

- ACCEPT option (arbitrary).
5. Click on the **REPLY** command button to setup defaults for the **MESSAGE, REPLY** function (arbitrary).
 6. Click on the **AUTO-REPLY** command button if you wish to have a specific message transmitted to anyone who sends messages to your account in your absence. (arbitrary).
 7. Click on **OK**.

To modify the print options:

1. Select **OPTIONS** from the Mail Manager Menu Bar.
2. Click on **PROFILING** followed by **PRINT**.
3. Place a check mark beside the options you wish to have printed as a default. Whenever you click in these boxes, the options will toggle between being enabled and disabled.
4. Click on **OK**.

To change the default settings for the message:

1. Click on **MESSAGE** in the Menu Bar of the Mail Manager window.

Click on **NEW**.
(*The Compose Message window appears.*)

OR

1. Click on **NEW** in the Mail Manager window Tool Bar.
2. Click on **OPTIONS** in the Menu Bar.
3. Select **MESSAGE OPTIONS**.
(*The Message Options window will appear.*)
4. Modify any of the fields, for example:

Click in the **FROM:** field and type the name of the person for whom you are writing this message.

Click in the **CONFIRM RECEIPT** check box if you wish to receive a report when the recipient(s) has read your message.

(*The check mark in the box indicates those selected. To deselect, click again to remove the check mark.*)

5. Click on **OK**.

To modify the Tool Bar:

1. Click on **OPTIONS** from the Menu Bar.
2. Select **TOOL BAR LAYOUT**.
3. To delete an existing button,

click on the button in the preview Tool Bar and click on **DELETE**.

4. To add a button, select the **FUNCTION** you want to add, click on **NEW BUTTON**, and follow by clicking on **ADD**.
5. Repeat steps 3 and 4 until the Tool Bar is customized to your specifications. (Use **COMPRESS** to fill in any blanks in the Tool Bar.)
6. Click on **OK**.

To modify the List Layout:

1. Open the desired folder.
2. Click on **OPTIONS** in the Menu Bar.
3. Click on the **LIST LAYOUT** option.
4. Select the Field you wish to modify (i.e. **SUBJECT**)
5. Change the Title or Width, click on **MODIFY**.
6. Repeat steps 4 and 5 for any field you wish to change.
7. Click on **OK**.

To remove a column:

1. Select the Field you wish to remove.
2. Click on **DELETE**.
3. Click on **OK**.