To forward a message:
(from the Mail Manager or Browse windows)

1. Select the message to forward.
2. Click on the **FORWARD** button on the Tool Bar.
    OR
    Click on **MESSAGE** in the Menu Bar.
    Select the **FORWARD** option.
    (The Compose Message window will appear.)
3. Enter a Subject for your covering note in the **SUBJECT** field.
4. Type the address of the Recipient(s) to whom the message will be forwarded in the **RECIPIENT** field.
5. If a cover note is to accompany the forwarded message(s), enter one in the **NOTE** field.
    OR
    If no covering note is required, continue with step 6.
6. Click on the **SEND** button, or Click on Message in the Menu Bar and select the **SEND** option.
7. Close the Compose Message window.

To extract forwarded messages:

1. Select the message containing the forwarded items.
    *(The **DETAILS** button should be activated to quickly identify the messages containing forwarded messages.)*
2. Double-click on the message (envelope) to browse the cover note.
3. Select the **EXTRACT FORWARD** option from the **MESSAGE** option in the Menu Bar.
    (The Extract Forward window appears.)
4. While in the Browse window you may:
    - print the extracted message(s) by clicking on the **DEFPRT** button and/or export the extracted message(s) with **FILE, EXPORT**;
5. Close the message window and exit the Browse window with **FILE, EXIT**.