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# **Introduction to ICONDESK Version 4.3**

**Produced and Distributed by User Services Division**

**(MSU)**

**SIGNET Release 1.0**

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1993

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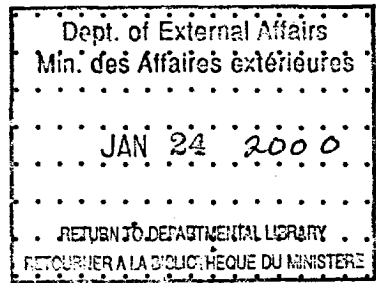
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## INTRODUCTION TO ICONDESK

ICONDESK provides you with the Mail applications running under Windows 3.1 with a graphic interface and a choice of facilities.

ICONDESK takes advantage of the graphic interface feature of Windows. The pull-down menus and the commands are accessible with the mouse and/or the keyboard; the Tool bar gives quick access and the status bar prompts the steps to an operation. These are just some of the features.

ICONDESK may be customized to reflect your application's requirements. For example, the Tool bar can be customized to reflect the most common activities. The Mail Item List boxes may also be customized to display the most important parameters relevant to each message.

ICONDESK offers an on-line Help facility. The Windows technique of accessing Help is respected with the use of the F1 key. The SHIFT+F1 provides help on a specific area or component of any dialog box or window.

## HOW TO USE THIS LEARNING GUIDE

For example:

Type **STUDENT**

Indicates to type the word student.

Press **ENTER**

Indicates to press the Enter key on the keyboard.

Press **F1**

Indicates to press the function key marked F1.

Select: **MAIL OUT**

Click the Mail Out menu with the mouse pointer

Press **CTRL-CLICK**

Indicates to press and hold the first key down then press the left mouse button once.

# ***SECTION ONE***

## ***WORKING WITH ICONDESK***

In this section you will:

- Login and Logout ICONDESK
- ICONDESK Windows
- Mail Manager Window
- ICONDESK Mailboxes
- Browse Window

## SECTION SKILLS AND THEIR IMPORTANCE

*In the following section, you will:*

### ■ Login and Logout of ICONDESK

*The login procedure to IBIsys and the startup of the ICONDESK are combined into a single operation. The logout procedure must be completed before closing the Windows Program Manager or Windows will not allow you to close.*

### ■ Work with the ICONDESK Windows

*ICONDESK offers two main windows, the Mail Manager and Browse windows, each responsible for a number of electronic mail activities. These two independent windows are equipped with their own individual menubar and tool bar to efficiently manipulate mail items.*

### ■ Work with the Mail Manager Window

*The Mail Manager window is one of the two basic windows used in ICONDESK. Most mail activities are performed from this window. All of the mailboxes are accessed from within this window and viewed in a Tile or Cascade format.*

### ■ Work with the ICONDESK Mailboxes

*The mailboxes help to manage incoming and outgoing messages. The Mainbox provides a global view of all the mail items, the Inbox displays only the accepted incoming items and the Outbox any message sent out. Every mailbox window is equipped with a **DETAIL** command button. Efficient use of this button will enable you to view important information pertaining to any message, in any of the mailboxes.*

### ■ Work with the Browse Window

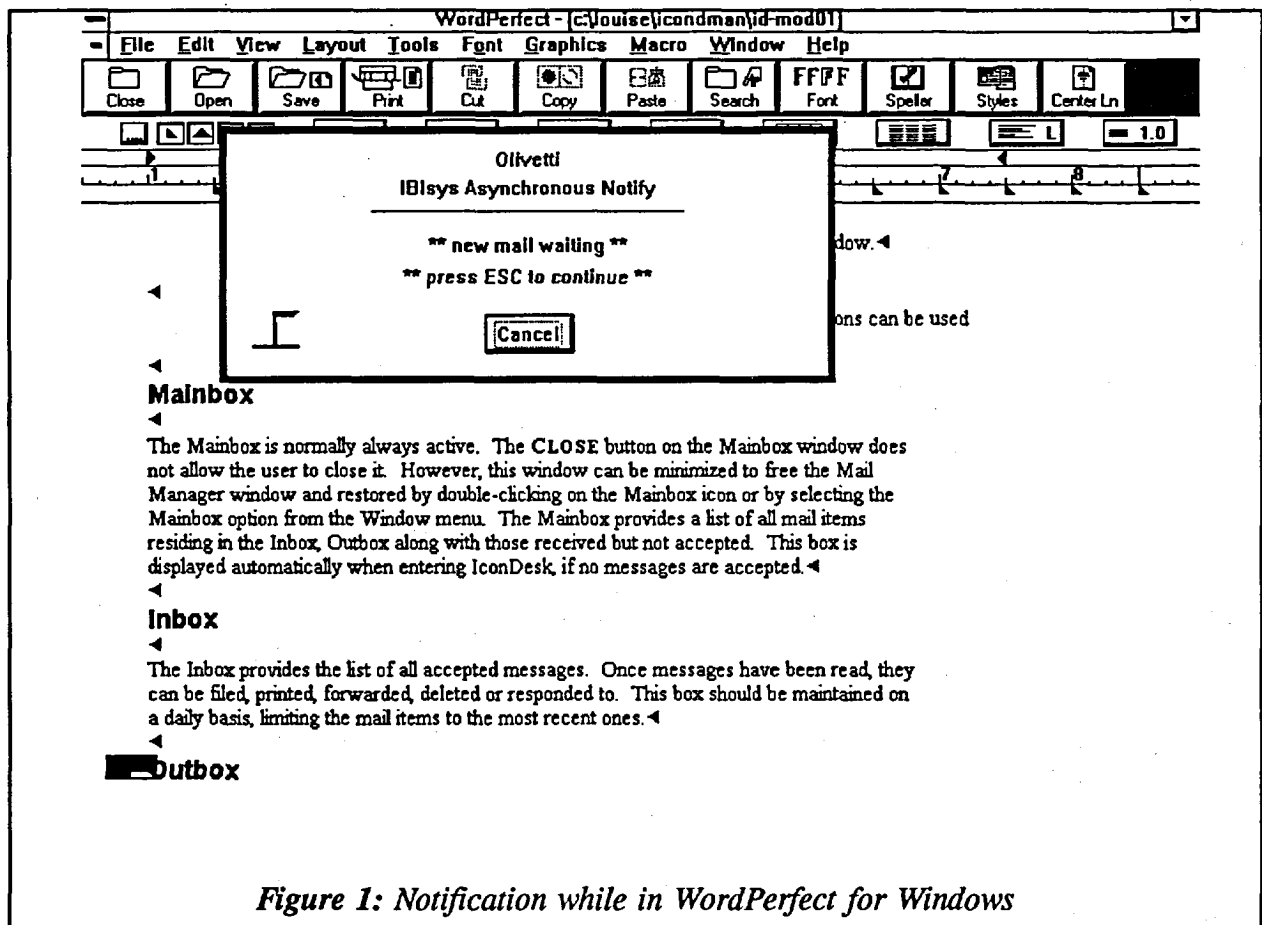
*The Browse window is another basic window used in ICONDESK. Its' main task is to provide a window from which users can read their messages and attachments. Windows' multiple selection techniques allows the browsing (reading) of many messages simultaneously.*



## LOGIN AND LOGOUT OF ICONDESK

The login procedures for IBIsys (*E-mail network*) and ICONDESK (*E-mail software*) are combined into a single login operation. Users should always complete the login procedure for IBIsys after they log into SIGNET. This will enable ICONDESK to notify the user about incoming mail regardless of the application software presently active.

When terminating a session on the PC, users must exit ICONDESK and the IBIsys network using the Logout option from the IBIsys Login Group window. Windows can then be closed, using the appropriate procedure.



## Login IBlsys and Start ICONDESK

Once the *Mail/Courier* window is opened the UserLogin dialog box is displayed. The user must enter his/her *Login Name*, *Host Name* and *Password*.

The *Login Name* is the user's system identifier, which allows him/her to successfully access the E-mail server, send and receive messages. A new user can request their identifier from the system administrator. The Login Name will consist of the first six letters of the user's family name and the first letter of the user's surname. This information must be typed in lowercase and is not considered confidential information.

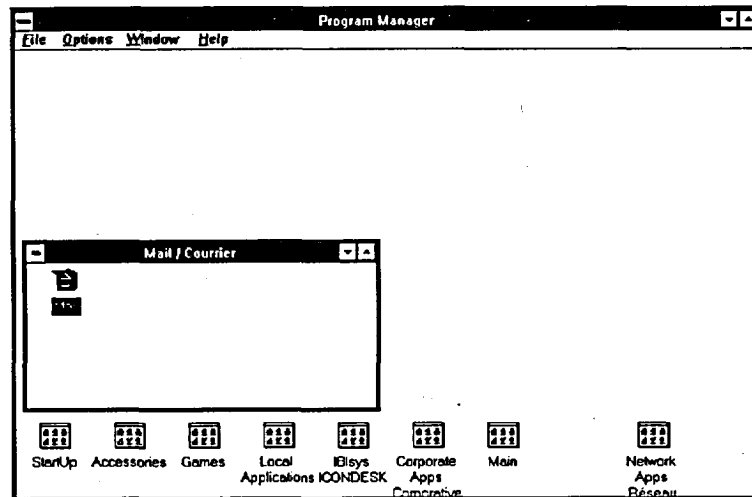
The *Host Name* is the name of the network server to which you are connected. A new user can request the Host Name from the system administrator. This information must also be typed in lowercase.

The *Password* is the protection tool which makes it impossible for users to access other users' mail. The system administration will provide a new user with a default password (such as "lmxuser"). The user is responsible for changing his/her password as per the SIGNET security procedures presented in the "Introduction to the SIGNET LAN" learning guide.

**NOTE:** Once logged into ICONDESK, the Alt+Tab keys are used to switch between other running applications and ICONDESK.

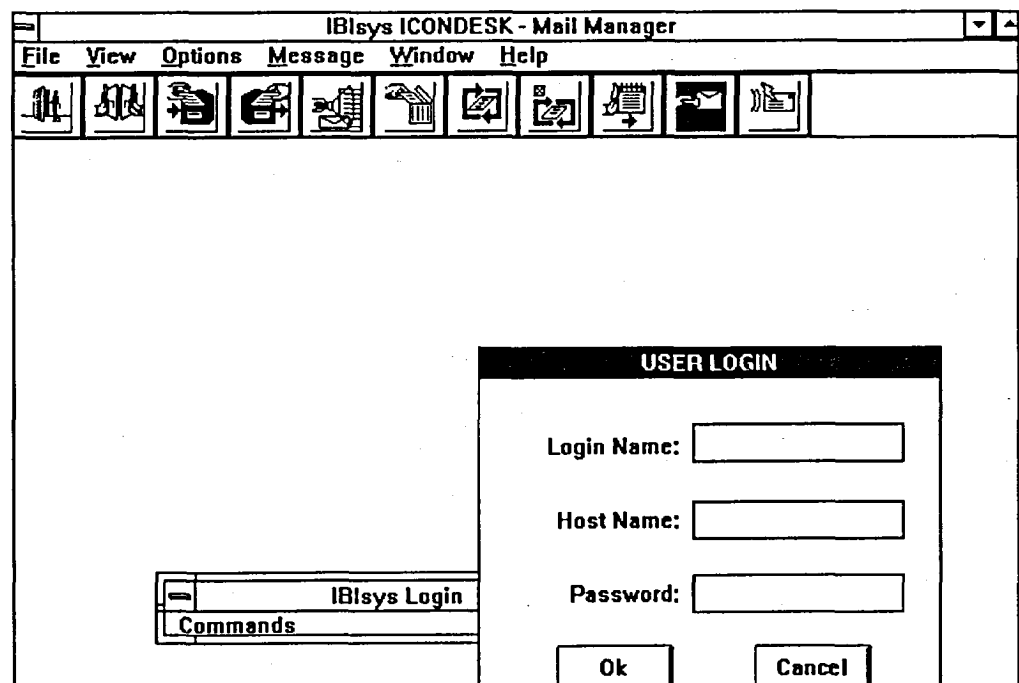
**Method**

To log in to the ICONDESK:



*Figure 2: Mail/Courier Group Window in Windows*

1. Position the mouse pointer on the MAIL/COURRIER group.
2. Double-click to restore the window.
3. Double-click the MAIL icon to start ICONDESK and display the login dialog box.



*Figure 3: ICONDESK USER LOGIN dialog box*

4. Type your **LOGIN NAME** (in lowercase) and press the **Tab** key.
5. Type your **HOST NAME** (in lowercase) and press the **Tab** key.
6. Type your **PASSWORD** (in lowercase) and press the **Enter** key.
7. Click the **YES** button to work with the new mail, or  
Click the **NO** button to go directly to the **MAINBOX**.

<b>Exercise</b>
-----------------

1. Open the **MAIL/COURRIER** Group *If it is not already opened.*
2. Double-click the **MAIL** icon *The Login dialog box will be displayed.*
3. Type the **LOGIN NAME** *Use the Tab key to move forward and Shift+Tab to move backward.*
4. Type the **HOST NAME** *The server is case sensitive, verify if the information should be typed in lowercase, etc.*
5. Type the **PASSWORD** *No spaces, attention to the number one (1) and lowercase (L), the zero 0 and the letter (o).*
6. Press **ENTER**

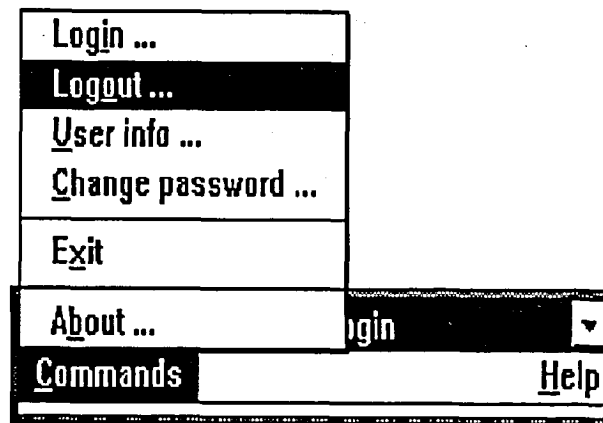
## Exit ICONDESK and Logout IBIsys

Once ICONDESK has been closed the user may log out of IBIsys. The logout procedure must be performed before Windows can be closed. Failure to logout before attempting to close Windows will result in an insistent reminder to logout first.

### Method

To close ICONDESK and logout of IBIsys:

1. Click the **EXIT** button or select **EXIT** from the **FILE** menu.
2. Press **Alt-Tab** until you display the **IBISYS LOGIN** banner.
3. Click the **COMMAND** menu.
4. Click the **LOGOUT** option.



*Figure 4: Logout option from the Command Menu of the IBIsys Login Window*

### Exercise

In this exercise, you will logout and log back into IBIsys ICONDESK.

1. Double-click the close button of the Mail Manager window *Should be in the most upper left corner of the screen, unless minimized.*
2. Press **ALT-TAB** until you see the IBIsys Login banner displayed
3. Click **COMMAND**
4. Click **LOGOUT**
5. Restart the Login procedure.

