

Writing the Message Note

ICONDESK has it's own Write editor for writing the message notes.

Method

To write the message note:

1. Click in the **NOTE** section of the **Compose Mssage** window.
2. Type the message.

ICONDESK TIP

You can maximize the Note window when creating your message note.

CUT AND PASTE TIP

An alternative to creating your message in the Note section of the Compose Message window is the following. Create your text in WordPerfect, then take advantage of the clipboard to transfer the text into the ICONDESK Note window. Use the Copy button (or CTRL "C") to copy the WordPerfect text, switch to ICONDESK, use the Paste command (or CTRL "V") to paste into the Note.

Transmitting Messages

You cannot send a message unless you have included at least one "TO:" addressee.

Method

To send a message:

From the Compose Message Window

1. Click on the **SEND** button on the Mail Manager Tool Bar.

OR

Click on the **MESSAGE** in the Menu Bar. Then click on the **SEND** option.

Exercise

In this exercise you will address a message header, write a message note and send it.

1. Click on the **NEW** button of the Mail Manager Tool Bar *Or, click on MESSAGE in the Menu Bar and select NEW.*
2. Type a general subject in the **SUBJECT** field *Ask other participants about their PLANS FOR THE COMING WEEKEND.*