



14. Add any comments after the **Attachment** icon in the Note.
15. Select **File, Send** from the menu bar OR click on the **Send** button on the toolbar.

Exercise

Create a short message, insert an attachment and send it to the user with whom you are paired.

To Change the Current Message Options:

1. In the current message window, select **File, Properties**.
2. Click the desired check box to change the setting of each option and click **OK**.

To Move Messages:

1. Select the message and click/drag to desired folder.
- OR
1. Select the message and select **File, Move** from the menu bar and double-click the desired folder.