

17. In the message area, type the text of your message.

To insert text:

1. Position the insertion point where you want to insert the text.
2. Type the text.

To replace a block of text:

1. Position the I-beam in front of the first character you want to replace.
2. Drag the I-beam over the text to be replaced.
3. Type the replacement text.

To replace a word:

1. Double-click the word.
2. Type the replacement text.

To delete text:

1. Position the insertion point in front of the first character you want to delete.
2. Press **DELETE**

To format text:

1. Select the text you want to format.
2. If desired, on the Formatting toolbar, click the desired button.
3. If desired, from the Font drop-down list, select a font.
4. If desired, from the Font Size drop-down list, select a font size.

To send a message:

1. In the New Message window, on the toolbar, click the Send button.
2. If the check spelling before sending option is active, in the Spelling dialog box, examine the word that appears in the red font.
3. If the word is spelled correctly, choose Ignore to accept the word for this message only or choose Add to add the word to your custom dictionary.