

REUSING MESSAGES

The Reuse function duplicates an existing message, allowing the header and the body of the message note to be modified. Only messages you have composed can be reused.

Method

To reuse a message:

1. Select the message to be reused.
2. Click on **MESSAGE** in the Menu Bar.
3. Click on the **REUSE** option, confirm the dialog box.
4. Modify the header information (arbitrary).
5. Modify the message note (arbitrary).
6. Click on the **SEND** button.
7. Close the Compose Message window.

Exercise

In this exercise you will reuse any of the messages you created which would be resident in the Outbox folder.

1. Open the Outbox folder
2. Select a message you have created and sent in a previous exercise
3. Click on **MESSAGE** in the Menu Bar
4. Click on the **REUSE** option
5. Change the recipient address
6. Click on the **SEND** button
7. Close the Compose Message window

You can only reuse a message you have created.

Select a different address from the class participants.