

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).

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.)*
4. Modify any of the fields, for example: