

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**.
(*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. (This step allows the next message to be automatically displayed and the current message is iconified.)
5. After all the messages are read, **EXIT** the Browse window.

TRICK

The "next" button on the Tool Bar will behave differently from what has been described above if the multi-window option has been enabled.

Exercise

In this exercise, you will browse through all of the messages in the Inbox.

1. Click on **VIEW** in the Menu Bar *From the Mail Manager Window.*
2. Select the **INBOX**
3. Click on the first message to be read
4. Select the **BROWSE** option
5. Close the Message window
6. Exit the Browse window *Or, click on EXIT option of the FILE menu*
7. Select a block of messages to be read *Using the Shift+Click combination.*
8. Select the **BROWSE** option
9. Read the first message *Avoid closing the Browse window*
10. Click on **NEXT** on the Tool Bar, and continue until all messages have been read
11. Exit the Browse window