

Exercise

In this exercise you will create a message, save it and then reuse it.

1. Create a message header *Send this message to your neighbour, on a subject of your choice*
2. Write a message note *Type a very short message.*
3. Click on **MESSAGE** in the Menu Bar
4. Click on the **SAVE** option
5. Close the Compose Message window
6. Select the same message in the Work folder *Click once to highlight the message.*
7. Click on **MESSAGE** in the Menu Bar and select the **REUSE** option
8. Click on the **SEND** button
9. Close the Compose Message window