To reuse a message:
1. Select the message to be reused.
2. Click on MESSAGE in the Menu Bar.
3. Click on the REUSE option, confirm the dialog box.
4. Modify the header information (arbitrary).
5. Modify the message note (arbitrary).
6. Click on the SEND button.
7. Close the Compose Message window.

Working with Attachments

To attach a file or document to a message:
1. Click on MESSAGE in the Menu Bar and select NEW.
   OR
   Click on the NEW button on the Tool Bar.
2. Complete the message header information (subject and recipients).
3. Type a cover note.
4. Click on the ATTACHMENTS button on the Tool Bar.
   OR
   Click on MESSAGE in the Menu Bar.

Click on the ATTACHMENTS option.
5. Select the appropriate DRIVE using the drop down list arrow.
6. Select the DIRECTORY by double clicking on the appropriate folder icon.
7. Double-click on the Document Name.
   OR
   Click on the document name and click on the ADD command button.
8. Repeat steps 6 and 7 to attach other files or documents.
9. Click on the attachment filename within the DESCRIPTION section of the ADD ATTACHMENTS window.
10. Type in WPE in the FORMAT field if the attachment is WordPerfect or see the list below for the correct acronym.
11. Click on MODIFY in order to change the extension in the DESCRIPTION section of the window.
12. Repeat steps 9-11 for all attachments.
13. Click on OK.

To browse an attachment in a message:
1. Double-click on the message which contains the attachment(s).
2. Double-click on the attachment Filename.
   OR
   Click on the attachment to be browsed.
   Click on ATTACHMENT in the Menu Bar and select BROWSE
3. After reading the attachment in its own format, exit or minimize the application window.
   (Repeat steps 2 and 3 if there is multiple attachments.)
4. Close the Browse window.

To export an attachment:
1. Select the appropriate folder and the message containing the attachment.
2. Double-click to browse the message.
3. Select the attachment(s) to be exported.
4. Click on ATTACHMENT in the Menu Bar.
5. Click on EXPORT to display the Export dialog box.
6. Select the appropriate DRIVE