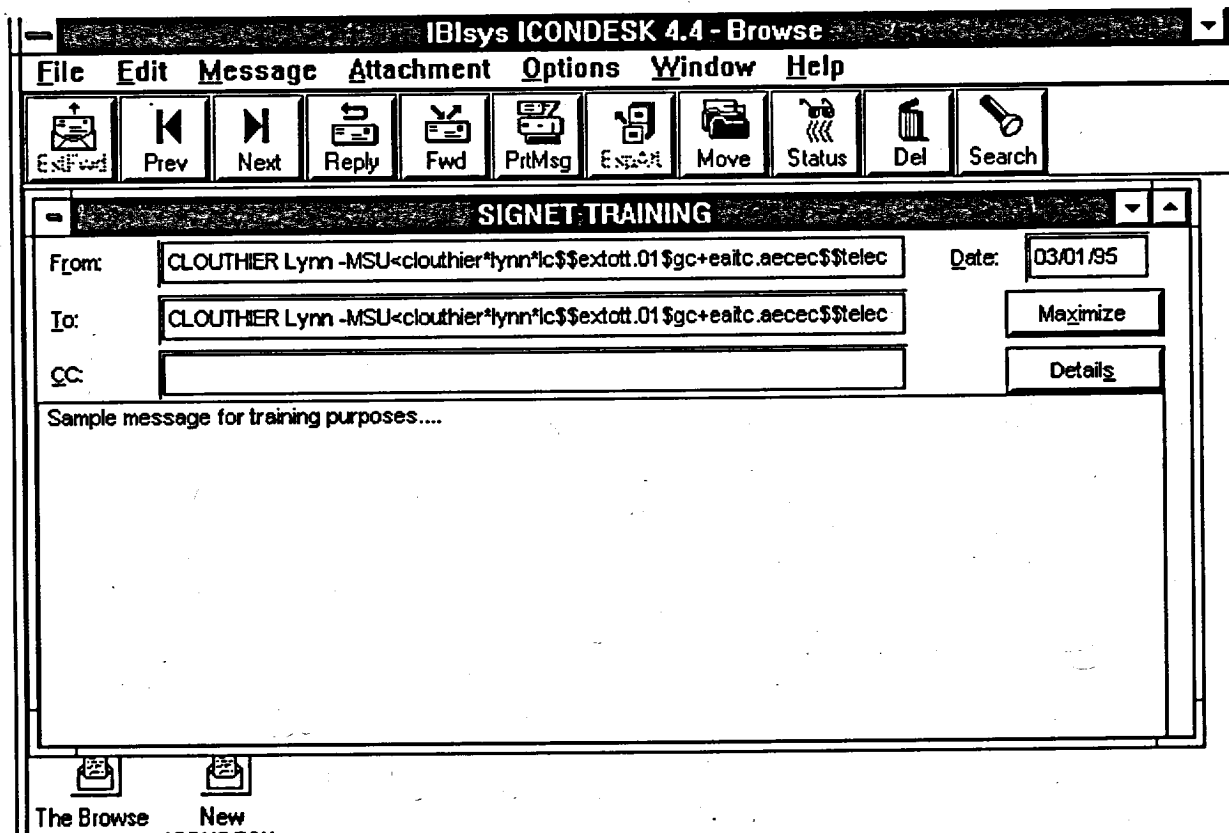## How to read your messages

A single message or group of messages may be browsed simultaneously. When only one message is selected, a single Message window is displayed. When a group of messages is selected, the first message is displayed in a Message window and the remaining messages are displayed at the bottom of the Browse window in the shape of message icons.

Method

To browse a single message:

From any of the folders or from the Accepted window.

1. Double-click on the message to be read.

    OR

    Click on the message, select FILE from the Menu Bar and click on the BROWSE option.

2. Read your message.
3. CLOSE the Message window using the Control Menu Box.
4. Exit the Browse window using the Control Menu Box.