

## SECTION SKILLS AND THEIR IMPORTANCE

*In this section you will learn about:*

### ■ User Profiling

*It is possible to customize the configuration of your mail account. Mail defaults for the reply option and auto-folding, to name a few, are listed.*

### ■ Message Options

*Options for the current message and specific send conditions are modified using this command. For example, the classification of the message and/or confirmation of it's receipt are among the options available.*

### ■ Modifying the List and Tool Bar Layout

*You can modify the List Layout to change the type of information that appears in your Folders List. In addition, you can change the Tool Bar to reflect your personal requirements.*

### ■ Additional Options

*After a message is sent, settings can be enabled which will either, close the send mail window, or create a new message window, automatically. The display of the tool bar and/or status bar during your ICONDESK session is also optional. A check mark next to the command name indicates that the tool bar or status bar is currently being displayed.*