

Inbox folder

The Inbox folder provides the list of all accepted messages (unless they have been moved to specific folder). Once messages have been read, they can be filed, printed, forwarded, deleted or replied. This box should be maintained on a daily basis, limiting the mail items to the most recent ones.

Outbox folder

The Outbox folder provides the list of mail items sent using the Send, Reply and Forward options (unless they have been directed otherwise from the message options window, or using the auto-folding feature).

Exercise

In this exercise, you will open the Inbox folder.

1. Click on **VIEW** in the Mail Manager window *If the Folder List is already selected, go to step 3.*
2. Click on Folder List
3. Double click of the **INBOX** folder *Notice the Status envelopes*