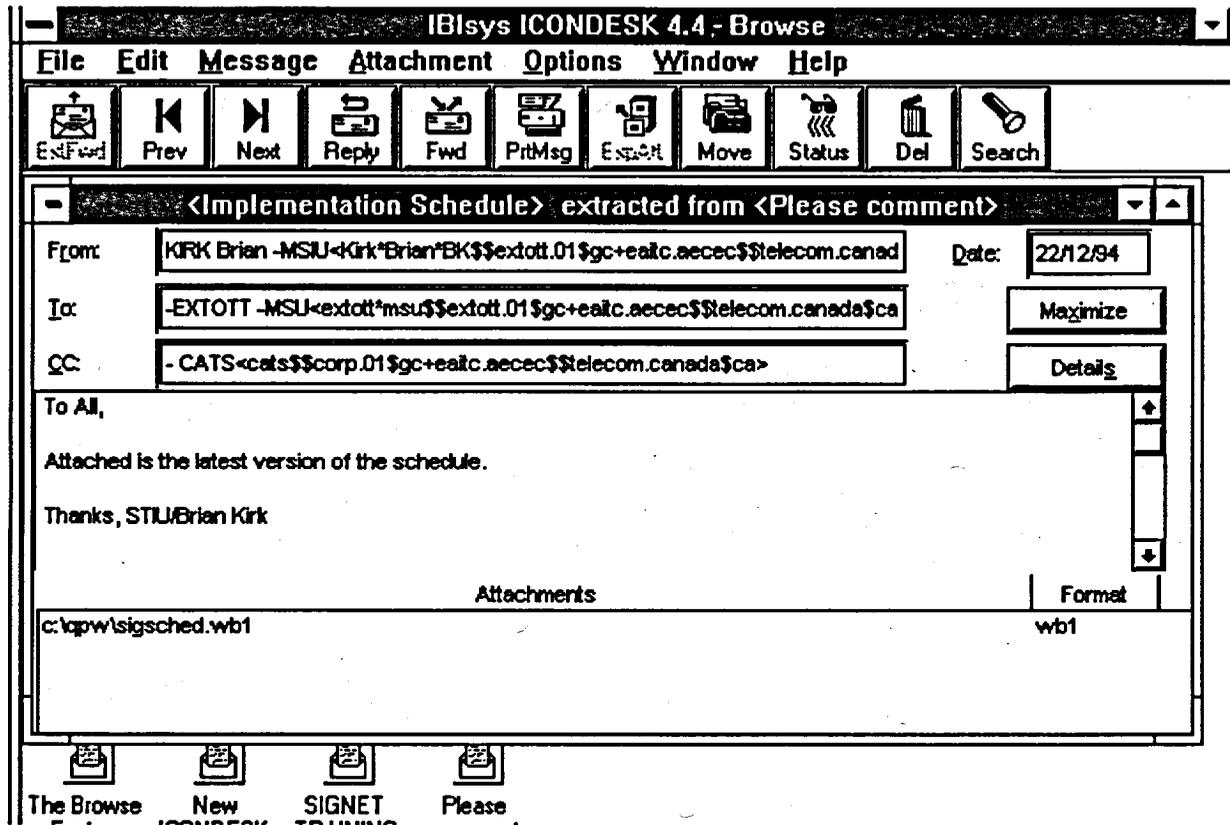


## EXTRACTING FORWARDED MESSAGES

Messages received which include a forwarded message are identifiable in two ways: the status envelope, and the details screen within the browse window. After browsing the covering note, it is necessary to extract the forwarded message(s). It will appear subsequently in an independent message window.



### Method

To extract forwarded messages:

1. Select the message containing the forwarded items. (*The DETAILS button should be activated to quickly identify the messages containing forwarded messages.*)
2. Double-click on the message (envelope) to browse the cover note.
3. Select the **EXTRACT FORWARD** option from the **MESSAGE** option in the Menu Bar. (*The Extract Forward window appears.*)