

Sending Messages

To create an address header:

1. Click on the **NEW** button of the Mail Manager Tool Bar.

OR

Click on the **MESSAGE, NEW** in the Menu Bar.

2. Type the topic of the message in the **SUBJECT** field. (optional)
3. Select the type of recipient. (*Radio buttons display TO, CC and BCC fields. At least one TO: type recipient is required.*)
4. Type in the recipients last name beside the **TO:** or **CC:** in the **RECIPIENT** section of the window.
5. Repeat steps 3 and 4 until all recipients have been entered.

To write a message note:

1. Click in the **NOTE** section of the compose message window.
2. Type the message note.

To send a message:

From the Compose Message Window

1. Click on the **SEND** button on

the Mail Manager Tool Bar.

OR

1. Click on **MESSAGE** in the Menu Bar.
2. Click on the **SEND** option.

To query the address list:

1. Select **MESSAGE, NEW** from the Mail Manager Window.
2. Click the **ADDRESSES** command button.
3. Click on the **QUERY** button.
4. Type in your criteria for the search. This could be a first or last name, the division or mission acronym...
5. From the results window, click on the address(es), to whom you want to send your message, click on **ADD** or press the **ENTER** key.
4. Click on **OK**.

To delete an address:

1. Select the appropriate address in the **RECIPIENT** section of the Compose Message window. (*Use any Windows selection techniques to delete multiple addresses.*)
2. Press the **DELETE** key.

To create an alias:

1. Select **OPTIONS** in the Menu Bar of the Mail Manager window.
2. Select **ALIAS**.
3. Click on the **NEW** command button.
4. Type an alias name in the **CREATE ALIAS** box.
5. Click on the **OK** button (notice at the bottom of the screen, a section called **Members of ???**).
6. Use query to locate the recipient addresses.
7. Click on the address or addresses to be associated with the new alias. Click on the **ADD** command button.

OR

Double-click on the address(es).

8. Click on the **SAVE** command button. The newly created Alias will appear in the window.
9. Click on the **CLOSE** command button.

To save an organizational message:

1. Log on to your individual **ICONDESK** mail account.