## ICONDESK WINDOWS

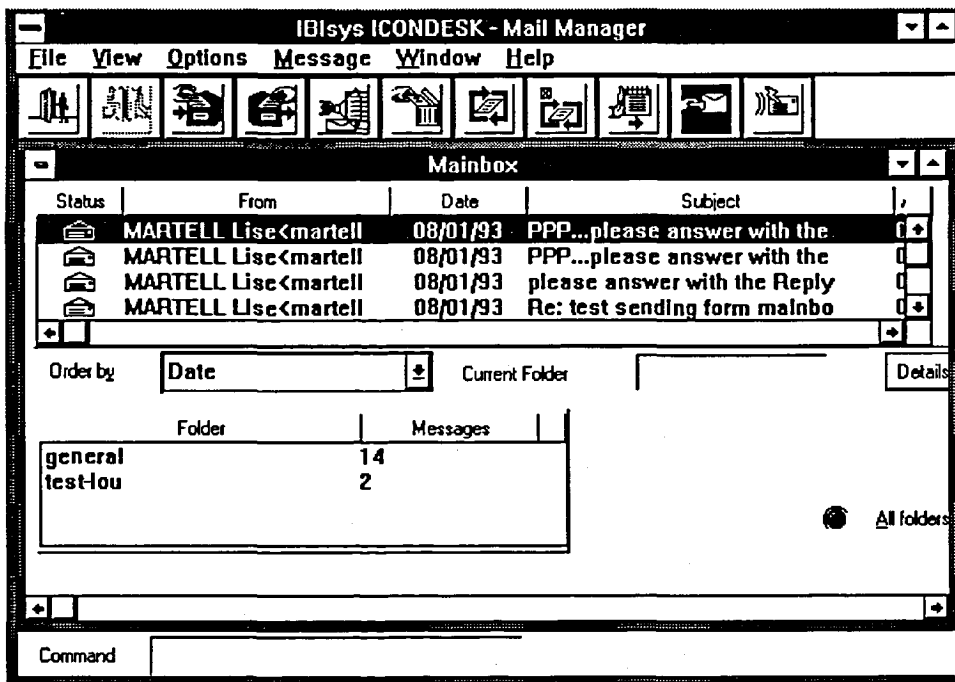
ICONDESK offers two main windows from which to perform all of the mail activities.

- Mail Manager Window
- Browse Window

## MAIL MANAGER WINDOW

The Mail Manager window is the platform from which most mail activities are performed, with the exception of reading messages which is performed in the Browse window.

The main components of the Mail Manager window are the title bar, menu bar, tool bar and mailbox display area for the Mainbox, Inbox, Outbox, as shown below.



- ☞ TitleBar
- ☞ MenuBar
- ☞ Tool bar
- ☞ List Box
- ☞ Details Button
- ☞ All Folders Button

Figure 5: Mail Manager Window

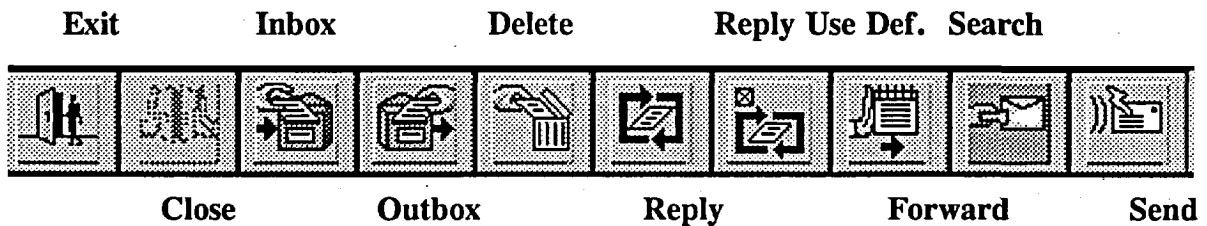
### Menu Bar

All activities in ICONDESK may be performed from the menu bar. The configuration of the menus in the Mail Manager menu bar is as follows:

File	View	Options	Mail Out	Window	Help
Browse	Inbox	List Layout	Send Mail	Tile	Contents
Delete	Mainbox	Tool Bar Layout	Extract Forward	Cascade	Search felp
Export	Outbox	Tool Bar	Forward	Arrange Icons	How to Use Help
Print		Status Bar	Reuse	1-Mainbox	About
Archive			Reply	2-Outbox	
Move			Accept	3-Inbox	
Open Folder					
Search					
Exit					

### Tool Bar

The tool bar may be customized using the **TOOL BAR LAYOUT** option of the **OPTION** Menu in the **MAIL MANAGER** window. Normally, all of the available buttons are defined in the default tool bar. No display or position options are presently available. A customization activity could be to remove or shuffle the existing buttons on the tool bar.



**NOTE:** Additional options, relating to the customization of the ICONDESK tool bar, may become available in future releases of the software.

## Status Bar

The Status bar is displayed at the bottom of the ICONDESK window. The information on the status bar is dependent on the current activity. The standard parameter, on the Status bar, is the Command box which indicates the next available activity or option in the current operation. In other activities, such as the send operation, additional parameters are displayed to indicate the number of attachments within the current message and the existence of a message note.

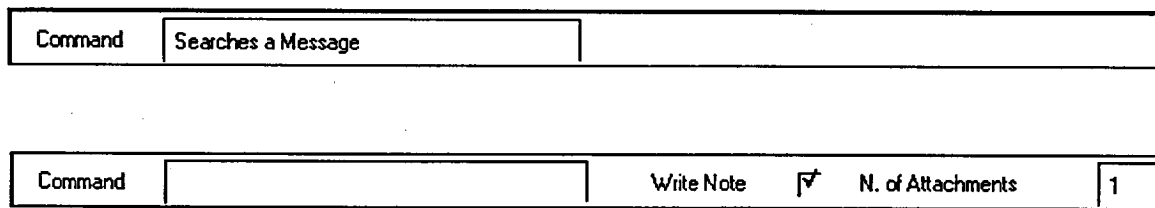


Figure 7 : Examples of the Status Bar

## Help

The Help facility is context sensitive. Therefore, while in the Mail Manager or Browse windows, help on any of the activities executed from these windows can be queried.

### Method

To access the Help function:

1. Press F1.
- OR
1. Click the **HELP** menu.
  2. Select any of the Help options.

**NOTES:** The **SEARCH** option should be accessed within the **HELP** menu.



## ICONDESK MAILBOXES

The three mailboxes can be displayed using the menu technique or the tool bar technique.

<b>Method</b>
---------------

To display a window:

1. Position the mouse pointer on the **VIEW** menu in the Mail Manager window.
2. Click **VIEW**.
3. Click the **INBOX** or **OUTBOX** option.

OR

1. Position the mouse pointer on the tool bar of the Mail Manager window.
2. Click the **INBOX** or **OUTBOX** icon.

**NOTE:** The **WINDOW** menu's **TILE** and **CASCADE** options can be used to display all of the opened mailboxes.

### Mainbox

At startup, if incoming messages are waiting to be accepted and you accept them, the Inbox will be displayed. Otherwise, the Mainbox (Figure 8) will appear. The Mainbox is like a log, allowing the user to view and manage his/her mail items residing in folders. For example, mail from the General folder (default folder) contains all of the outgoing mail found in the Outbox. The user can also create various folders to hold the incoming mail, which resides in the Inbox until such time as they are moved to these folders.

### Inbox

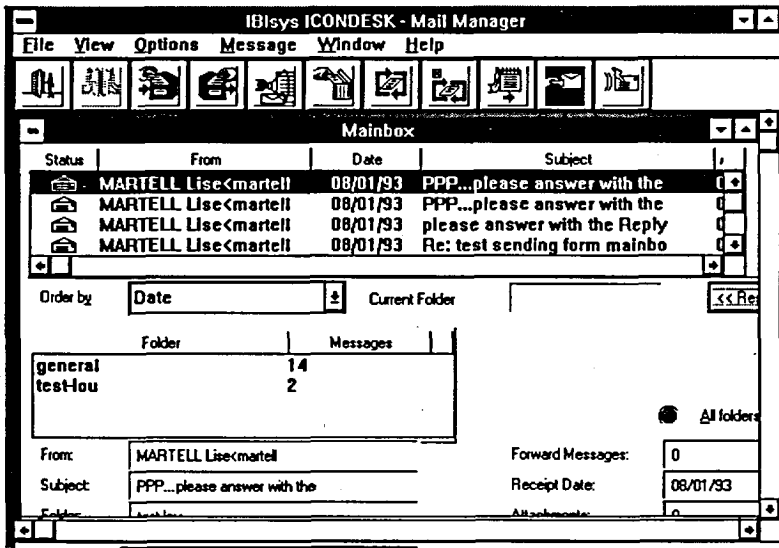
The Inbox (Figure 9) provides the list of all accepted messages. Once messages have been read, they can be printed, forwarded, deleted, replied to and moved into folders. This box should be maintained on a daily basis, limiting the mail items to the most recent ones.

### Outbox

The Outbox (Figure 10) provides the list of mail items sent using the Send, Reply and Forward options. The mail is automatically cross-indexed as a General folder item. Therefore, if mail is deleted from the Outbox, it is no longer listed in the General folder.

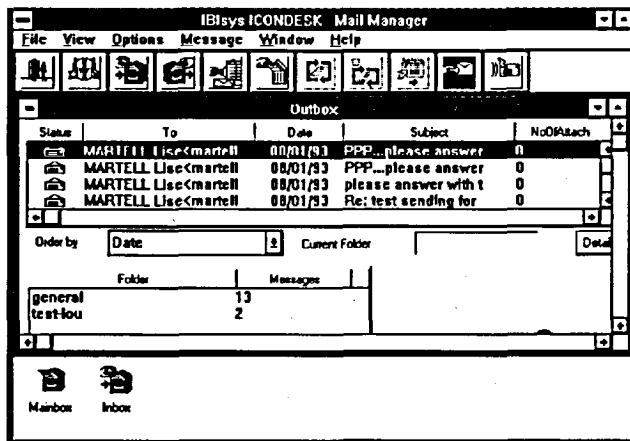
### Detail Command Button

Every mailbox window is equipped with a **DETAIL** command button. Its purpose is to display additional information about the current mail item.



Activated  
DETAIL  
Button

Figure 8: Mainbox Window when the  
DETAIL command button is accessed



Closed  
DETAIL  
Button

Figure 9: Outbox Window

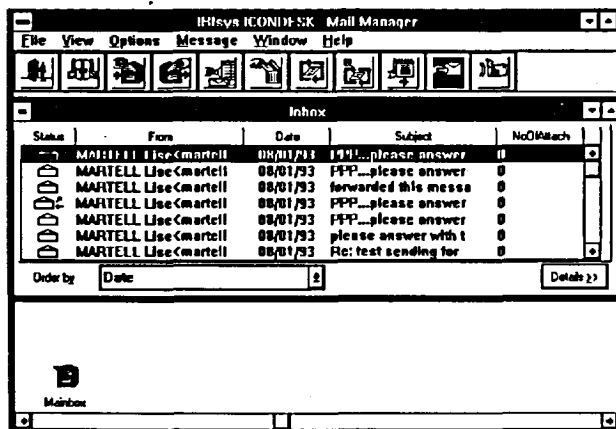
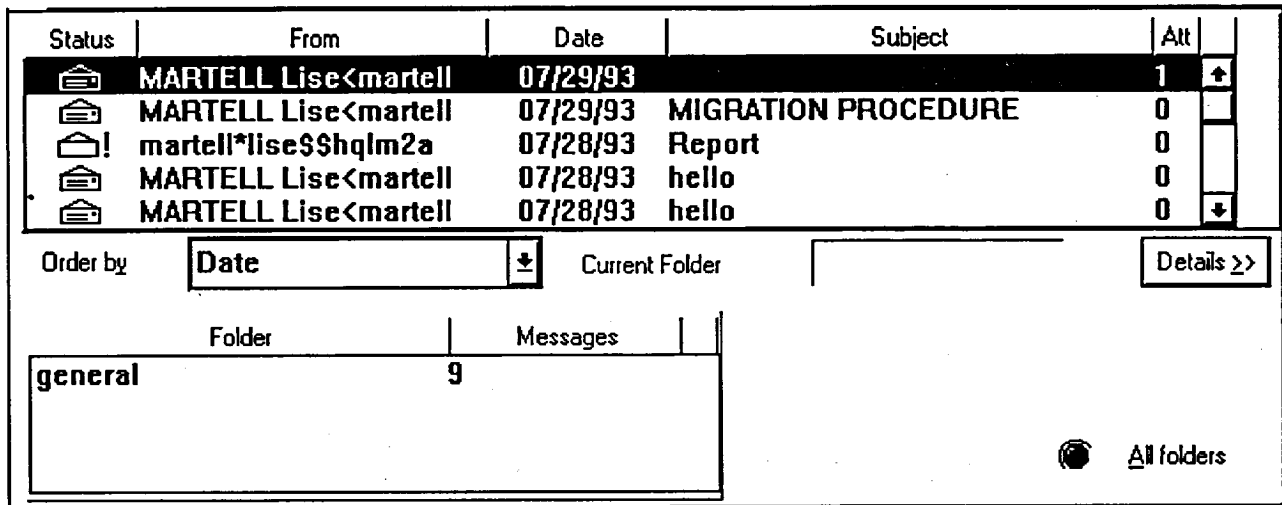


Figure 10: Inbox Window

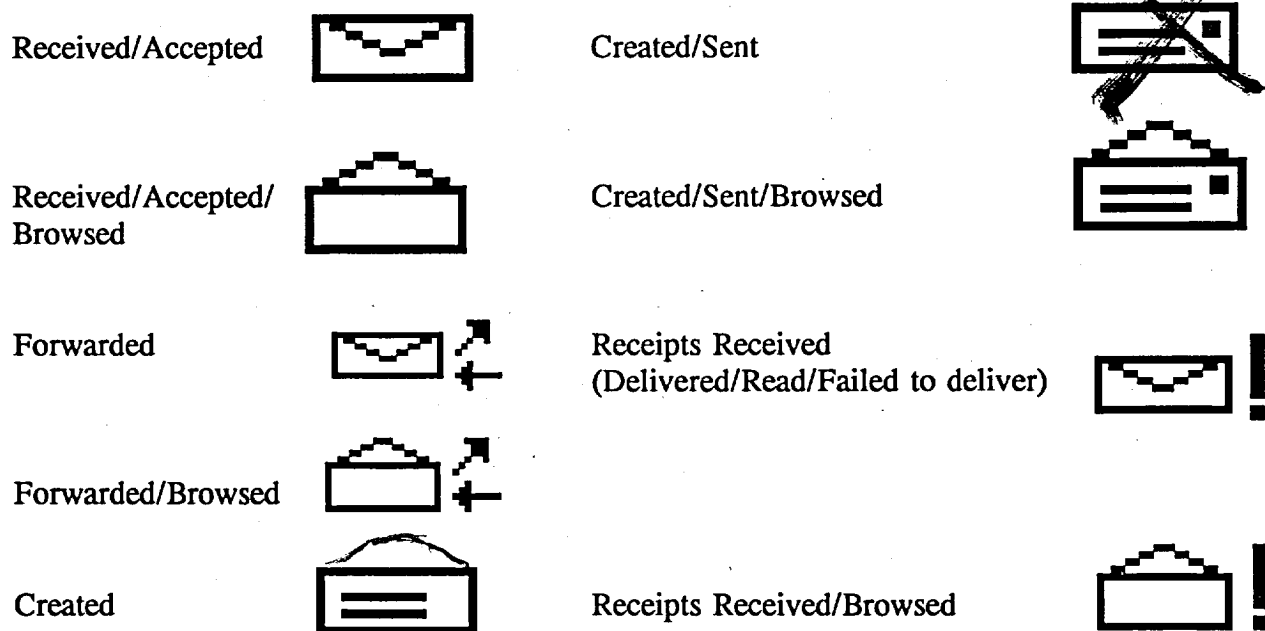
### List Boxes

Each mailbox window contains a List Box to display the resident mail items. A vertical scroll bar appears on the right side of the box, whenever there are more items than can be displayed in the visible portion of the box.



By selecting the appropriate option in the ORDER BY box, the mail can be sorted by date (most recent at the top of the list), or by importance (most important at the top of the list).

The following icons are displayed in the Status field of the List Box to indicate the type of mail:



**Exercise**

In this exercise, you will open all of the mailboxes (Mainbox, Inbox and Outbox), use the Cascade option.

1. Click **VIEW** in the Mail Manager window *If the Mainbox is already selected, go to step 3.)*
2. Click **MAINBOX**
3. Close the **INBOX** and **OUTBOX** windows *Double-click the close button located in the top left corner of each window.*

## SUMMARY

### To log in to the ICONDESK:

1. Position the mouse pointer on the **MAIL/COURRIER** group.
2. Double-click to restore the window.
3. Double-click the **MAIL** icon to start **ICONDESK** and display the login dialog box.
4. Type your **LOGIN NAME** (in lowercase) and press the **Tab** key.
5. Type your **HOST NAME** (in lowercase) and press the **Tab** key.
6. Type your **PASSWORD** (in lowercase) and press the **Enter** key.
7. Click the **YES** button to work with the new mail, or  
Click the **NO** button to go directly to the **MAINBOX**.

### To close ICONDESK and logout of IBIsys:

1. Click the **EXIT** button or select **EXIT** from the **FILE** menu.
2. Press **Alt-Tab** until you display the **IBISYS LOGIN** banner.
3. Click the **COMMAND** menu.
4. Click the **LOGOUT** option.

### To display the Help function:

1. Press **F1**.  
OR
1. Position mouse pointer on the **HELP** menu.
2. Select a Help options.

### To display information on a specific component of the current window:

1. Select the appropriate window.

2. Press the **SHIFT+F1**.
3. Click the active window component or menu option on which help is required.

### To display a window:

1. Position the mouse pointer on the **VIEW** menu in the Mail Manager window.
2. Click **VIEW**.
3. Click the **INBOX** or **OUTBOX** option.  
OR
1. Position the mouse pointer on the tool bar of the Mail Manager window.
2. Click the **INBOX** or **OUTBOX** icon.

## SELF-CHECK EXERCISE

1. Close ICONDESK.
2. Logout of IBIsys.
3. Open ICONDESK.
4. Enter the login information.
5. Switch to the Windows Program Manager, without closing ICONDESK.
6. Switch back to ICONDESK.
7. Request help on the Mail-Out, Send Mail function.
8. Open all of the mailboxes.
9. Cascade the mailbox windows.
10. Close the Inbox and the Outbox.
11. Resize the Mainbox window and open the Detail area of the window.
12. Select a mail item in the Mainbox and browse the message.
13. Close the Browse window.

# ***SECTION TWO***

## ***SENDING MESSAGES***

In this section you will:

- Create Messages
- Set Mail Out Options
- Address Messages
- Write Messages
- Send Messages
- Query the Addresses List
- Create Alias
- Save Messages and Send Later

## SECTION SKILLS AND THEIR IMPORTANCE

*In the following section, you will:*

### ■ Address and Write Messages

*Creating messages requires two basic steps. The first step is to create a message header, which is comparable to addressing an envelope. The second step is to write the message. Messages are sent to main recipient(s), and optionally to carbon copy recipient(s) and/or blind copy recipient(s).*

### ■ Send Messages

*Messages may be sent to many recipients simultaneously requiring little effort and time. Messages without a main recipient address is not transmitted.*

### ■ Query the Addresses List

*Occasionally a user's address may be unknown when creating a message header. The Query command button allows a quick search for the proper address. Even when the address is known, this command button offers a quick method to select a specific address.*

### ■ Create an Alias

*To save time, typing and frustration, an alias may be assigned to specific user addresses most often used. An alias can also be assigned to a group of users, creating a type of distribution list.*

### ■ Save Messages and Send them Later

*The saving operation, within the electronic mail folder system, allows messages to be created and sent at a later time.*



## CREATE MESSAGES

When sending a message, a copy is saved in a default folder called **GENERAL**. This default setting may be modified on a permanent basis, or modified as messages are sent based on the subject matter or recipient.

A message may be created and not sent immediately. Messages waiting to be transmitted reside in the Mainbox. Once the Send option is performed, the message is copied to the General folder, or user defined folder, and placed in the Outbox.

The three basic steps to sending a message are:

- create an address header
- write a message note
- send the message

## CREATE AND SEND MESSAGES

When accessing the Send activity, a window is displayed in which the user must provide basic information such as: the main addresses(s) (TO:), carbon copy (CC:) and blind carbon copy (BCC:) recipient address(es); the required confirmation receipts and delivery receipts. Once this step has been completed, the user can write the message note, save it and send it.

### Method

To create a message and send it:

1. Click the **SEND** button of the Mail Manager tool bar.  
OR  
Select the **SEND MAIL** option from the **MAIL OUT** menu.

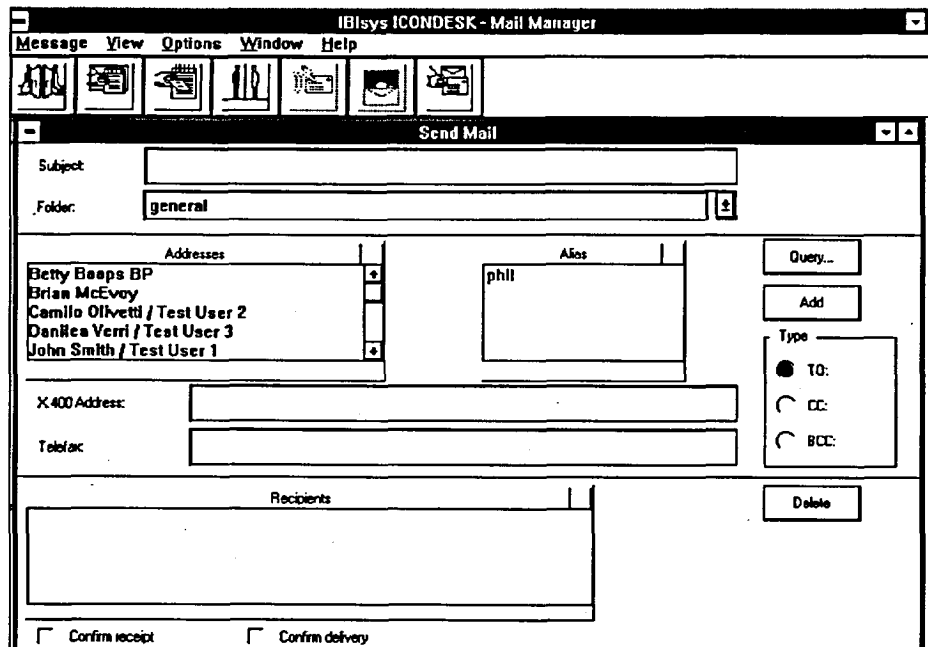


Figure 21: Send Window

2. Type a general subject in the **SUBJECT** field. (optional)
3. Click in the **FOLDER** field and type the folder name.(optional)
4. Click in the **TO:** field.
5. Select the main recipient(s) to whom you are sending the message.
6. Click in the **CC:** field and select the appropriate addresses.
7. Click in the **BCC:** field and select the appropriate addresses.

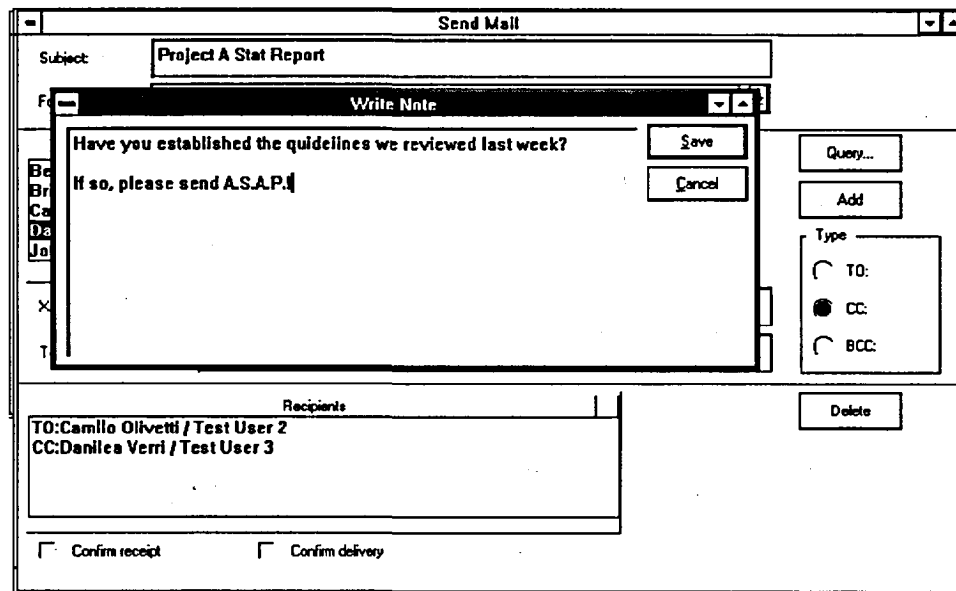


Figure 22: Write Window

8. Click the **WRITE MESSAGE NOTE** button.  
OR  
Select the **WRITE MESSAGE NOTE** option from the **MESSAGE** menu.
9. Type the message.
10. Click the **SAVE** button.
11. Click the **SENT** button.  
OR  
Select the **SENT** option from the **MESSAGE** menu.

**NOTE:**

**Selecting One Recipient from the Addresses List**

Double-click the name of the recipient.

*(The address is displayed in the Recipient box at the bottom of the Send window.)*

**Selecting Many Recipients from the Addresses List**

**CTRL+CLICK** each of the recipients addresses.

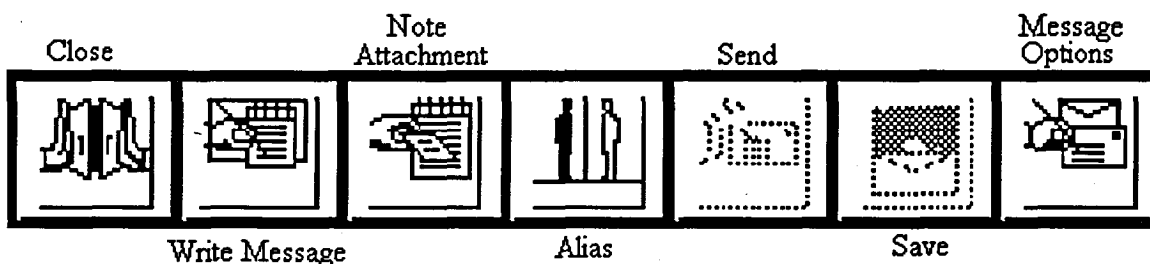
Click the **ADD** command button.

## SEND WINDOW

The Send activity produces not only an independent window but also a new menu bar and button bar.

### Send Mail Tool bar

The buttons available on the Send Mail window tool bar, as shown above are the following:



### Send Mail MenuBar

MESSAGE	OPTIONS	WINDOW	HELP
New	Alias	Tile	Contents
Attachments	Message Options	Cascade	Search for help
Write Message Note	Tool Bar	Arrange Icons	How to Use Help
Save	Status Bar	1- Mainbox	About
Send			

**Exercise**

In this exercise you will address a message header, write a message note and send it.

1. Click the **SEND** button of the Mail Manager tool bar *Or, click the MAIL OUT menu and the Send Mail option.*
2. Type a general subject in the **SUBJECT** field *Ask other participants about their PLANS FOR THE COMING WEEKEND.*
3. Position the mouse pointer in the Type box *The box displays the TO, CC and BCC fields, with a red dot beside the selected field.*
4. Click in the **TO:** field *If the red dot is not beside this field.*
5. Scroll in the Addresses box and select the first address of the participant in the class
6. Click the **ADD** button
7. Select all of the participants in the class *Hold down the left mouse button and drag or, click the first address and press Shift+Click the last address.*
8. Click the **ADD** button
10. Click in the **CC:** field
11. Select your address
12. Click the **WRITE MESSAGE NOTE** button *Or, click the Message menu and the Write Message Note option.*
13. Type a short message *Explain what you'll be doing this weekend.*
14. Click the **Save** button
15. Click the **SEND** button *Or, click the Message menu and the Send option.*
16. Click the **MESSAGE** menu *This will clear the current header.*
17. Click the **NEW** option
18. Complete another message header, write a message and do not send it *Address this message to all of the participants in the class.*  
*The subject matter could be on your plans for the next break.*

## QUERY THE ADDRESSES LIST

ICONDESK is equipped with a search tool capable of locating any network user address. This tool is the **QUERY** command button, located in the **SEND MAIL** window. The query information can be typed in uppercase or lowercase.

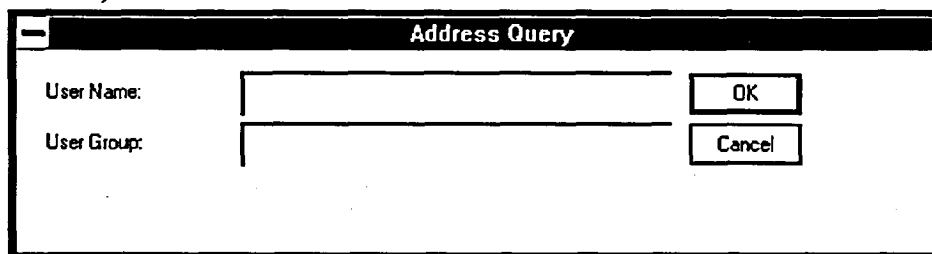
The query result is directly related to the information typed, for example:

- to find all names beginning with W, type **W\***
- to locate all first names beginning with J and last name beginning with W, type **J W**
- to located all 3COM addresses, type **-3COM**
- to display all of the addresses, type the asterisk **\***

### Method

To query for an address:

1. Select the **SEND MAIL** function from the Mail Manager Window.
2. Click the **QUERY** command button in the Send Window .
3. Type the query information.  
(This could be a first or last name, the X400 or 3COM address or portion of.)



4. Click **OK** or press the **ENTER** key.

## DELETE USER ADDRESSES

While creating a message header, user addresses may be deleted from the **TO:**, **CC:** or **BCC:** fields.

### Method

To delete an address:

1. Select the appropriate address in the Recipient box of the Send Mail window.  
(Use any of the window selection techniques to delete multiple addresses.)
2. Click the Delete command button.

**Exercise**

In this exercise you will query for different user addresses.

1. Generate the **SEND MAIL** window and click the **QUERY** button
2. Click in the **USER NAME** field, type *signet* and click **OK** *This query should display all of the signet addresses.*
3. Click the **QUERY** button, type an asterisk **\*** in the **UserName** field and click **OK** *This will display all of the addresses.*

## CREATE ALIAS

An alias is a personal name given to a user or group of users with whom you interact. This tool minimizes the amount of scrolling necessary to select user addresses. Assigning an alias to a group of users (maximum of 10 users), is a great time saver and productivity tool, allowing users to type a message and send this same message to many users.

The Alias option is available within the Send window. Therefore, the send function must be initiated to access the Alias option from the menus or button bar.

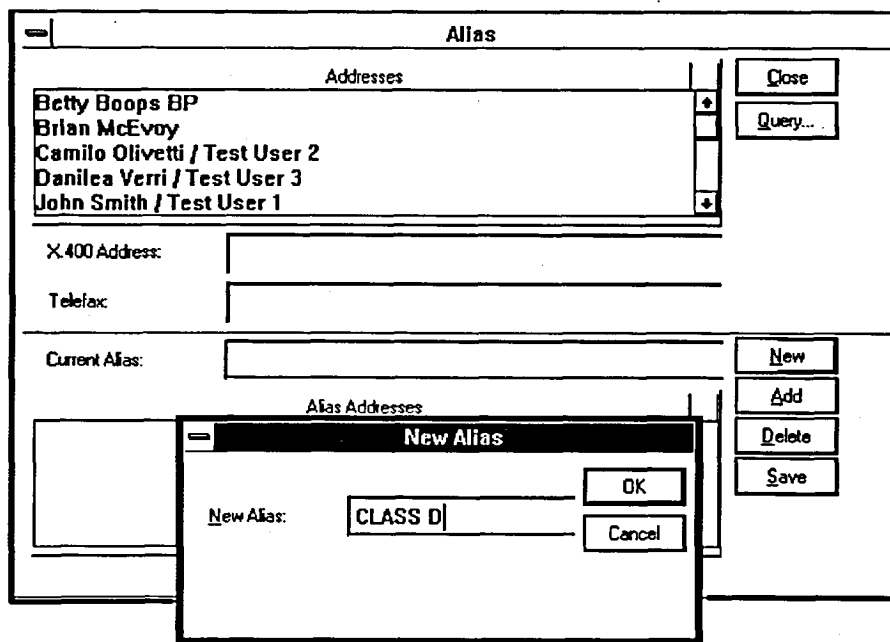


Figure 25: Alias Window

### Method

To create an alias:

1. Select the **SEND MAIL** Window from the Mail Manager.
2. Click the **ALIAS** button on the tool bar, or select **OPTIONS, ALIAS**.
3. Click the **NEW** command button.
4. Type the new alias in the Alias box.
5. Click the **OK** button.
6. Double-click an address(es) to associate a user to an alias. **OR**  
Select all of the addresses to be associated to a group alias.
7. Click the **ADD** command button.
8. Click the **SAVE** command button.
9. Click the **CLOSE** command button.

*(Once back in the Send window, the Alias box will display the new alias.)*

**NOTE:** The first alias created, produces a dialog box containing a message stipulating there are no aliases. Click **OK** and simply continue creating the alias.



**Exercise**

In this exercise you will create an alias for each participant in the class.

1. Generate the **SEND MAIL** window
2. Click the **ALIAS** button *Or, click **OPTIONS, ALIAS**.*
3. Click the **NEW** button
4. Type the first alias *Type name in lowercase characters.*
5. Click the **OK**
6. Double-click the next **SIGNET** address in the **ADDRESS LIST** box *Or click once on the address and click the command button **ADD**.*
7. Follow step 3 to 6 until you have assigned an alias for each participant in the class

**Exercise**

In this exercise you will create a group alias which will consist of all the class participant addresses.

1. Generate the **SEND MAIL** window
2. Click the **ALIAS** button *Or click **OPTIONS, ALIAS**.*
3. Click the **NEW** button
4. Type **Class A** and click **OK**
5. Select all of the addresses or alias of the class *Once individual aliases have been designed, they can then be used instead of the freeform or X400 addresses.*
6. Click the **ADD** button
5. Click the **SAVE** button

## SUMMARY

### To create a message and send it:

1. Click the **SEND** button of the Mail Manager tool bar.  
OR  
Select the **SEND MAIL** option from the **MAIL OUT** menu.
2. Type a general subject in the **SUBJECT** field. (optional)
3. Click in the **FOLDER** field and type the folder name.(optional)
4. Click in the **TO:** field.
5. Select the main recipient(s) to whom you are sending the message.
6. Click in the **CC:** field and select the appropriate addresses.
7. Click in the **BCC:** field and select the appropriate addresses.
8. Click the **WRITE MESSAGE NOTE** button.  
OR  
Select the **WRITE MESSAGE NOTE** option from the **MESSAGE** menu.
9. Type the message.
10. Click the **SAVE** button.
11. Click the **SENT** button.  
OR  
Select the **SENT** option from the **MESSAGE** menu.

### To query for an address:

1. Select the **SEND MAIL** function from the Mail Manager Window.
2. Click the **QUERY** command button in the Send Window.
3. Type the query information.  
(This could be a first or last name, the X400 or 3COM address or portion of.)
4. Click **OK** or press the **ENTER** key.

### To delete an address:

1. Select the appropriate address in the Recipient box of the Send Mail window.  
*(Use any of the window selection techniques to delete multiple addresses.)*
2. Click the Delete command button.

### To create an alias:

1. Select the **SEND MAIL** Window from the Mail Manager.
2. Click the **ALIAS** button on the tool bar, or select **OPTIONS, ALIAS**.
3. Click the **NEW** command button.
4. Type the new alias in the Alias box.
5. Click the **OK** button.
6. Double-click an address(es) to associate a user to an alias.  
OR  
Select all of the addresses to be associated to a group alias.
7. Click the **ADD** command button.
8. Click the **SAVE** command button.
9. Click the **CLOSE** command button.

**SELF-CHECK EXERCISE**

1. Create a message header.
2. Write a message note.
3. Send the message.
4. Create another header.
5. Use the Query command button to find a specific address.
6. Complete the message and sent it.
7. Create an alias for your user address.



# ***SECTION THREE***

## ***RECEIVING MESSAGES***

In this section you will:

- Accept Messages
- Browse Window Components
- Browse Messages
- Print Messages
- Delete Messages

## SECTION SKILLS AND THEIR IMPORTANCE

*In the following section, you will:*

■ **Accept Messages**

*This activity allows you to work with your mail immediately from the Inbox.*

■ **Browse Messages**

*The browsing function allows you to read the mail items at your leisure. In addition, the browse window allows you to reply to, forward, delete, print or move into folders the message as it is browsed.*

■ **Print and Delete Messages**

*Once messages have been sent or incoming mail has been read, messages can be printed and/or deleted.*

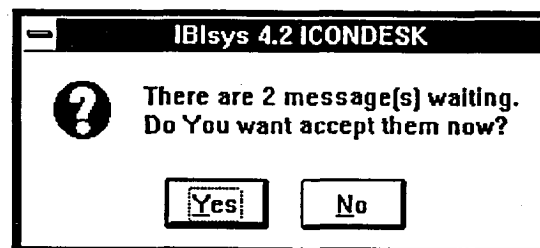
## ACCEPT MESSAGES

ICONDESK will automatically prompt the user to accept new messages each time ICONDESK is opened, or when the Inbox is opened. When accepted, new messages are placed in the Inbox.

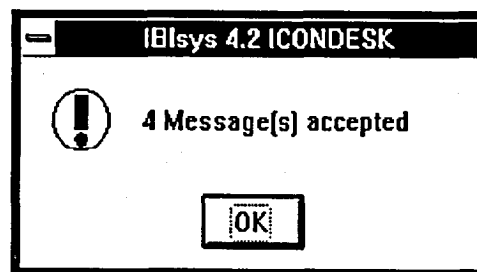
### Method

When accessing the ICONDESK:

1. Double-click the MAIL icon and login.  
*(If messages are waiting to be accepted, a dialog box will automatically appear.)*



2. Click NO if you do not want to accept the messages.  
OR  
Click OK if you want to accept the message(s).  
*(A dialog box will automatically be displayed.)*
3. Click OK.  
*(The Inbox will be displayed allowing Browse to be performed immediately.)*



## BROWSE WINDOW

The *Browse* window is the second main window in ICONDESK. It's main task is to provide a tool to read messages and their attachments. (*Browsing Attachments is covered in the Attachments Section of this learning guide.*)

The Browse window is equipped with its own menus and tool bar allowing the mail to be quickly read, replied to, forwarded, printed, deleted or moved into folders.

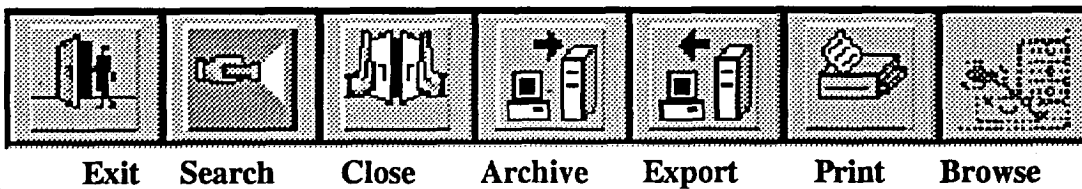
### Browse Window Menus

The Browse window menus are as follows :

File	Edit	Message	Attachments	Options	Window	Help
Open	Copy	Extract Forward	Browse	Status Bar	Cascade	Content
Archive	Select All	Forward	Archive	Tool Bar	Tile	How to Use Help
Delete	Search	Reply	Export	Tool Bar Layout	Arrange Icons	About Browse
Move	Find Forward F7		Print	Mono window	Close All	
Export	Find Backward F8				1-Message	
Print						
Exit						

### Browse Window Tool bar

All tool bar functions can be accessed through the menus. The user can customize the buttons he/she desires on the tool bar by using the Tool bar Layout option from the Options menu. The tool bar below is only an example of a Browse window tool bar.





## BROWSE MESSAGES

A single message or group of messages may be browsed simultaneously. When only one message is selected, a single message window is displayed. When a group of messages is selected, the first message is displayed in a message window and the remaining messages are displayed at the bottom of the Browse window in the shape of message icons.

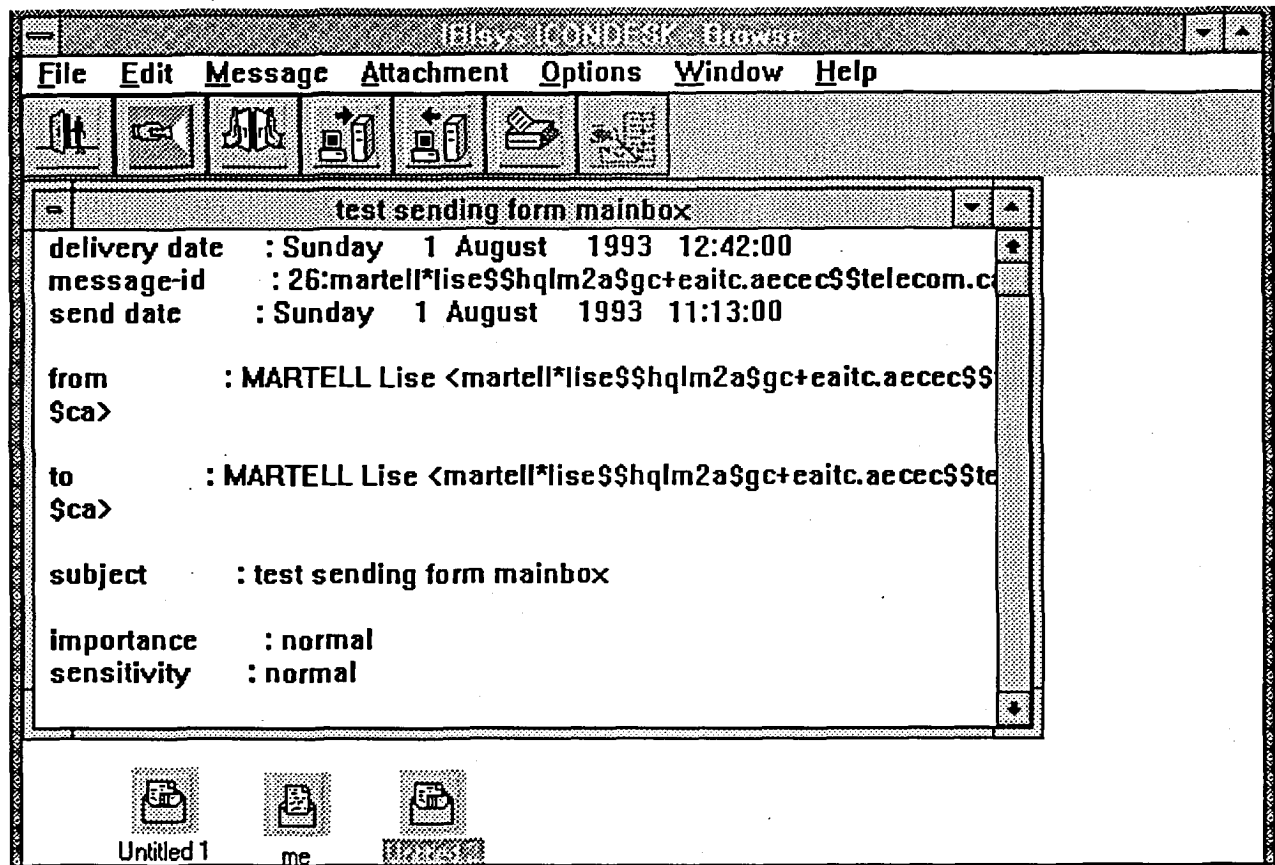


Figure 29: Message window within the Browse Window

### Method

To browse a single message:

1. Open any of the mailbox windows.
  2. Double-click the message to be read.
- OR
- Click the message(s) to be read.
  - Click the **BROWSE** button on the tool bar.
3. Click the **CLOSE** button to close the Message window.
  4. Click the **EXIT** button to close the Browse window.

To browse multiple messages:

1. Open any of the mailbox windows.
2. Select all of the messages to be read.  
*(Use the Ctrl+Click, Shift+Click or Click+Drag.)*
3. Click the **BROWSE** button on the tool bar.  
*(The first message is displayed in the Message window and the subsequent messages in icon form on the bottom of the Browse window.)*
4. Maximize the message window. (This step allows the next message to be automatically displayed when the current message is closed.)
5. Click the **CLOSE** button of the message window.

**NOTE:** When the **MONO WINDOW** option from the **OPTION** menu is selected and the message window is maximized, many messages can be quickly read and dealt with, using the **CLOSE** button to move from one message to the next.

### Exercise

In this exercise, you will browse through all of the messages in the Inbox.

1. Click the **VIEW** Menu *From the Mail Manager Window.*
2. Click the **INBOX** option
3. Click the first message to be read
4. Click the **BROWSE** button
5. Close the message window
6. Click the **EXIT** button *Or, click Exit option of the File menu*
7. Select a block of messages to be read *Using the Shift+Click combination.*
8. Click the **BROWSE** button
9. Read the first message and double-click the **CLOSE** button of the message window *Avoid closing the Browse window*
10. Double-click one of the message icons
11. Close the message window and finish browsing through all of the selected messages

## PRINT MESSAGES

The *Print* option may be accessed from either the Mail Manager or Browse windows.

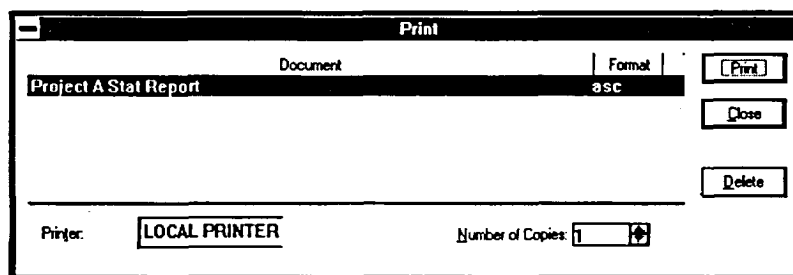
### Method

To print a message:

1. Select the message to be printed from any of the windows.
2. Click the **PRINT** button.

OR

Select the **PRINT** option from the **FILE**.  
(The following dialog box will appear.)



3. Select the appropriate printer, (leaving this field empty will produce an error message).
4. Click the **PRINT** command button in the Print window.

### Exercise

In this exercise, you will print messages of your choice.

1. Select the appropriate mailbox
2. Select the message to print
3. Click the **BROWSE** button
4. Click the **FILE** menu
5. Click the **PRINT** option
6. Click the **PRINT** command button
7. Click the **CLOSE** command button *Follow by closing the Browse window.*

## DELETE MESSAGES

It is imperative that obsolete messages and attachments be deleted as soon as possible. The efficiency of a server can be affected by the storage occupied by the users.

The *Delete* option is accessible from the Mail Manager or Browse windows.

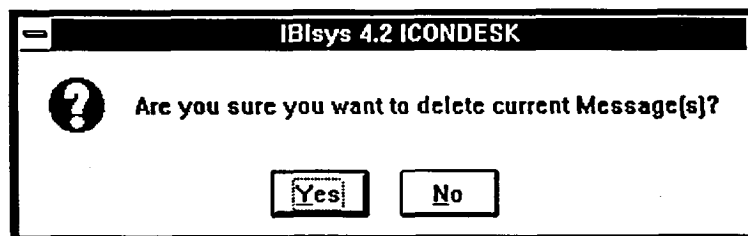
### Method

To delete a message:

1. Select the appropriate mailbox.
2. Select the appropriate message(s).
3. Click the **FILE** menu.  
Click the **DELETE** button.

OR

Select the **DELETE** option from the **FILE** menu.



4. Click the Yes or No command button.

**NOTE:** When a message is deleted from the Outbox, it no longer appears in the Mainbox or the General folder listings.

### Exercise

In this exercise, you will delete every message in the Outbox folder.

1. Open the **OUTBOX** window
2. Click the first message
3. **Shift+click** the last message *All the messages should now be selected.*
4. Click the **FILE** menu *From the Mail Manager Window.*
5. Click the **DELETE** option

## SUMMARY

### Accept mail when accessing ICONDESK:

1. Double-click the **MAIL** icon and login.
2. Click **NO** if you do not want to accept the messages.  
OR  
Click **OK** if you want to accept the message(s).
3. Click **OK**.

### To browse a single message:

1. Open any of the mailbox windows and select the message.
2. Double-click the message to be read.  
OR  
Click the **BROWSE** button.
3. Click the **CLOSE** button.
4. Click the **EXIT** button.

### To browse multiple messages:

1. Open any of the mailbox windows.
2. Select all of the messages to be read.
3. Click the **BROWSE** button on the tool bar.
4. Maximize the message window.
5. Click the **CLOSE** button of the message window.

### To print a message:

1. Select the message to be printed from any of the windows.
2. Click the **PRINT** button.  
OR  
Select the **PRINT** option from the **FILE**.
3. Select the appropriate printer (leaving the Printer box empty will produce an error message).
4. Click the **PRINT** command button in the Print window.

### To delete a message:

1. Select the appropriate mailbox.
2. Select the appropriate message(s).
3. Click the **FILE** menu.  
Click the **DELETE** button.  
OR  
Select the **DELETE** option from the **FILE** menu.
4. Click the **OK** or **NO** command button.

## SELF-CHECK EXERCISE

1. Browse all of the messages in the Inbox.
2. Open the Inbox.
3. Print two of the messages in the Mainbox.

# ***SECTION FOUR REPLYING AND FORWARDING MESSAGES***

In this section you will:

- Reply to Messages
- Forward Messages
- Extract Forwarded Messages
- Reuse Messages

## SECTION SKILLS AND THEIR IMPORTANCE

*In the following section, you will:*

### ■ Reply to Messages

*Accessed from both the Mail Manager window or the Browse window, this activity allows the user to respond to an incoming message. ICONDESK offers two reply functions, one which sends strictly the response and another which sends a copy of the incoming message with the response.*

### ■ Forward Messages

*This activity is similar to creating an envelope in which one or many messages are entered with the option of including a covering message note. Only messages you have received may be forwarded. This activity can also be undertaken as you browse the message.*

### ■ Extract Forwarded Messages

*Once messages have been forwarded, the recipient must then extract the messages in the same manner messages in an envelope are examined. This tool allows the user to quickly browse through the important messages or perform any of the available operations in ICONDESK.*

### ■ Save Messages

*Occasionally, all the information to be included in a message is not available. Users can start creating the message, while waiting for the missing information, save it and send it at a later time with the Reuse option.*

### ■ Reuse Messages

*Occasionally, a message resembling an existing message must be sent. If the only difference is the name of recipients or minor changes in the body of the message note, the Reuse function will be a real time saver. It is also used to send messages that were saved but not sent.*

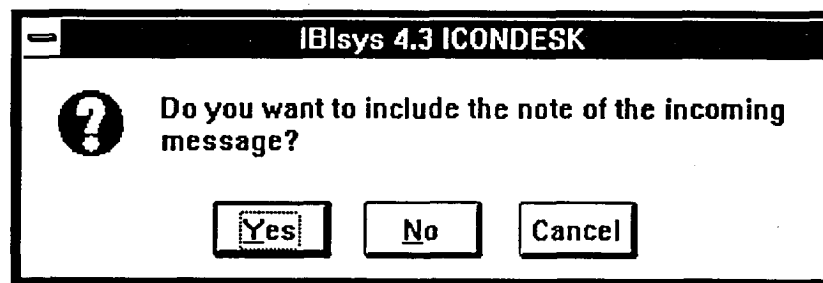


## REPLY TO MESSAGES

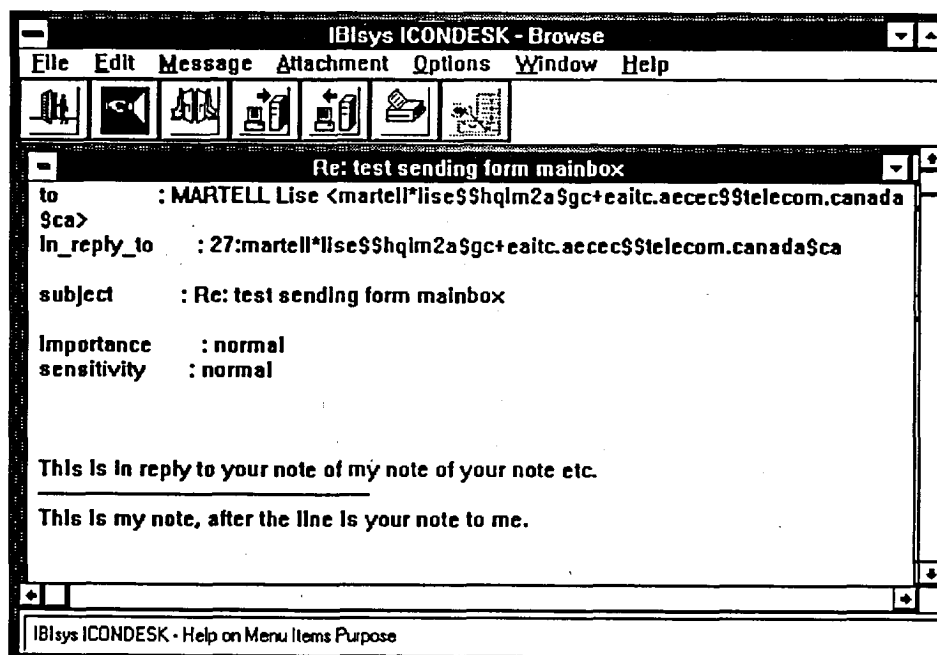
The Reply activity can be performed from either the Mail Manager window or the Browse window. Users may modify the information already displayed in the Send Mail window. For example, the CC: addresses within the recipient box may be deleted, if the reply is to go only to the author of the message (TO: fields).

ICONDESK offers the possibility of joining the incoming note to the reply with the *Reply Using Default* button. This button may be activated from the Tool Bar Layout option, (not found in the menus).

The *Reply* option in both the Mail Manager and the Browse windows, offers the choice of joining or not joining the incoming note to the reply message note. The dialog box, shown below, is only displayed when the *Reply* option has been selected. Once the user has selected Yes, No or Cancel, the Send window appears on the screen (next screen below).



The message note display an horizontal line between the user's reply and the adjoining note, as shown below.



**Method**

To reply to an incoming message:

1. Select the appropriate message
2. Click the **REPLY** button.

OR

Select the **REPLY** option from the **MESSAGE** menu.

*(The Reply dialog box will appear.)*

3. Click **YES** or **NO** to indicate if you want to join the incoming note.  
*(The Reply window will appear.)*
4. Modify the **SUBJECT** field (arbitrary).
5. Click the **WRITE MESSAGE NOTE**.

OR

Select the **WRITE MESSAGE NOTE** from the **MESSAGE** menu.

6. Type your reply. *(Notice the horizontal line between response and the incoming note, when required to join it to the reply.)*
7. Click the **SAVE** command button.
8. Click the **SEND** button.
9. Click the **CLOSE** button.

**Exercise**

In this exercise, follow the method outlined above to reply to two of the messages in your Inbox.

## FORWARD MESSAGES

The Forward option is accessible from both the Mail Manager and Browse windows. The functionality of the Forward function can best be compared to the action of inserting messages into a large envelope for delivery. Once the message has been forwarded, it will be displayed in the Outbox listing with a status icon of an envelope with double arrows.

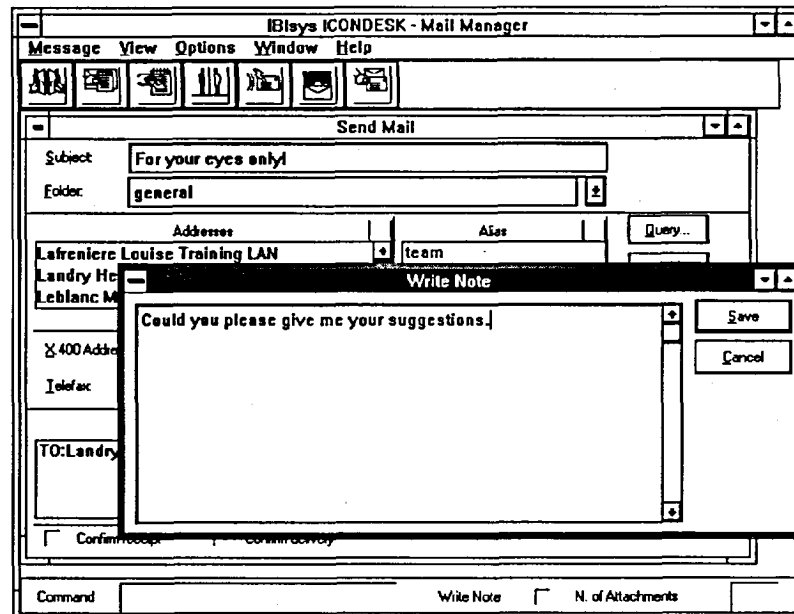


Figure 34: Forward with the Send Mail Window

### Method

To forward a message:

1. Select the message(s) to forward.
2. Click the **FORWARD** button.

OR

Select the **FORWARD** option from the **MESSAGE** menu.

3. Click the **SUBJECT** field.
4. Type the address of the recipient(s) to whom you are forwarding the message.
5. If a cover note is to accompany the forwarded message(s):
  - a) Select the **WRITE MESSAGE NOTE** option.
  - b) Save the message, or
 If no covering note is required, continue with step 6.
6. Click the **SEND** button, or  
Click the **MESSAGE** menu and the **SEND** option.
7. Click the **CLOSE** button.

**Exercise**

In this exercise, you will forward a message from your Inbox to another participant in the class. Verify the author of the message item you have chosen, to ensure you do not forward the message to the same participant.

1. Open the Inbox
2. Select the message you wish to forward
3. Click the **MESSAGE** menu
4. Click the **FORWARD** option
5. Complete the message header
6. Click the **WRITE MESSAGE NOTE** button
7. Type a short message
8. Click the **SAVE** command button
9. Click the **SEND** button
10. Click the **CLOSE** button

*You can only forward message you have received.*

*Type **FORWARD EXERCISE** as the subject and select the address of your neighbor.*

## EXTRACT FORWARDED MESSAGES

ICONDESK identifies forwarded messages in the detailed area of the Inbox or Mainbox windows. The message item displayed in the Mail Item List box is only the envelope. When it is browsed, the forwarded message(s) appear in an independent window to allow such activities as browsing, moving, etc.

### Method

To extract forwarded messages:

1. Select the message containing the forwarded items.  
*(With the **DETAIL** button activated, the user could identify if this message contains forwarded items and how many there are.)*
2. Double-click the message (envelope) to browse the cover note.
3. Select the **EXTRACT FORWARD** option from the **MESSAGE** menu. *(This can be accomplished from within the Browse window.)*

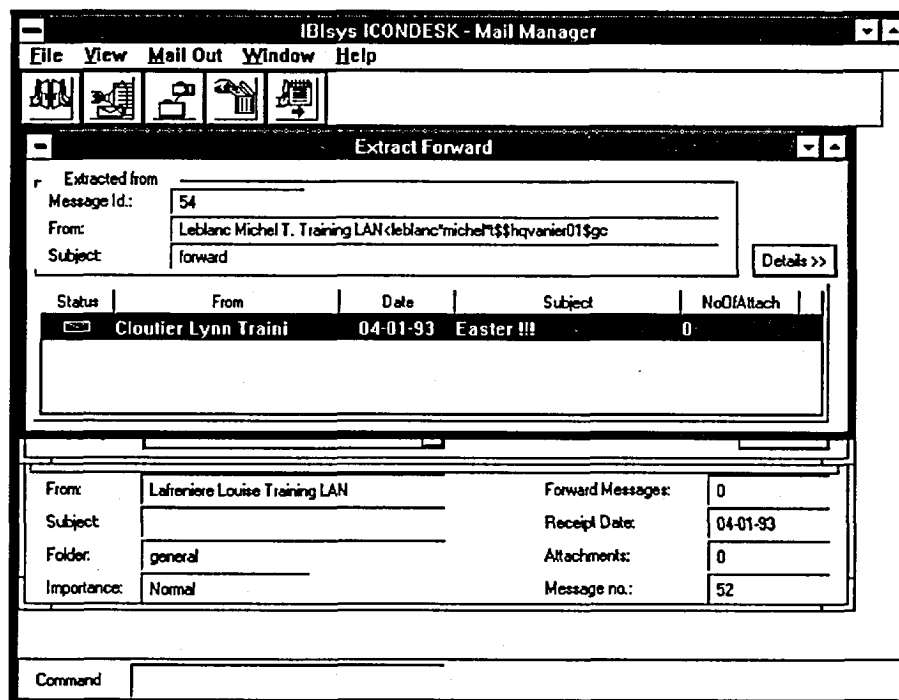


Figure 26: Extract Forward Messages

4. Double-click the forwarded message item to browse.  
*(The complete information, which relates to each forwarded item, is displayed at the bottom of the window, only if the Detail button as been accessed)*
5. While in the browsing each item can be dealt with immediately.  
*(Forward, Print, Delete, Export, Move etc.)*

**Exercise**

In this exercise you will extract the forwarded message sent to you in the previous exercise.

1. Open the **INBOX**  
*You may be asked to accept the message, click OK.*
2. Click the **DETAIL** button  
*So you can identify the message which contains a forwarded message.*
3. Double-click the forwarded message  
*Allowing you to browse the cover note.*
4. Click the **MESSAGE** menu
5. Click the **EXTRACT FORWARD** option  
*The Extract Forward window will appear, showing you the cover note and a list of the forwarded messages. If there is only one message item, it will be displayed immediately.*
6. Double-click the forwarded message
7. Close all the windows until you are back into the Mail Manager window.

## SAVE A MESSAGES

Occasionally users may want to create a message but sent it at a later time. This activity is normally used as a way of saving the unsent message.

- create the message
- save the message

### Method

To create and save a message, to be sent at a later time:

1. Complete the procedure to create a message and write a message note.
2. Save the message note.
3. Click the **MESSAGE** menu.
4. Click the **SAVE** option. (*A dialog box appears to confirm the activity.*)
5. Click **OK**.
6. Click the **CLOSE** button. (*The message is placed in the Mainbox until it is sent. The status icon is an addressed envelope, but with no stamp.*)
7. Select the same message.

**NOTE:** Because the Reuse option duplicates the message item, do not forget to delete the unsent message once the duplicate has been sent. The Status icon indicates which message was sent.

### Exercise

In this exercise you will create a message, save it and then reuse it.

1. Create a message header *Send this message to your neighbour, on a subject of your choice*
2. Write a message note and click the **SAVE** command button *Type a very short message.*
3. Click the **MESSAGE** menu
4. Click the **SAVE** option
5. Click the **CLOSE** button

## REUSE MESSAGES

The Reuse function is used to send an unsent message or reuse an old message of which you are the author. Therefore, you cannot reuse incoming mail. The Reuse activity, will duplicate the existing message, allowing some or all of the fields to be modified.

<b>Method</b>
---------------

To reuse a message:

1. Select the message to be reused.
2. Select the **REUSE** option from the **MESSAGE** menu.

OR

Click the **REUSE** button.

4. Modify the header information (arbitrary).
5. Click the **MESSAGE** menu, **WRITE MESSAGE NOTE** option (arbitrary).  
Click the **SAVE** command button.
6. Click the **SEND** button.  
*(Because the Reuse function duplicates messages, delete the initial message when using Reuse to complete an unsent message.)*
7. Click the **CLOSE** button.



**Exercise**

In this exercise you will reuse an unsent message and a message that was sent in a previous exercise.

1. Open the Outbox or the Mainbox *You can only reuse message you have created.*
2. Select the unsent message *Clickce to highlight the message.*
3. Click the **MESSAGE** menu and the **REUSE** option
4. Click the **SEND** button
5. Click the **CLOSE** button
6. Click the duplicate that was not sent
7. Click the **FILE** menu
8. Click the **DELETE** option
9. Select another message *One you have created and sent in a previous exercise.*
10. Click the **MESSAGE** menu
11. Click the **REUSE** option
12. Change the recipient address in the **TO:** field *Select a different address from the class participants.*
13. Click the **SEND** button
14. Click the **CLOSE** button to close the Send Mail window

## SUMMARY

### To reply to a message:

1. Select the appropriate message
2. Click the **REPLY** button.

OR

Select the **REPLY** option from the **MESSAGE** menu.

3. Click **YES** or **NO** to indicate if you want to join the incoming note.
4. Modify the **SUBJECT** field (arbitrary).
5. Click the **WRITE MESSAGE NOTE**.

OR

Select the **WRITE MESSAGE NOTE** from the **MESSAGE** menu.

6. Type your reply.
7. Click the **SAVE** command button.
8. Click the **SEND** button.
9. Click the **CLOSE** button.

### To forward a message:

1. Select the message(s) to forward.
2. Click the **FORWARD** button.

OR

Select the **FORWARD** option from the **MESSAGE** menu.

3. Click the **SUBJECT** field.
4. Type the address of the recipient(s) to whom you are forwarding the message.
5. If a cover note is to accompany the forwarded message(s):
  - a) Select the **WRITE MESSAGE NOTE** option.
  - b) Save the message, or If no covering note is required, continue with step 6.

6. Click the **SEND** button, or Click the **MESSAGE** menu and the **SEND** option.
7. Click the **CLOSE** button.

### To extract forwarded messages:

1. Select the message containing the forwarded items.)
2. Double-click the message (envelope) to browse the cover note.
3. Select the **EXTRACT FORWARD** option from the **MESSAGE** menu.
4. Double-click the forwarded message item to browse.  
*(The complete information, which relates to each forwarded item, is displayed at the bottom of the window, only if the Detail button has been accessed)*
5. While in the browsing each item can be dealt with immediately.  
*(Forward, Print, Delete, Export, Move etc.)*

### To save a message:

1. Create a message header and write a message note.
2. Save the message note.
3. Click the **MESSAGE** menu.
4. Click the **SAVE** option.
5. Click **OK**.
6. Click the **CLOSE** button.

**To reuse a message:**

1. Select the message to be reused.
2. Click the **MESSAGE** menu.
3. Click the **REUSE** option.
4. Modify the information in the reply window, (arbitrary).
5. Click the **MESSAGE** menu, **WRITE MESSAGE NOTE** option (arbitrary).  
Click the **SAVE** command button.
6. Click the **SEND** button.
7. Click the **CLOSE** button.

## SELF-CHECK EXERCISE

1. Reply to two messages in your Inbox.
2. Forward a message you have received in your Inbox.
3. Extract a forwarded message in your Inbox.
4. Select a message from your Outbox or Mainbox and reuse it to sent to a different recipient.

# ***SECTION FIVE WORKING WITH ATTACHMENTS***

In this section you will:

- Create Attachments
- Browse Attachments
- Forward Attachments
- Export and Move Attachments

## SECTION SKILLS AND THEIR IMPORTANCE

*In the following section, you will:*

### ■ Create Attachments

*This tool can facilitate the transfer of information, via electronic mail.*

### ■ Browse Attachments

*The browsing facility for attachments allows the same activities as with regular mail. Browsing WordPerfect for Windows files and Quattro Pro files using their own source software packages simplifies this activity.*

### ■ Forward Attachments

*Using the Forward function allows for the quick transfer of the attached document to other users.*

### ■ Export and Move Attachments

*Attachments can often occupy substantial disk space on the network. With the Export functions, attachments can easily be transferred to the PC's storage media or a shared drive outside the ICONDESK environment. This will minimize the saturation of the available storage on the network. The Move function will allow the storage of attachments in ICONDESK folders.*

## CREATE ATTACHMENTS

The Attachment option, allows the transfer of files between ICONDESK users. These files may be ASCII or WordPerfect for Windows or QuattroPro files. The recipient of the attachment may be within the local network environment or other network environments.

Once the file or document to be attached is created, ICONDESK provides the vehicle with which to transmit it. This is done by creating an ICONDESK message, attaching the document to it and sending the message.

A message note should accompany the attachment, to indicate important information such as: the number of pages, the software used to create it, version of the software, printer and fonts used, along with any personal comments. Mentioning such pertinent information in the accompanying note, will provide the recipient with crucial parameters before he/she begins to work with the attachment.

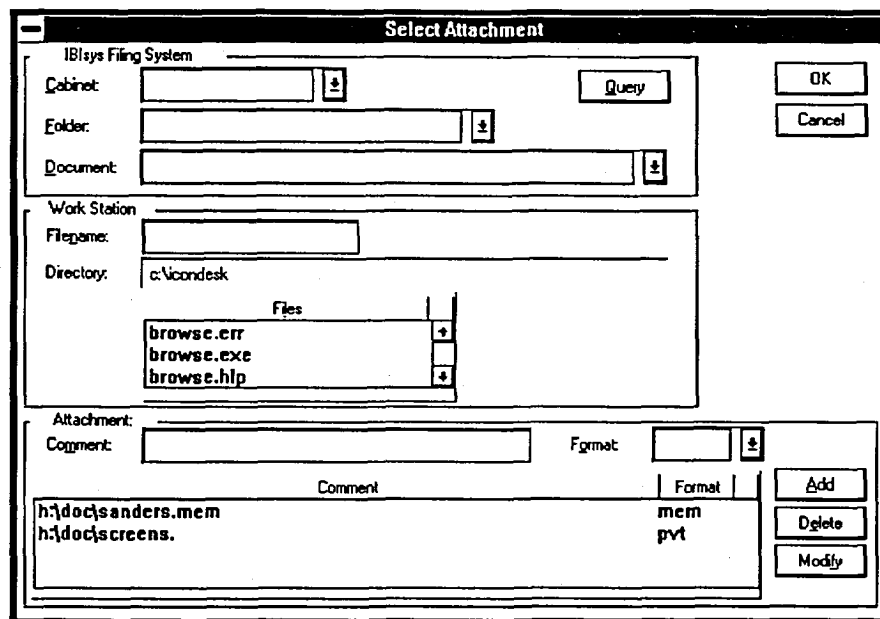


Figure 36: Select Attachment Window

**NOTE:** Always use WPE as the format parameter when attaching WordPerfect for Windows documents and WB1 for Quattro Pro files. This will instruct ICONDESK to launch WordPerfect for Windows, when browsing them within ICONDESK.

**Method**

To attach a file or document stored on the PC ,to an ICONDESK message:

1. Click the **SEND** button, to generate the Send window.
2. Click the **WRITE MESSAGE NOTE** option from the **FILE** menu.
3. Type the note providing background information about the attachment.
4. Click the **ATTACHMENTS** button.

OR

Click the **ATTACHMENTS** option from the **MESSAGE** menu.

5. Position the mouse pointer in the **FILES** box and double-click the appropriate drive name.
6. Double-click the directory name.
7. Double-click the document name, to add it to the attachment list box at the bottom of the window.

OR

Click once and click the **ADD** command button.

8. Select (if necessary) the appropriate format in the **FORMAT** box.

WPE = WordPerfect for Windows

WB1 = Quattro Pro

ASC = ASCII files

If, the listing at the bottom of the window does not reflect the modified format, click **MODIFY**.

9. Repeat steps 7 and 8 to attach other files or documents.
10. Click **OK**.
11. Click the **SEND MAIL** button and close the **SEND MAIL** window.

**NOTE:** Use the **DELETE** button in the **SELECT ATTACHMENT** dialog box, if you want to detach an attachment before sending the message.

**Exercise**

Using the method outlined above, attach the file H:\DOC\CENTURY to a new message you will create and send to the participant next to you.



## BROWSE ATTACHMENTS

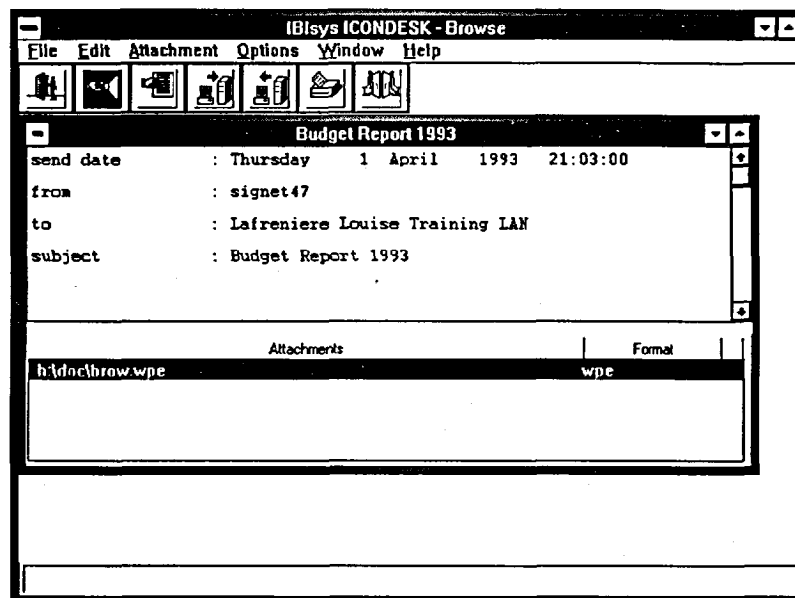
Incoming mail containing attachments is quickly identified, if the **NOATTACH** parameter is displayed in the mail item list box.

The Browse window offers the **ATTACHMENT** menu to perform activities which relate directly to attachments. All the options available to regular messages are also provided for attachments.

### Method

To browse an attachment:

1. Select the message containing the attachment and browse to see if it contains relevant information about the attachment before it is browsed.



2. Double-click the attachment, if you desire to browse it.  
*(The cover not is listed at the top of the screen, followed by a listing of the attachments, as shown below.)*
3. The related software will be booted to facilitate the browsing activity.
4. Exit the application software. *(Repeat steps 2 to 4 if there is multiple attachments.)*
5. Click the **EXIT** button to close the **BROWSE** window.

**Exercise**

Using the method outlined above, browse the message which contains the attachment.

1. Open the Inbox
2. Double-click the message which contains the attachment
3. Double-click the attachment

OR

Click the **ATTACHMENT** menu

Click the **BROWSE** option

5. **DO NOT CLOSE THE BROWSE WINDOW!**

*The covering note will appear with a list of attachments.*

*An error message will appear, if it cannot be browsed in the software in which it was created.*

*The Browse button on the tool bar is used to read the covering note.*

*To continue in the next exercise.*

## EXPORT ATTACHMENTS

Attachments may be saved in a folder within the ICONDESK environment with the MOVE function, or in the PC environment with the EXPORT function. The latter is the most common activity.

When exporting an attachment, the user may choose to change the filename (maximum of 8 alphanumeric characters). The format parameter identifies the file type, for example ASC identifies an ASCII format, WPE a WordPerfect for Windows format and WB1 a Quattro Pro format..

### Method

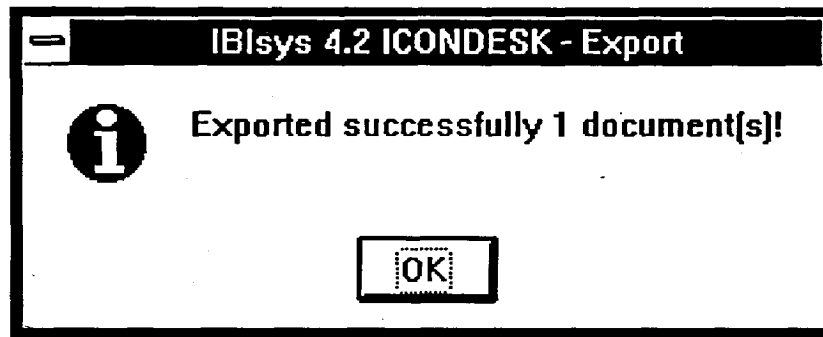
To export an attachment:

1. Select the appropriate message containing the attachment.
2. Select the attachment to be exported (*there is no need to browse it, but the option can be accessed from the browse Attachment window*).
3. Click the EXPORT option from the ATTACHMENT menu.  
(*The Export button on the tool bar is used to export the messages only, not the attachments.*)

The screenshot shows the 'Export' dialog box with the following fields and controls:

- From:** Document/Attachment (selected), h:\doc\brow.wpe (selected), Format: wpe
- To:** Filename: budget, Directory: c:\doc, Format: wpe
- Directories:** List containing [.] (selected), [a-], [c-], [g-]
- Buttons:** Export, Close, Accept, Discard

4. Select the appropriate drive name and directory.
5. Click in the **FILENAME** box and type the filename.
6. Click the **ACCEPT** command button. (*Verify if the appropriate format is selected before accepting.*)
7. Click the **EXPORT** command button. (*A confirmation box will appear.*)



8. Click the **OK** command button.
9. Click the **CLOSE** command button.
10. Close the message window and click the **EXIT** button.

### Exercise

In this exercise, you will browse the attachment you have received and export it to H:\DOC.

1. Select the attachment
2. Click the **FILE** menu
3. Click the **EXPORT** menu
4. Double-click the **H:** drive
5. Double-click the **DOC** directory
6. Click in the **FILENAME** field and type you family name within 8 characters
7. Click the **ACCEPT** command button
8. Click the **EXPORT** command button
9. Click the **CLOSE** command button
10. Close the **BROWSE** window

*You should still be in the Browse window.*

*Switch to WordPerfect with Alt+Tab to verify.*

## SUMMARY

**To attach a file or document stored on a drive:**

1. Click the **SEND** button, to generate the Send window.
2. Click the **WRITE MESSAGE NOTE** option from the **FILE** menu.
3. Type the note providing background information about the attachment.
4. Click the **ATTACHMENTS** button.

**OR**

Click the **ATTACHMENTS** option from the **MESSAGE** menu.

5. Position the mouse pointer in the **FILES** box and double-click the appropriate drive name.
6. Double-click the directory name.
7. Double-click the document name, to add it to the attachment list box at the bottom of the window.

**OR**

Click once and click the **ADD** command button.

8. Select (if necessary) the appropriate format in the **FORMAT** box.

WPE = WPWIN

WB1 = Quattro Pro

ASC = ASCII files

If, the listing at the bottom of the window does not reflect the modified format, click **MODIFY**.

9. Repeat steps 7 and 8 to attach other files or documents.
10. Click **OK**.
11. Click the **SEND MAIL** button and close the **SEND MAIL** window.

**To browse an attachment in a message:**

1. Select the message containing the attachment and browse to see if it contains relevant information about the attachment before it is browsed.
2. Double-click the attachment, if you desire to browse it.
3. The related software will be booted to facilitate the browsing activity.
4. Exit the application software.
5. Click the **EXIT** button to close the **BROWSE** window.

**To export an attachment:**

1. Select the appropriate message containing the attachment.
2. Select the attachment to be exported.
3. Click the **EXPORT** option from the **ATTACHMENT** menu.
4. Select the appropriate drive name and directory.
5. Click in the **FILENAME** box and type the filename.
6. Click the **ACCEPT** command button.
7. Click the **EXPORT** command button.
8. Click the **OK** command button.
9. Click the **CLOSE** command button.
10. Close the message window and click the **EXIT** button.

## SELF-CHECK EXERCISE

1. Create a message and attachment a document of your choice.
2. Browse a message which contains an attachment.
3. Export an attachment to you C:\DOC directory.
4. Delete all of the messages in the STUDENT folder.
5. Delete all of the messages in the CLASS folder.
6. Delete all of the messages in the Mainbox.
7. Delete all of the messages in the General folder.

# ***SECTION SIX***

## ***ADDITIONAL TOPICS***

In this section you will:

- Create Folders
- File Messages
- Delete Folders
- Modify the List Layout
- Modify the Mail Out Options
- Search for Messages

## SECTION SKILLS AND THEIR IMPORTANCE

*In the following section, you will:*

### ■ Create Folders

*Folders are created by simply naming them in any dialog box which requires a folder to be identified. Efficiently using folders will minimize the quantity of mail items in each mailbox and offers a logical approach to maintaining mail in ICONDESK.*

### ■ Export and Move Messages

*Messages residing in the Outbox, Inbox or any ICONDESK folders may be moved into customized folders within the E-mail environment with the Move option. They can also be downloaded to the PC environment using the Export option. These options provide the ideal tools for maintaining a logical and efficient filing system within the E-mail or PC environments, and at the same time allowing each user to personalize his/her ICONDESK.*

### ■ Delete Folders

*Folders are sometimes unknowingly created, because of a keying mistake when typing the folder's name. The delete function provides the tool to eliminate those unwanted folders, and those no longer required. Well managed folders will go a long way to maximizing the efficiency of the mailing system.*

### ■ Modify the List Layout Parameters

*Every mailbox contains a Mail List box in which the residing messages are displayed. Its usefulness is based on the type of information displayed. By displaying the most relevant parameters, the user may retrieve important information at a glance. This is made possible with the List Layout option, found in every window.*

### ■ Modify the Mail Options

*Additional mail options may be associated with the current message with the help of the option Mail Options. Some of these options request a delivery or read acknowledgements; allow authors of messages to send them in the name of someone else, or set conditions such as a reply deadline or an acceptance deadline before a message is removed from the recipient's mail.*

### ■ Search for Messages

*The search function can be used to quickly find a specific message or group of messages based on common specifications. For example, if a user wanted to look at only last week's outgoing messages, the search function could provide a quick tool by which to select them.*



## CREATE FOLDERS

Folders serve as a way of grouping messages under specific topics, within the E-mail environment. These folders reside on the server.

Network administrators may create folders for specific groups, to be accessed only by that group. Each user may create a series of private folders, to be accessed only by them. Messages kept in the ICONDESK folder environment, may easily be reused with the "Reuse" function.

### Method

To create a folder:

1. Type the name of the folder in any window or box, which displays a folder field, such as the Send Mail dialog box or the Move dialog box.  
*(If the folder exists, it will use it. If the folder does not exist, ICONDESK will create it.)*

**CAUTION:** The number of folders can increase accidentally, when typos occur while typing the folder name!!! Occasionally review the folder names in the Folder List box in the Mainbox.

### Method

To verify the list of folders in the Mainbox window:

1. Click the **ALL FOLDERS** option button, to display all the folders.  
OR
1. Double-click a specific folder to display the enclosed mail items.

## MOVE AND EXPORT MESSAGES

There are two environments in which to keep messages and attachments. These are:

- in the E-mail environment with the option **MOVE**
- in the PC environment with the option **EXPORT**.

### Move Messages to Folders

Messages may be saved in a folder within the ICONDESK environment, allowing the mail item to be used in any of the ICONDESK activities such as Reuse, Forward, etc. The option which performs this activity is the **MOVE** function. (*Moving attachments is detailed in Section Five of this learning guide.*)

#### Method

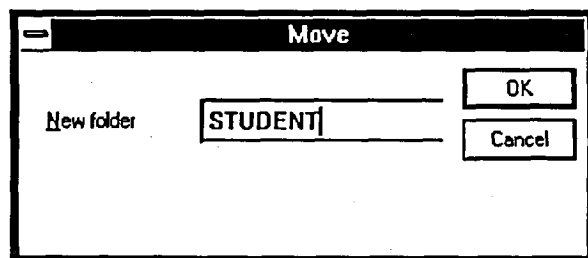
To move a message to a folder, while in the Mail Manager or Browse windows:

1. Select any of the mailboxes.
2. Click the mail item to be moved.
3. Click the **MOVE** button of the Mail Manager tool bar.

OR

Click the **FILE** menu of the Mail Manager.

Click the **MOVE** option.



4. Click in the **NEW FOLDER** field.
5. Type the folder name, if it does not exist, or select an existing folder.
6. Click the **OK** command button.

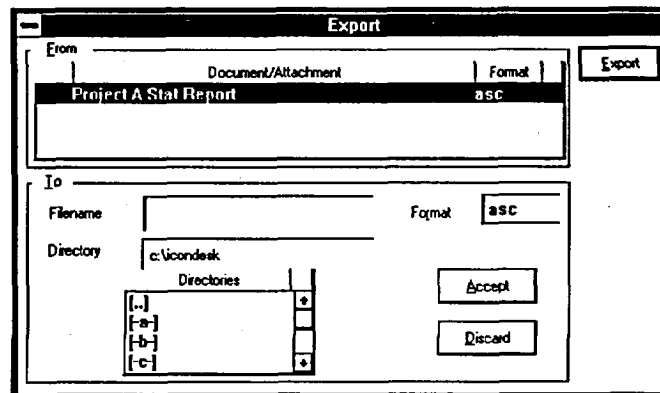
OR

Click the **CANCEL** command button to cancel the operation.

## Export Messages

ICONDESK messages exported to a PC environment, are transferred in an ASCII format and cannot be reused as a message. (As discussed in Section 5, attachments require their format to be properly identified for the exporting activity to be successful.)

**NOTE:** It is recommended to keep a message, that is often used, in the ICONDESK folder environment.



### Method

To export message to the PC environment from any window:

1. Select any of the mail boxes.
2. Select the mail item to be exported.
3. Click the **EXPORT** button.

OR

Select the **EXPORT** option from the **FILE** menu.

4. Double-click the desired drive.
5. Double-click the desired directory. *(The directory must already exist.)*
6. Type the filename.
7. Select the **ASC** format in the **FORMAT** box if it is a message, (if necessary).
8. Click the **ACCEPT** command button.
9. Click the **EXPORT** Command button.  
*(The Export confirmation dialog box will be displayed)*
10. Click **OK**.
11. Click the **CLOSE** command button.

## DELETE FOLDERS

A folder is automatically deleted when all of the mail items are deleted from within it. It is often faster to delete the whole folder from the Mainbox window.

### Method

To delete a folder:

1. Select the appropriate folder from the folder box in the Mainbox or Outbox.
2. Click the **DELETE** Button.

OR

Select the **DELETE** option from the File menu.

3. Click **OK** to confirm the operation.

OR

Click **NO** to cancel the operation.

### Exercise

In this exercise, you will file all of the messages from the Inbox in a **STUDENT** folder using the Move function.

1. Open the Inbox window
2. Select all of the messages *Using the Shift+click technique.*
3. Click the **FILE** menu
4. Click the **MOVE** option
5. Click in the New Folder field and type **STUDENT**
6. Click the **OK** command button
7. Open the **MAINBOX** window
8. Click in the **ALL FOLDERS** button *Located in the bottom right side of the window if the Detail section is not accessed.*
9. Double-click the folder named **STUDENT** *Check if the messages you moved are located in that folder.*
10. Click the folder **STUDENT**
11. Click the **DELETE** button *or, click the Delete option from the File menu.*

**Exercise**

In this exercise, you will save some messages from the Mainbox and Student folders on the H:\DOC.

1. Open the Mainbox window
2. Double-click a message you created *This is to generate the Browse window.*
3. Click the **FILE** menu
4. Click the **EXPORT** option
5. Double-click to select the **H:** drive
6. Double-click to select the **DOC** directory
7. Type your firstname in the Filename box *Do not exceed 8 characters.*
8. Click **ACCEPT**
9. Click **EXPORT**
10. Click **OK**
11. Press the **Alt+Tab** to switch to Windows' Program Manager
12. Start WordPerfect for Windows
13. Open the file **H:\DOC\name** *Replace name by the name you typed in step 7.*
14. Click **OK** *WordPerfect will see this message in an ASCII format, simply accept.*
15. Press on **Alt+Tab** till your back in IBIsys **ICONDESK** Mail Manager

## LIST LAYOUT

The mail item list box, found in each mailbox, outlines information which relates to each message within that mailbox or folder. Selecting the relevant information, allows the user to know at a glance information such as: the message status (envelope icons), who sent or received the message, when it was sent or received, the subject matter and number of attachments.

### Method

To modify any of the display parameters:

1. Open the desired mailbox.
2. Select the **LIST LAYOUT** option from the **OPTIONS** menu.
3. Position the mouse pointer in the **FIELDS AVAILABLE** box.
4. Click in **FIELD WIDTH**, choose the number of characters to displayed.
5. Click in **ALIGNMENT**, select **LEFT**, **RIGHT** or **CENTER**.
6. Click in **TITLE** and type the desired header.
7. Click the **Add** button and the **OK** button.

*(The changes will be displayed in the Current Fields box.)*

OR

Position the mouse pointer in the **CURRENT FIELDS** box.

Select the field in front of which you would like to insert the new field.

Click the **INSERT** button and the **OK** button.

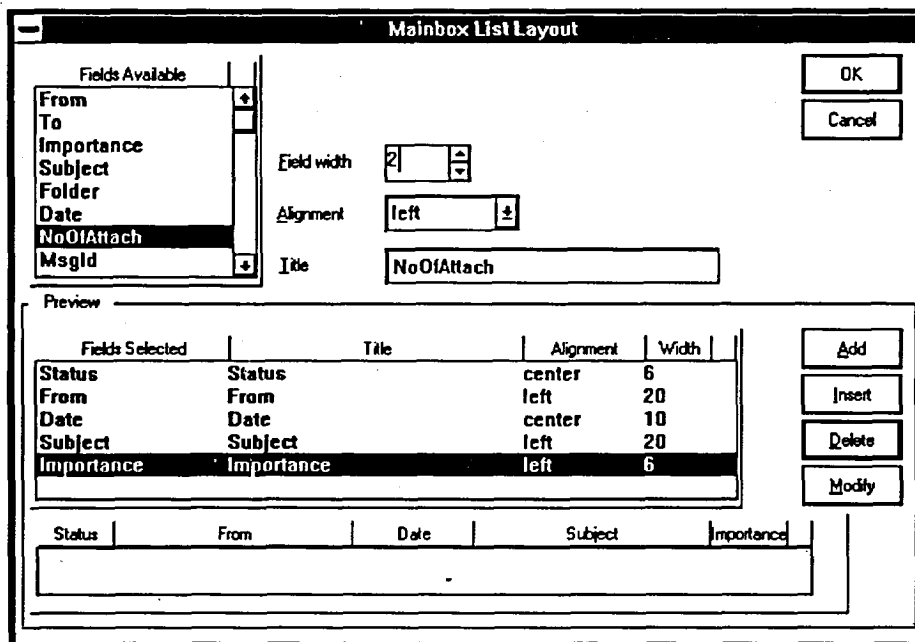


Figure 42: List Layout Dialog Box

**Exercise**

In this exercise, you will change the default List Layout parameters of each mailbox.

1. Click **OPTIONS** in the Mail Manager window
2. Click **LIST LAYOUT**
3. Click **NOATTACH** in the Fields Available field
4. Click **WIDTH** and type **2**
5. Click **ALIGNMENT** and select **LEFT**
6. Click **TITLE** and type **No**
7. Click the **ADD** command button
8. Click **VIEW** in the Mail Manager window *Or, replace steps 10 and 11 by simply clicking on the Inbox button on the Mail Manager tool bar.*
9. Click **INBOX**
10. Repeat steps 2 to 8
11. Click **View** in the Mail Manager window *Or, replace steps 13 and 14 by simply clicking on the Outbox button on the Mail Manager tool bar.*
12. Click **OUTBOX**
13. Repeat steps 2 to 8

## MESSAGE OPTIONS

Some of the default settings for the Send operation can be modified by users. For example, the types of confirmations, the reply deadline and the FROM: field for users who often send messages in the name of other users.

### Method

To change the message options from the Send window:

1. Select the **SEND** option, to generate the Send window.
2. Click the **MESSAGE OPTIONS** button.

OR

Selection the **MESSAGE OPTIONS** option from the **OPTION** menu.

3. Modify any of the fields, for example:  
Click in the **FROM:** field and type the name of the person for whom your writing this message.  
Click in the **CONFIRM RECEIPT** check box or any of the Mailing Options.  
*(The check mark in the box indicates those selected. To deselect, click again to remove the check mark.)*
4. Click **OK**.

Figure 43: *Message Option Window*



OPTION	DESCRIPTION
<b>Confirm Delivery</b>	Sends a status report when the recipient accepts the message.
<b>Confirm Receipt</b>	Sends a status report when the recipient has browsed (read) the message.
<b>Report of Non-delivery</b>	Sends a status report when the message is not delivered to any recipient for any reason.
<b>Importance</b>	Sets the importance of the message to <b>normal, high or low</b> , normal being the default setting ( <i>may be used to display mail items from any list box by order of importance</i> ).
<b>Sensitivity</b>	Set the sensitivity of the message to <b>normal, personal, private or confidential</b> , normal being the default setting.
<b>Reply By</b>	Indicates the date and time a reply to the message is requested. The date and time format is consistent with the Windows format.
<b>Expiry Date</b>	Indicates to delete the message, if it has not been accepted by the recipient(s) by the date identified. The default settings programmed in the recipient's Mail Profile must indicate to destroy such messages.
<b>Priority</b>	Sets the communication criteria to <b>normal, not urgent or urgent</b> , the default setting being normal.

## SEARCH FOR MESSAGES

ICONDESK offers a search facility within the Mail Manager Window. A user may search on the following parameters:

- Date from and To fields
- Folders field (default is all folders)
- From field (the senders address)
- To field (the recipient address)
- Subject
- Importance (Normal, High or Low)
- Status Flags (forwarded, Composed, Read, Sent, Report)

The screenshot shows a 'Search' dialog box with the following elements:

- Date from:** A date picker showing '1 / 1'.
- to:** A date picker showing '1 / 1'.
- OK** and **Cancel** buttons.
- Folders:** A text input field with a dropdown arrow.
- From:** A text input field containing 'Cloutier'.
- To:** A text input field.
- Subject:** A text input field.
- Importance:** A section with three radio buttons:  Normal,  High, and  Low.
- Status Flag:** A section with five dropdown menus: **Forwarded:** Ignore, **Composed:** Ignore, **Read:** Ignore, **Sent:** Ignore, and **Report:** Ignore.

Figure 44: Search Window

### Method

To search for a message:

1. Click the **VIEW** menu of the Mail Manager window.
2. Click the **SEARCH** option. (*The Search window (Figure 44) will appear.*)
3. Select all the parameters required for the search.
4. Click **OK**. (*ICONDESK should display the results in the list box of the mailbox.*)

## SUMMARY

### To create a folder:

1. Type the name of the folder in any window or box, which displays a folder field, such as the:
  - Send Mail dialog box
  - Move dialog box

### To move a message to a folder:

1. Select any of the mail boxes.
2. Click the mail item to be moved.
3. Click the **MOVE** button of the Mail Manager tool bar.  
OR  
Click the **FILE** menu of the Mail Manager.  
Click the **MOVE** option.
4. Click the **NEW FOLDER** field.
5. Type the folder name.
6. Click the **OK** command button.

OR

Click the **CANCEL** command button to cancel the operation.

### To export message to the PC environment from any window:

1. Select any of the mail boxes.
2. Select the mail item to be exported.
3. Click the **EXPORT** button.  
OR  
Select the **EXPORT** option from the **FILE** menu.
4. Double-click the desired drive.
5. Double-click the desired directory. *(The directory must already exist.)*

6. Type the filename.
7. Select the **ASC** format in the **FORMAT** box if it is a message, (if necessary).
8. Click the **ACCEPT** command button.
9. Click the **EXPORT** Command button.  
*(The Export confirmation dialog box will be displayed)*
10. Click **OK**.
11. Click the **CLOSE** command button.

### To delete a folder:

1. Select the appropriate folder(s) from the folder box in the Mainbox or Outbox.
2. Click the **DELETE** Button.  
OR  
Click the **DELETE** option from the File menu.
3. Click **OK** to confirm the operation.  
OR  
Click **NO** to cancel the operation.

### To modify any of the display parameters:

1. Open the desired mailbox.
2. Select the **LIST LAYOUT** option from the **OPTIONS** menu.
3. Position the mouse pointer in the **FIELDS AVAILABLE** box.
4. Click in **FIELD WIDTH**, choose the number of characters to displayed.
5. Click in **ALIGNMENT**, select **LEFT**, **RIGHT** or **CENTER**.
6. Click in **TITLE** and type the desired header.
7. Click the **Add** button and the **OK** button.

**To change the message options from the Send window:**

1. Select the **SEND** option, to generate the Send window.
2. Click the **MESSAGE OPTIONS** button.  
OR  
Selection the **MESSAGE OPTIONS** option from the **OPTION** menu.
3. Modify any of the fields, for example:  
Click in the **FROM:** field and type the name of the person for whom your writing this message.  
Click in the **CONFIRM RECEIPT** check box or any of the Mailing Options.  
*(The check mark in the box indicates those selected. To deselect, click again to remove the check mark.)*
4. Click **OK**.

**To search for a message:**

1. Click the **VIEW** menu of the Mail Manager window.
2. Click the **SEARCH** option. *(The Search window (Figure 44) will appear.)*
3. Select all the parameters required for the search.
4. Click **OK**. *(ICONDESK should display the results in the list box of the mailbox.)*

## SELF-CHECK EXERCISE

1. Create and sent a message, then move it in the STUDENT folder.
2. Accept and browse a new message in the Inbox, then move to a folder called PERSONAL
3. Export a message from your Inbox to C:\DOC.
4. Search for a message of your choice.
5. Delete the folders PERSONAL and STUDENT.
6. Create a message in the name of another participant in the class, by changing the Mail options of the message, before sending it.
7. Change the List Layout for the Mainbox window to remove the Importance field.
8. Change the List Layout for the Mainbox window to include the Importance field.
9. Change the Mail Options to include the confirm delivery receipt parameter.

## GLOSSARY

**Alias** A list of user addresses grouped under one name. Simplifies sending the same message to several people at once (i.e. a distribution list). Can also serve as a nickname for one user.

**Attachment** A document or file (e.g. text, spreadsheet, graphics) attached to a message.

**Folder** Where IBISys documents are stored. Analogous to a paper file folder. Used to store documents that are logically related to one another.

**Forwarded Message** A copy of a message sent to a user who was not the original recipient. A covering message accompanies the forwarded message.

**Importance** Indicates the importance (high, medium, normal) attached by the sender of a message. The default is normal.

**Inbox** Where all incoming mail is collected.

**Mailbox** Your private IBISys cabinet. Identified by your login name.

**Mainbox** Serves for long-term storage of mail. You can move mail from one folder to another or delete it.

**Message** The electronic mail a user sends to another user.

**Message Identification Number** A consecutive number assigned to each message for identification purposes.

**Outbox** Where all messages you have composed and sent are stored.

**Primary Recipient** The main addressee(s) of a message.

**Recipient** The name of the user to whom a message is sent. There are 3 types:

**TO** The main recipient(s) (who the message is addressed to).

**CC** Indicates users receiving a Carbon Copy of the message.

**BCC** Indicates users receiving a Blind Carbon Copy of the message. Only the sender sees the names of all the BCC recipients.

**Sensitivity** Indicates the confidentiality (personal, private, confidential, or normal) of a message. The default is normal. Messages with a sensitivity other than normal cannot be forwarded to other users.

**Status Bar** The line at the bottom of a window which suggests the next step in mail.

**Tool bar** A row of buttons appearing below the menu bar. Contains the most frequently used commands. The buttons change according to context.

**User Name** The name by which a user is known in mail

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## Quick-Reference for Introduction to ICONDESK 4.2

### Work with ICONDESK

#### To log in to the ICONDESK:

1. Position the mouse pointer on the **MAIL/COURRIER** group.
2. Double-click to restore the window.
3. Double-click the **MAIL** icon to start ICONDESK and display the login dialog box.
4. Type your **LOGIN NAME** (in lowercase) and press the **Tab** key.
5. Type your **HOST NAME** (in lowercase) and press the **Tab** key.
6. Type your **PASSWORD** (in lowercase) and press the **Enter** key.
7. Click the **YES** button to work with the new mail, or  
Click the **NO** button to go directly to the **MAINBOX**.

#### To close ICONDESK and Logout of IBISys:

1. Click the **EXIT** button or select **EXIT** from the **FILE** menu.
2. Press **Alt-Tab** until you display the **IBISYS LOGIN** banner.
3. Click the **COMMAND** menu.
4. Click the **LOGOUT** option.

#### To display the Help function:

1. Press **F1**.  
OR
1. Position mouse pointer on the **HELP** menu.
2. Select a Help options.

#### To display information on a specific component of the current window:

1. Select the appropriate window.
2. Press the **SHIFT+F1**.
3. Click the active window component or menu option on which help is required.

#### To display a window:

1. Position the mouse pointer on the **VIEW** menu in the Mail Manager window.
2. Click **VIEW**.
3. Click the **INBOX** or **OUTBOX** option.  
OR
1. Position the mouse pointer on the tool bar of the Mail Manager window.
2. Click the **INBOX** or **OUTBOX** icon.

### Send Messages

#### To create a message and send it:

1. Click the **SEND** button of the Mail Manager tool bar.  
OR  
Select the **SEND MAIL** option from the **MAIL OUT** menu.
2. Type a general subject in the **SUBJECT** field. (optional)
3. Click in the **FOLDER** field and type the folder name.(optional)
4. Click in the **TO:** field.
5. Select the main recipient(s) to whom you are sending the message.
6. Click in the **CC:** field and select the appropriate addresses.
7. Click in the **BCC:** field and select the appropriate addresses.
8. Click the **WRITE MESSAGE NOTE** button.  
OR  
Select the **WRITE MESSAGE NOTE** option from the **MESSAGE** menu.
9. Type the message.
10. Click the **SAVE** button.
11. Click the **SENT** button.  
OR  
Select the **SENT** option from the **MESSAGE** menu.

#### To query for an address:

1. Select the **SEND MAIL** function from the Mail Manager Window.
2. Click the **QUERY** command button in the Send Window.
3. Type the query information. (This could be a first or last name, the X400 or 3COM address or portion of.)
4. Click **OK** or press the **ENTER** key.

#### To delete an address:

1. Select the appropriate address in the Recipient box of the Send Mail window.  
*(Use any of the window selection techniques to delete multiple addresses.)*
2. Click the Delete command button.

#### To create an alias:

1. Select the **SEND MAIL** Window from the Mail Manager.
2. Click the **ALIAS** button on the tool bar, or select **OPTIONS, ALIAS**.
3. Click the **NEW** command button.
4. Type the new alias in the Alias box.
5. Click the **OK** button.
6. Double-click an address(es) to associate a user to an alias.  
**OR**  
Select all of the addresses to be associated to a group alias.
7. Click the **ADD** command button.
8. Click the **SAVE** command button.
9. Click the **CLOSE** command button.

### Receive Messages

#### Accept mail when accessing **ICONDESK**:

1. Double-click the **MAIL** icon and login.
2. Click **NO** if you do not want to accept the messages.  
**OR**  
Click **OK** if you want to accept the message(s).
3. Click **OK**.

#### To browse a single message:

1. Open any of the mailbox windows and select the message.
2. Double-click the message to be read.  
**OR**  
Click the **BROWSE** button.
3. Click the **CLOSE** button.
4. Click the **EXIT** button.

#### To browse multiple messages:

1. Open any of the mailbox windows.
2. Select all of the messages to be read.
3. Click the **BROWSE** button on the tool bar.
4. Maximize the message window.
5. Click the **CLOSE** button of the message window.

#### To print a message:

1. Select the message to be printed from any of the windows.
2. Click the **PRINT** button.  
**OR**  
Select the **PRINT** option from the **FILE**.
3. Select the appropriate printer (leaving the Printer box empty will produce an error message).
4. Click the **PRINT** command button in the Print window.

#### To delete a message:

1. Select the appropriate mailbox.
2. Select the appropriate message(s).
3. Click the **FILE** menu.  
Click the **DELETE** button.  
**OR**  
Select the **DELETE** option from the **FILE** menu.
4. Click the **OK** or **NO** command button.

### Reply & Forward Messages

#### Accept mail when accessing **ICONDESK**:

1. Double-click the **MAIL** icon and login.
2. Click **NO** if you do not want to accept the messages.  
**OR**  
Click **OK** if you want to accept the message(s).
3. Click **OK**.

**To browse a single message:**

1. Open any of the mailbox windows and select the message.
2. Double-click the message to be read.  
OR  
Click the **BROWSE** button.
3. Click the **CLOSE** button.
4. Click the **EXIT** button.

**To browse multiple messages:**

1. Open any of the mailbox windows.
2. Select all of the messages to be read.
3. Click the **BROWSE** button on the tool bar.
4. Maximize the message window.
5. Click the **CLOSE** button of the message window.

**To print a message:**

1. Select the message to be printed from any of the windows.
2. Click the **PRINT** button.  
OR  
Select the **PRINT** option from the **FILE**.
3. Select the appropriate printer (leaving the Printer box empty will produce an error message).
4. Click the **PRINT** command button in the Print window.

**To delete a message:**

1. Select the appropriate mailbox.
2. Select the appropriate message(s).
3. Click the **FILE** menu.  
Click the **DELETE** button.  
OR  
Select the **DELETE** option from the **FILE** menu.
4. Click the **OK** or **NO** command button.

### Work with Attachments

**To attach a file or document stored on a drive:**

1. Click the **SEND** button, to generate the Send window.
2. Click the **WRITE MESSAGE NOTE** option from the **FILE** menu.
3. Type the note providing background information about the attachment.
4. Click the **ATTACHMENTS** button.  
OR  
Click the **ATTACHMENTS** option from the **MESSAGE** menu.
5. Position the mouse pointer in the **FILES** box and double-click the appropriate drive name.
6. Double-click the directory name.
7. Double-click the document name, to add it to the attachment list box at the bottom of the window.

OR

Click once and click the **ADD** command button.

8. Select (if necessary) the appropriate format in the **FORMAT** box.  
WPE = WPWIN  
WB1 = Quattro Pro  
ASC = ASCII files  
If, the listing at the bottom of the window does not reflect the modified format, click **MODIFY**.
9. Repeat steps 7 and 8 to attach other files or documents.
10. Click **OK**.
11. Click the **SEND MAIL** button and close the **SEND MAIL** window.

**To browse an attachment in a message:**

1. Select the message containing the attachment and browse to see if it contains relevant information about the attachment before it is browsed.
2. Double-click the attachment, if you desire to browse it.
3. The related software will be booted to facilitate the browsing activity.
4. Exit the application software.
5. Click the **EXIT** button to close the **BROWSE** window.

#### To export an attachment:

1. Select the appropriate message containing the attachment.
2. Select the attachment to be exported.
3. Click the **EXPORT** option from the **ATTACHMENT** menu.
4. Select the appropriate drive name and directory.
5. Click in the **FILENAME** box and type the filename.
6. Click the **ACCEPT** command button.
7. Click the **EXPORT** command button.
8. Click the **OK** command button.
9. Click the **CLOSE** command button.
10. Close the message window and click the **EXIT** button.

#### Additional Functions

##### To create a folder:

1. Type the name of the folder in any window or box, which displays a folder field, such as the:
  - Send Mail dialog box
  - Move dialog box

##### To move a message to a folder:

1. Select any of the mail boxes.
2. Click the mail item to be moved.
3. Click the **MOVE** button of the Mail Manager tool bar.  
OR  
Click the **FILE** menu of the Mail Manager.  
Click the **MOVE** option.

4. Click the **NEW FOLDER** field.
5. Type the folder name.
6. Click the **OK** command button.  
OR  
Click the **CANCEL** command button to cancel the operation.

##### To export message to the PC environment from any window:

1. Select any of the mail boxes.
2. Select the mail item to be exported.
3. Click the **EXPORT** button.  
OR  
Select the **EXPORT** option from the **FILE** menu.
4. Double-click the desired drive.
5. Double-click the desired directory. (*The directory must already exist.*)
6. Type the filename.
7. Select the **ASC** format in the **FORMAT** box if it is a message, (if necessary).
8. Click the **ACCEPT** command button.
9. Click the **EXPORT** Command button.  
(*The Export confirmation dialog box will be displayed*)
10. Click **OK**.
11. Click the **CLOSE** command button.

##### To delete a folder:

1. Select the appropriate folder(s) from the folder box in the Mainbox or Outbox.
2. Click the **DELETE** Button.  
OR  
Click the **DELETE** option from the File menu.
3. Click **OK** to confirm the operation.  
OR  
Click **NO** to cancel the operation.

##### To modify any of the display parameters:

1. Open the desired mailbox.
2. Select the **LIST LAYOUT** option from the **OPTIONS** menu.
3. Position the mouse pointer in the **FIELDS AVAILABLE** box.
4. Click in **FIELD WIDTH**, choose the number of characters to displayed.
5. Click in **ALIGNMENT**, select **LEFT**, **RIGHT** or **CENTER**.
6. Click in **TITLE** and type the desired header.
7. Click the **Add** button and the **OK** button.

**To change the message options from the Send window:**

1. Select the **SEND** option, to generate the Send window.
2. Click the **MESSAGE OPTIONS** button.  
OR  
Selection the **MESSAGE OPTIONS** option from the **OPTION** menu.
3. Modify any of the fields, for example:  
Click in the **FROM:** field and type the name of the person for whom your writing this message.  
Click in the **CONFIRM RECEIPT** check box or any of the Mailing Options.  
*(The check mark in the box indicates those selected. To deselect, click again to remove the check mark.)*
4. Click **OK**.

**To search for a message:**

1. Click the **VIEW** menu of the Mail Manager window.
2. Click the **SEARCH** option. *(The Search window (Figure 44) will appear.)*
3. Select all the parameters required for the search.
4. Click **OK**. *(ICONDESK should display the results in the list box of the mailbox.)*

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