

# ICONDESK 4.4 — How Will it Help You to Work More Effectively?

It is sometimes hard to believe that newer is necessarily better. But ICONDESK has been fine-tuned to better fit the way you work. Experience has taught us the value of listening to our clients: you have told us what improvements you would like to see incorporated into the next release of ICONDESK and we have listened. As a result, ICONDESK 4.4 has been designed to work with you to get your work done more efficiently. Overall, we think you will find that ICONDESK 4.4 is quicker and easier to use than ICONDESK 4.3.

Here's a quick look at some of the significant improvements.

## ICONDESK 4.3

### 1. Boxes and Folders

In ICONDESK 4.3, messages were stored in the Inbox, Mainbox and Outbox. Within the Mainbox you may have created specific folders to file your mail.

### 2. Folders and Views

New functionality.

### 3. Saving Outgoing Messages

Messages were automatically saved in the Outbox after being Sent.

### 4. Status Reports- Confirm Delivery/Confirm Receipt

Status reports were appended to the message stored in the Outbox. (You may have had the experience of Accepting 5 messages and finding only 3 new messages in the Inbox. In this case, the missing two messages were really status reports.)

## ICONDESK 4.4

In ICONDESK 4.4 there is no Mainbox. There is an Inbox and an Outbox (which are really just specially named folders), plus any folders you create.

In ICONDESK 4.4, all messages which were in the Inbox and Outbox are now in a folder named "General".

**Note:** Folders you created in 4.3 will still exist after conversion to 4.4 and will contain all messages previously filed there.

In ICONDESK 4.4, there are Folders and Views. Once messages are Accepted, they can be stored in the folder of your choice (either manually by moving the message to that folder or by setting automatic foldering rules). A View such as the Unread View allows you to select (across all folders) the messages which have not been read.

You choose whether or not to retain a copy of an outgoing message. This may be done by setting the default in *Options/Profiling/Mail*, or by checking the *Save* box on the Compose Message window.

You may also select a specific folder (other than the default Outbox folder) in which to save outgoing mail.

When a status report is received, it is displayed in the View: *Accepted* window. The Status column will display a closed envelope adjacent to a blue "transmission" symbol. You can select the message from the list and choose *Message/Status* to view the status report. The *Status* window will provide the Delivery and Receipt information for each recipient of the message.