Print Profiling

You can set the information which is included in the printout of your messages. For instance, you can disable the option to have all C.C. type recipients included on the hard copy of the message.

| Method |

To modify the print options:
1. Select OPTIONS from the Mail Manager Menu Bar.
2. Click on PROFILING followed by PRINT.
3. Place a check mark beside the options you wish to have printed as a default. Whenever you click in these boxes, the options will toggle between being enabled and disabled.
4. Click on OK.