SECTION SKILLS AND THEIR IMPORTANCE

In this section you will learn about:

■ **Composing Messages**
Creating messages requires two basic steps. The first step is to create a message header, which is comparable to addressing an envelope. The second step is to write the message note. Messages are sent to main recipient(s), and optionally to carbon copy recipient(s) and/or blind copy recipient(s).

■ **Sending Messages**
Messages may be sent to many recipients simultaneously requiring little effort and time. Messages without a main recipient address are not transmitted.

■ **Querying the Address List**
Occasionally your destination address may be unknown. The Query command executes a search for the proper address.

■ **Creating an Alias**
To save time, an alias may be assigned to represent a specific user address. An alias can also be assigned to a group of users, creating a type of distribution list.

■ **Saving Messages to Reuse Later**
The save function, within the compose message window, allows messages to be created and sent at a later time.