiry	r date:	
	OK Car	ncel	

Method

To change the default settings for the message:

- 1. Click on MESSAGE in the Menu Bar of the Mail Manager window. Click on the 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.)

1.1.2

4. Modify any of the fields, for example: