

Quick-Reference for Introduction to ICONDESK 4.4

Working with ICONDESK

To login to ICONDESK:

1. Type your username in the **NAME** field and press the **TAB** key.
2. Type your server name in the **SERVER** field and press the **TAB** key.
3. Type your Password and press the **ENTER** key.

To change the ICONDESK password:

1. Press **ALT-TAB** until you reach the Olivetti IBIsys window.
2. Click on the **COMMAND** option from the menu bar.
3. Click on **CHANGE PASSWORD**.
4. Type the Old Password in the blank field followed by **OK**.
5. Type in the New Password in the blank field followed by **OK**.
6. Retype the New Password in the blank field provided followed by **OK**.
7. A confirmation screen will appear. Click on **OK**.

To logout of ICONDESK:

1. Close the ICONDESK Mail Manager window.
2. **RESTORE** the Olivetti IBIsys icon.
3. Click on the **COMMAND** option in the menu bar.
4. Click on the **LOGOUT** option.
5. Click on **OK**.

To display the Help function:

1. Press **F1**.
- OR
1. Position the mouse pointer on the **HELP** option in the menu bar and click the left mouse button.
 2. Select a **HELP** option.

To display a folder:

1. Click on **VIEW** in the menu bar.
 2. Select the folder you wish to view. I.E. the **INBOX** or **OUTBOX**.
- OR
1. Click on **VIEW** in the menu bar.
 2. Select the **FOLDER LIST**.
 3. Double click on the folder icon you wish to consult.

To browse a message

1. Click on the message you want to read.
2. Select **FILE, BROWSE** or double-click on the message.
3. Scroll through the message.
4. Select **FILE, EXIT** in order to close the Browse window.

To browse several messages

1. Select several messages by clicking on the first message and holding the shift key as you click on the last message.
2. Select **FILE, BROWSE**.
3. After reading the first message, click on **NEXT** in the Tool Bar.
4. Continue with step 3 until all your messages have been read.
5. Select **FILE, EXIT** to close the Browse window.