

4. Read the message.
5. Click **File/Close** to close the message window.
6. Repeat until all new messages have been read.

NOTE: if you have new messages your Inbox will be in bold and the number of unread messages will appear in brackets).

Example: **Inbox (3)** means that you have 3 unread messages in your Inbox

To reply to a message:

1. Open a message sent to you.
2. Click Compose\Reply.
3. Complete and send the message.

To send a new message:

1. Click Compose\New Mail message.
2. Click the TO button.
4. Enter the recipient's last name.
5. Double-click the recipient.
6. Click OK.
7. Type a Subject.
8. Type a message.
9. Click File\Send.

To view sent messages:

1. Click the **Sent Items** folder.
2. Double-click any message.
3. Click **File/Close** to close the message window.

To print a message:

1. From the message window, click **File/Print**.
2. Click **OK**.
3. Close the message.

Sending to OGD recipients

Until your workstation is migrated you will need to copy and paste OGD recipients from Netscape to Outlook.