

SUMMARY

To consult the Folders List:

1. Click on **VIEW** in the Menu Bar.
2. Select **FOLDERS LIST**.

To create a folder:

From the Mail Manager window:

1. Click on **FILE** in the Menu Bar.
2. Select the **NEW FOLDER** option.
3. Type in a new folder name.
4. Click on the **NEW** command button.

To view the contents of an ICONDESK folder:

1. Select **VIEW** from the Mail Manager Menu Bar.
2. Click on the folder you wish to consult.

To view other Message Lists:

1. Select **VIEW** from the Mail Manager Menu Bar.
2. Click on the types of messages you wish to consult.

To move a message to a folder:

Using the Menu Bar:

1. Select a message.
2. Click on **FILE** in the Menu Bar.
3. Click on the **MOVE** option.
4. In the **NEW FOLDER** field, either, type in a folder name, or, click on the drop down arrow and select an existing folder.
5. Click on the **OK** command button.

Using the mouse:

1. Select a message(s) in the Mail Manager window.
2. Drag the message(s) to its destination folder in the Folders List window.

To delete a folder:

1. Select the appropriate folder.
2. Click on the **DELETE** Button.

OR

Click on the **DELETE** option from the **FILE** menu.

3. Click on **YES** to confirm the operation.

To Export a message (from the Mail Manager window):

1. Select the message.
2. Click on **FILE** in the Menu Bar.
3. Click on **EXPORT**

OR

Click on the **EXPORT** button in the Tool Bar.

4. Select the desired **DRIVE** in the list box at the bottom of the screen.
5. Double-click on the desired **DIRECTORY**. (*The directory must already exist.*)
6. Type a filename in the **TO: FILENAME** field.
7. Click on the **MARK** command button. (An asterisk will appear beside the message in the description section.)
8. Click on **OK**. (*The Export confirmation box will be displayed*)
9. Click on the **CANCEL** button or close the Export Window.