2. From the Mail Manager window, select MESSAGE, NEW (or the MSGNEW icon) to display the Compose Message window.
3. Obtain a new Message Id in the traditional fashion.
4. In the SUBJECT field:
   Enter the Message Id followed by a hyphen then the subject.
5. In the RECIPIENTS section:
   a) Add action (TO) and info (CC) recipients. If known, include the name of the responsible individual as well as the organization.
   b) CC: "- CATS".
   c) CC: your organizational address (if required) for divisional filing.
6. In the NOTE section:
   Compose the message text. If the Security Classification is Protected, then enter the word PROTECTED at the top of the note.
7. Add any required attachments by selecting MESSAGE, ATTACHMENTS (or the ATTACHS button).
8. Send the message by selecting MESSAGE, SEND (or the SEND button).
9. If you did not CC your organizational mailbox (for divisional filing), then print the message from your Outbox.

To save and reuse a message:
1. Create a message header and write a message note.
2. Click on MESSAGE in the Menu Bar.
3. Click on the SAVE option. *(A dialog box appears to confirm the activity.)*
4. Click on OK.
5. Close the compose message window. *(The message is placed in the Work folder until it is sent.)*
6. Select the same message.
7. Click on MESSAGE in the Menu Bar.
8. Click on the REUSE option. *(A dialog box appears to confirm keeping the original copy of message.)*
9. Complete the message header and message note.
10. Send the message.

Receiving Messages

To accept messages during your ICONDESK session:
From the Mail Manager window:
1. Select MESSAGE from the Menu Bar.
2. Select ACCEPT.
3. The Accepted window will be displayed.
      or
   A message indicating that there are "no messages to accept" will appear.

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 and 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 using the Control Menu Box.

To browse multiple messages:
1. Open any of the FOLDERS or