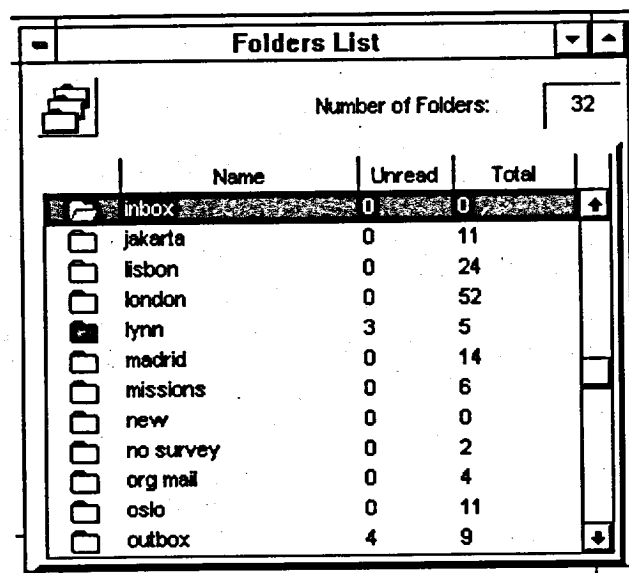


VIEWING MESSAGE LISTS

Folders are used within the ICONDESK environment in order to organize mail messages. You can view the list of folders by consulting the Folder List. In addition, it is possible to view specific types of messages in a single window. For instance, you can request to view all unread messages.

The Folders List

A Folder List window will display those folders which have been automatically created in ICONDESK (such as the Inbox folder), and those created by the user.



The screenshot shows a window titled "Folders List" with a "Number of Folders:" field set to 32. Below this is a table with three columns: "Name", "Unread", and "Total". The "inbox" folder is highlighted. Other folders listed include jakarta, lisbon, london, lynn, madrid, missions, new, no survey, org mail, oslo, and outbox.

Name	Unread	Total
inbox	0	0
jakarta	0	11
lisbon	0	24
london	0	52
lynn	3	5
madrid	0	14
missions	0	6
new	0	0
no survey	0	2
org mail	0	4
oslo	0	11
outbox	4	9

Method

To consult the Folders List:

1. Click on **VIEW** in the Menu Bar.
2. Select **FOLDERS LIST**.