THE BROWSE WINDOW

The Browse window is the second of two main windows. It is from here that messages are read. The menu bar and tool bar are different from that of the Mail Manager window.

File	Edit	Message	Attachments	Options	Window	Help
Open	Copy	Extract Forward	Browse	Status Bar	Cascade	Contents •
Archive	Select All	Forward	Archive	Tool Bar	Tile	How to use Help
Delete	Search	Reply	Export	Tool Bar Layout	Arrange Icons	
Move	Find forward	Print	Print	Mono window	Close All	
Export	Find backward	Status	Iconic	Multi window	Next	
Print					Previous	
Exit						

Method

To browse a message

1. Click on the message you want to read.
2. Select FILE, BROWSE.

OR

Double-click on the message.
3. Scroll through the message.
4. Select FILE, EXIT in order to close the Browse window.

To browse several messages

1. Select several messages by clicking on the first message and holding the Shift key while clicking on the last message. Alternatively, you can select several non-contiguous messages by clicking on the first and holding the Ctrl key while clicking on the next message(s).
2. Select FILE, BROWSE.
3. After reading the first message, click on NEXT in the Tool Bar.
4. Continue with step 3 until all your messages have been read.
5. Select FILE, EXIT to close the Browse window.