

ACCEPTING MESSAGES

Messages will be accepted automatically every time Mail is opened. These are also copied to the Inbox and can be moved to specific folders. You can also periodically request to accept new mail during your ICONDESK session.

Method

To accept messages during your ICONDESK session:

From the Mail Manager window:

1. Select **ACCEPT** from the Menu Bar.
3. The Accepted window will be displayed.

OR

A message indicating that there are **NO MESSAGES TO ACCEPT** will appear.

BROWSING MESSAGES

The Browse window is the second of two main windows in ICONDESK. It's purpose is to provide a platform from which you can read messages. (*Browsing Attachments is covered in the Attachments Section of this learning guide.*)

The menus and tool bar are different from that of the Mail Manager window.

The Browse Window menu is as follows :

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						