ICONDESK 4.4 *BASICS* *

Accepting Messages

Messages will be accepted **automatically** every time Mail is opened. These are also copied to the Inbox and can be moved to specific folders. You can also periodically request to accept new mail during your ICONDESK session.

To accept messages during your ICONDESK session:

From the Mail Manager window

1. Select ACCEPT from the Menu Bar.

2. The Accepted window will be displayed OR

   A message indicating that there are **NO MESSAGES TO ACCEPT** will appear.

Browsing Messages

To browse a single message

From any of the folders or from the Accepted window:

1. Double-click on the message you want to read OR
   Click on the message, select **FILE** from the Menu Bar and click on the **BROWSE** option.

2. Scroll through your message. (Click **DETAILS** to consult the complete list of recipients.)

3. CLOSE the Message window using the Control Menu Box.

4. Exit the Browse window using the Control Menu Box.

To browse multiple messages

1. Open any of the folders or the accepted window

2. Select all of the messages to be read using standard Windows' conventions *(Ctrl + Click, Shift + Click)*.

3. Click on the **BROWSE** button on the Tool Bar OR
   Select **FILE** from the Menu Bar and click on **BROWSE**.

[Note: the first message is displayed in the Message window and the subsequent messages are iconified at the bottom of the Browse window.]

4. Read your first message, then click on **NEXT** on the Tool Bar.

5. After all messages are read, **EXIT** the Browse window.

*from **Introduction to ICONDESK, Version 4.4, Learning Guide**, pp. 37-39.

In today's world, "the most important (possessions of) a business are intangible. The real value is what's inside your head - not the machine's, not the software." - Alvin Toffler