To export an attachment:
1. Select the appropriate message containing the attachment.
2. Select the attachment to be exported.
3. Click the EXPORT option from the ATTACHMENT menu.
4. Select the appropriate drive name and directory.
5. Click in the FILENAME box and type the filename.
6. Click the ACCEPT command button.
7. Click the EXPORT command button.
8. Click the OK command button.
9. Click the CLOSE command button.
10. Close the message window and click the EXIT button.

Additional Functions

To create a folder:
1. Type the name of the folder in any window or box, which displays a folder field, such as the:
   - Send Mail dialog box
   - Move dialog box

To move a message to a folder:
1. Select any of the mail boxes.
2. Click the mail item to be moved.
3. Click the MOVE button of the Mail Manager tool bar.
   OR
   Click the FILE menu of the Mail Manager.
   Click the MOVE option.

4. Click the NEW FOLDER field.
5. Type the folder name.
6. Click the OK command button.
   OR
   Click the CANCEL command button to cancel the operation.

To export message to the PC environment from any window:
1. Select any of the mail boxes.
2. Select the mail item to be exported.
3. Click the EXPORT button.
   OR
   Select the EXPORT option from the FILE menu.
4. Double-click the desired drive.
5. Double-click the desired directory. *(The directory must already exist.)*
6. Type the filename.
7. Select the ASC format in the FORMAT box if it is a message, (if necessary).
8. Click the ACCEPT command button.
9. Click the EXPORT Command button.
   (The Export confirmation dialog box will be displayed)
10. Click OK.
11. Click the CLOSE command button.

To delete a folder:
1. Select the appropriate folder(s) from the folder box in the Mainbox or Outbox.
2. Click the DELETE Button.
   OR
   Click the DELETE option from the File menu.
3. Click OK to confirm the operation.
   OR
   Click NO to cancel the operation.

To modify any of the display parameters:
1. Open the desired mailbox.
2. Select the LIST LAYOUT option from the OPTIONS menu.
3. Position the mouse pointer in the FIELDS AVAILABLE box.
4. Click in FIELD WIDTH, choose the number of characters to displayed.
5. Click in ALIGNMENT, select LEFT, RIGHT or CENTER.
6. Click in TITLE and type the desired header.
7. Click the Add button and the OK button.