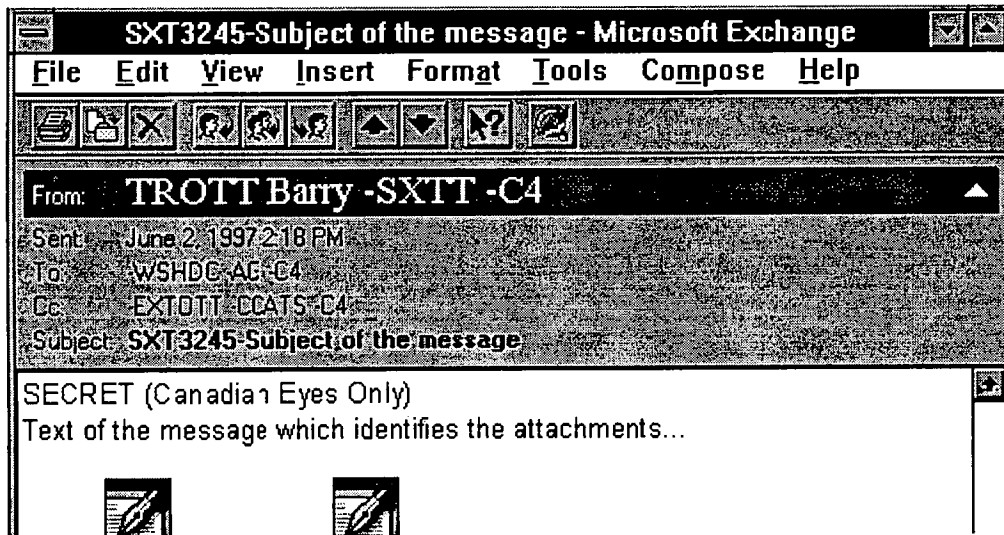


The “browse” screen of a message with attachments:



Forwarding Messages (Incoming and Outgoing)

Incoming and outgoing messages can be forwarded to another addressee on the C4 system. Attachments from the original message are also forwarded with the message.

To Forward A Message (Incoming or Outgoing):

1. Select the message to forward and click on the **Forward** button on the toolbar. The *Message Assistant* dialogue box appears and *FW* appears at the beginning of the *Subject:* field and the previous address appears in the *Note* field.
2. Prepare the message as outlined previously.
3. Insert the **addressee(s)** and pertinent comments in the *Note* field
4. Select **File, Send** from the menu bar OR click on the **Send** button.

Exercise

Forward one of the messages you've received from the user with whom you are paired, to another user in the class.