

## LESSON 4 - Microsoft Exchange

### Lesson Objectives

- Review screen components
- Understand the folder setup and access mail from the Public folders
- Create personal folders
- Compose (using the Message Assistant) and send sensitive messages with or without attachments
- Use spell check to proofread your messages prior to sending them
- Use the Save feature to edit before sending
- Create, save, edit and send a Template message
- Forward, read, reply, print and delete messages
- Review the MS Exchange tools and options

### Accessing MS Exchange

#### To Access MS Exchange:

- Double-click on the **Microsoft Exchange** icon in the *SIGAPPS (Common)* group

When you start MS Exchange you will be advised if you have any unread mail in your Inbox. This is indicated by the number of unread mail next to the Inbox (i.e. **Inbox [3]**).

### Understanding the Types of Folders

#### To Access and View the Folder Setup:

- Click the + sign beside the folder name to expand