SECTION SKILLS AND THEIR IMPORTANCE

In this section you will learn about:

■ **Viewing Message Lists**
Folders, both default and user created, are used to organize messages. In addition it is possible to view specific types of messages grouped in a common window.

■ **Filing Messages**
Messages can be filed in ICONDESK folders, or alternatively, exported to DOS directories.

■ **Auto-foldering**
Messages can be automatically directed to specific folders based on certain user-defined criteria.

■ **Searching for Messages**
The search function can be used to quickly locate, based on certain criteria, a message or group of messages. For example, if you wanted to look at only last week's outgoing messages, the search function could provide a quick tool by which to select them.