

- 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.

To print a message from the Mail Manager window:

1. Select the message(s) to be printed.
2. Click on the **DEFPRT** button on the Tool Bar.

OR

- Click on **FILE** in the Menu Bar and select the **PRINT** option. (*The Print window will be displayed.*)
3. Confirm the information in the Print dialog box and click on **OK**

To print the entire message from the Browse window:

1. Browse the message to be printed.
2. Select **MESSAGE** in the Menu Bar. Click on **PRINT** or Click on the **PRT/MSG** button.
3. Confirm the information in the Print dialog box and click on **OK**.

To print only the message with no header information:

1. Browse the message to be printed.
2. Select **FILE** from the Menu Bar. Click on **PRINT**.
3. Confirm the information in the Print dialog box and click on **OK**.

To delete a message:

1. Open the appropriate folder.
2. Select the appropriate message(s).
3. Click on the **FILE** menu then on **DELETE**.

OR

- Click on the **DELETE** button on the Tool Bar. (*The Delete window will appear.*)
4. Click on the **Yes** or **No** command button.

Replying and Forwarding

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.