SUMMARY

To login to IBIsys ICONDESK:
1. Type your username in the NAME field and press the TAB key.
2. Type your server name in the SERVER field and press the TAB key.
3. Type your PASSWORD and press the ENTER key.

To Change the IBIsys ICONDESK password:
1. Press ALT-TAB until you reach the Olivetti IBIsys window.
2. Click on the COMMAND option from the menu bar.
3. Click on CHANGE PASSWORD.
4. Type the Old Password in the blank field followed by OK.
5. Type in the New Password in the blank field followed by OK.
6. Retype the New Password in the blank field provided followed by OK.
7. A confirmation screen will appear. Click on OK.

To logout of IBIsys ICONDESK:
1. Close the ICONDESK Mail Manager window.
2. Restore the Olivetti IBIsys icon.
3. Click on the COMMAND option in the menu bar.
4. Click on the LOGOUT option.
5. Click on OK.

To display the Help function:
1. Press F1.
   OR
   Position the mouse pointer on the HELP option in the menu bar and click the left mouse button.
2. Select a HELP option.

To display a Folder:
1. Click on VIEW in the menu bar.
2. Select the folder you wish to view. I.E. the INBOX or OUTBOX.
   OR
1. Click on VIEW in the menu bar.
2. Select the FOLDER LIST.
3. Double click on the folder icon you wish to consult.

To browse a message
1. Click on the message you want to read.
2. Select FILE, BROWSE.
   OR
   Double-click on the message.
3. Scroll through the message.
4. Select FILE, EXIT in order to close the Browse window.

To browse several messages
1. Select several messages by clicking on the first message and holding the Shift key as you click on the last message.
2. Select FILE, BROWSE.
3. After reading the first message, click on NEXT in the Tool Bar.
4. Continue with step 3 until all your messages have been read.
5. Select FILE, EXIT to close the Browse window.