

Saving Outgoing Messages Before Sending ..... 28  
     To Save a Message ..... 28  
     To Edit and Send a Saved Message ..... 28  
 Creating Templates ..... 28  
     To Create a Template ..... 29  
     To Send Using a Template ..... 30  
     To Edit a Template ..... 30  
 Reading Messages ..... 31  
     To Read One Message ..... 31  
     To Browse Several Messages ..... 31  
 Forwarding Messages (Incoming and Outgoing) ..... 32  
     To Forward A Message (Incoming or Outgoing) ..... 32  
 Replying to Incoming Messages ..... 33  
     To Reply to Incoming Mail ..... 33  
 Deleting Message ..... 33  
     To Delete Messages ..... 33  
     To Restore a Deleted Message ..... 33  
 Printing Messages (Incoming and Outgoing) ..... 33  
     To Print Messages (Incoming and Outgoing) ..... 33  
 C4 Organizational Messaging ..... 34  
 Tips and Tricks ..... 35  
     To Add Users to a Personal Address Book ..... 35  
     To Delete an Address From Your Personal Address Book ..... 36  
     To Create a Personal Distribution List ..... 36  
     To Edit a Personal Distribution List ..... 37  
     To Delete a Personal Distribution List ..... 37  
     To Compose a Draft Message for Approval ..... 37  
     To Activate Message Notification ..... 38  
     To Use the Out of Office Assistant ..... 38  
     To Forward Incoming Mail to Another Addressee ..... 39  
     To Give Permission to Send on Your Behalf ..... 40  
     To Add an Auto Signature ..... 40  
     To View Information on a Specific Addressee ..... 41  
     To Find a Specific Addressee ..... 41  
     To Modify the Message ID List in the *Message Assistant* Dialogue Box  
         ..... 41  
         ..... 41  
 LESSON 5 ..... 43  
     WordPerfect 6.1 ..... 43  
         Lesson Objectives ..... 43  
         Composing and Sending a WordPerfect Document as an Attachment ..... 43