

SECTION SKILLS AND THEIR IMPORTANCE

In this section you will learn about:

■ **Accepting Messages**

This activity allows you to accept your mail. These messages are automatically copied into your Inbox folder for future reference.

■ **Browsing Messages**

The browsing function allows you to read your mail. Messages may be individually selected and browsed, or alternatively, you may select several message to read during a single browsing session.

■ **Printing Messages**

You can print an incoming, outgoing or saved message in order to retain a hardcopy if so desired.

■ **Deleting Messages**

Messages which are obsolete should be deleted in order to free potential storage space on the server.