

**Exercise**

In this exercise, you will export messages from the Outbox folder to the H:\DOC.

1. Open the **OUTBOX** folder
2. Click on a message you created
3. Click on **FILE** in the Menu Bar
4. Click on the **EXPORT** option
5. Select the **H:** drive
6. Double-click to select the **DOC** directory
7. Type your firstname in the **FILENAME** box *Do not exceed 8 characters.*
8. Click on **MARK**
9. Click on **OK**
10. Press the **Alt+Tab** to switch to Windows' Program Manager
11. Start WordPerfect for Windows
12. Open the file **H:\DOC\firstname** *Replace name by the name you typed in step 7.*
13. Click on **OK** *WordPerfect will see this message in an ASCII format, simply accept.*
14. **Alt+Tab** to IBIsys **ICONDESK** Mail Manager