

SECTION SKILLS AND THEIR IMPORTANCE

In this section you will learn about:

- **Replying to Messages**
This function will allow you to quickly respond to incoming mail.
- **Forwarding Messages**
This operation will allow you to relay messages you have received to other users on the network.
- **Extracting Forwarded Messages**
Once messages have been forwarded, the recipient must then extract the messages, comparable to the way you remove items from within an envelope.
- **Reusing Messages**
Occasionally, a message resembling an existing message must be sent. If the only difference is the name of recipients or minor changes in the body of the message note, the Reuse function will be a real time saver.