SAVING MESSAGES TO REUSE LATER

Occasionally you may want to create a message but send it at a later time. This activity requires four steps:

- create the message
- save the message
- reuse the message
- send the message

TRAP
A saved message will be resident in the work folder unless the **message options** window is generated and subsequently the Ok button clicked. In this case, the message will be located in the folder specified in the folder field of the 'message options' window.

Method

To save and reuse a message:
1. Create a message header and write a message note.
2. Click on MESSAGE in the Menu Bar.
3. Click on the SAVE option. *(A dialog box appears to confirm the activity.)*
4. Click on OK.
5. CLOSE the compose message window. *(The message is placed in either the Outbox or Work folder until it is sent.)*
6. Select the same message.
7. Click on MESSAGE in the Menu Bar.
8. Click on the REUSE option. *(A dialog box appears to confirm keeping the original copy of message.)*
9. Complete the message header and message note.
10. Send the message by selecting Message/Send (or the Send icon)..