

To add a column:

1. Select a title from the **AVAILABLE COLUMNS** list.
2. Confirm the Title and Width.
3. Click on **ADD**.
4. Click on **OK**.

To enable a new or close after send/save

1. Select **OPTIONS** from the Mail Manager Menu Bar.
2. Click on either **NEW AFTER SEND/SAVE** or **CLOSE AFTER SEND/SAVE** (only one of the two can be enabled at any given time).
3. Enable the **SAVE SETTING ON EXIT** option (make sure there is a checkmark beside the option).

To disable the Tool Bar and/or Status Bar:

1. Select **OPTIONS** from the Mail Manager Menu Bar.
2. Click on **TOOL BAR** to disable the display of this component of the window. (The checkmark will disappear.) and/or  
Click on **STATUS BAR** to disable the display of the status bar. (The checkmark

will disappear.)

### Sending Outside of SIGNET

To create a Corporate Apps account:

1. Restore **CORPORATE APPS** by double-clicking on the group icon.
2. Double-click on the **ACCOUNT** icon.
3. Verify the username which is displayed in the **ACCOUNT** text box. (If it is not your username, enter the correct name in this field)
4. Press the **TAB** key and enter a Password.
5. Press the **TAB** key and re-enter your password in the **VERIFICATION** text box.
6. Click on the **QUIT** command button to close the Account window.

To perform a search:

1. Restore **CORPORATE APPS** by double-clicking on the group icon.
2. Double-click on the **OGD/AMF** application icon.
3. Click the **CLEAR** button on the tool bar to remove any names or departments which

have resulted from a previous search.

4. Click on the **SEARCH** button on the tool bar.
5. Once again it may be necessary to click on the **CLEAR** command button to clear the results of a previous search.
6. In the Search dialogue box, select the **LIST OPTIONS**:  
Choose **REPLACE** in order to overwrite the current list with the results of this search.  
or  
Choose **APPEND** to add the results of this search to the list already displayed in the main window.
7. Select the **NAME SEARCH OPTIONS**:  
Choose **LITERAL** to search names which match the exact spelling of the name you type in the **NAME** text box.  
or  
Choose **PHONETIC** to search names that sound like the name you specify in the **NAME** text box.  
Choose **SURNAME** to search by last names.