

## SUMMARY

### To reply to a message:

1. Select the appropriate message.
2. Click on the **REPLY** button on the Tool Bar.

OR

Click on **MESSAGE** in the Menu Bar.

Select the **REPLY** option.

3. Select the appropriate options in the dialog box, click on **Ok**.
4. Modify the **SUBJECT** field (arbitrary).
5. Type your reply in the **NOTE** section of the window.
6. **SEND** the message.
7. **CLOSE** the Compose Message window.

### 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.**

### To reuse a message:

1. Select the message to be reused.
2. Click on **MESSAGE** in the Menu Bar.
3. Click on the **REUSE** option, confirm the dialog box.
4. Modify the header information (arbitrary).
5. Modify the message note (arbitrary).
6. Click on the **SEND** button.
7. Close the Compose Message window.