

Method**To modify the Message Options:**

1. Select **OPTIONS** from the Mail Manager Menu Bar
2. Click on **PROFILING** followed by **MAIL**.
3. In the **ATTACHMENTS** field, type in the default path for your E-mail attachments (arbitrary).
4. Select any confirmation defaults. (Keep in mind that if confirmation of receipt is selected, every message sent will generate a report when read by the recipient.)(arbitrary)
5. Select the default **IMPORTANCE** for all outgoing messages (arbitrary).
6. Select the **SENSITIVITY** defaults (arbitrary).
7. Click on **OK**.

To modify the Mailbox Options:

1. Select **OPTIONS** from the Mail Manager Menu Bar
2. Click on **PROFILING** followed by **MAIL**.
3. Type in the default destination path for your exported messages and/or attachments (arbitrary).
4. Enable or disable the **AUTO-ACCEPT** option (arbitrary).
5. Click on the **REPLY** command button to setup defaults for the **MESSAGE**, **REPLY** function (arbitrary).
6. Click on the **AUTO-REPLY** command button if you wish to have a specific message transmitted to anyone who sends messages to your account in your absence. (arbitrary).
7. Click on **OK**.

NOTE: The procedure for auto-folding is explained in section 6.

Exercise

In this exercise you will change the mail profiling options so that the default path for attachments is set to H:\doc.

1. Select **OPTIONS** from the Mail Manager window
2. Click on **PROFILING** and then **MAIL**
3. In the field identified as **DOS ATTACHMENTS DIRECTORY**, type in H:\doc
4. Click on **OK**