

To query for an address:

1. Select the **SEND MAIL** function from the Mail Manager Window.
2. Click the **QUERY** command button in the Send Window.
3. Type the query information. (This could be a first or last name, the X400 or 3COM address or portion of.)
4. Click **OK** or press the **ENTER** key.

To delete an address:

1. Select the appropriate address in the Recipient box of the Send Mail window.
(Use any of the window selection techniques to delete multiple addresses.)
2. Click the Delete command button.

To create an alias:

1. Select the **SEND MAIL** Window from the Mail Manager.
2. Click the **ALIAS** button on the tool bar, or select **OPTIONS, ALIAS**.
3. Click the **NEW** command button.
4. Type the new alias in the Alias box.
5. Click the **OK** button.
6. Double-click an address(es) to associate a user to an alias.
OR
Select all of the addresses to be associated to a group alias.
7. Click the **ADD** command button.
8. Click the **SAVE** command button.
9. Click the **CLOSE** command button.

Receive Messages

Accept mail when accessing ICONDESK:

1. Double-click the **MAIL** icon and login.
2. Click **NO** if you do not want to accept the messages.
OR
Click **OK** if you want to accept the message(s).
3. Click **OK**.

To browse a single message:

1. Open any of the mailbox windows and select the message.
2. Double-click the message to be read.
OR
Click the **BROWSE** button.
3. Click the **CLOSE** button.
4. Click the **EXIT** button.

To browse multiple messages:

1. Open any of the mailbox windows.
2. Select all of the messages to be read.
3. Click the **BROWSE** button on the tool bar.
4. Maximize the message window.
5. Click the **CLOSE** button of the message window.

To print a message:

1. Select the message to be printed from any of the windows.
2. Click the **PRINT** button.
OR
Select the **PRINT** option from the **FILE**.
3. Select the appropriate printer (leaving the Printer box empty will produce an error message).
4. Click the **PRINT** command button in the Print window.

To delete a message:

1. Select the appropriate mailbox.
2. Select the appropriate message(s).
3. Click the **FILE** menu.
Click the **DELETE** button.
OR
Select the **DELETE** option from the **FILE** menu.
4. Click the **OK** or **NO** command button.

Reply & Forward Messages

Accept mail when accessing ICONDESK:

1. Double-click the **MAIL** icon and login.
2. Click **NO** if you do not want to accept the messages.
OR
Click **OK** if you want to accept the message(s).
3. Click **OK**.