BROWSING ATTACHMENTS

Incoming mail containing attachments may be quickly identified by glancing at the last column of the message list. The column labelled Att. will display a numeric value representing the amount of files attached to your message.

PRINTING TRAP
Please note that although there is an option to print an attachment within the Browse window, this is only realized if the attachment is an ASCII file. Otherwise, you must launch the application with which the attachment is associated.

In the Browse window, the attachment filename(s) will appear underneath the note.

Method

To browse an attachment in a message:
1. Double-click on the message which contains the attachment(s).
2. Double-click on the attachment filename.
   OR
   Click on the attachment to be browsed.
   Click on ATTACHMENT in the Menu Bar and select BROWSE
3. After reading the attachment in its own format, exit or minimize the application window.
   (Repeat steps 2 and 3 if there is multiple attachments.)
4. Click on the EXIT button to close the Browse window.

NOTE: If an error message appears such as the one below, you must export the attachment to read or print.

IBIsys 4.4 ICONDESK

🛈 You cannot browse attachments of private format (PVT).

| OK |