Using Mail

To read messages, from your Inbox - simply click on the message you would like to view from the folder view pane. A preview of the message will be displayed in the reading pane. Double-click the email to view it in a new window.

To check for new messages:

Click the Check for new messages button

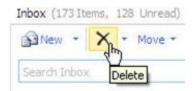


To open a message:

Double-click a message to open in a new window, single click to preview in the reading pane.

To delete a message:

- 1. Select the message that you want to delete
- 2. Click the Delete toolbar button, or press Delete key on your keyboard



To open message attachments:

- 1. Open the message containing the attachment
- 2. In the message header, click the attachment file name
- 3. Click Open



To Reply to a message:

1. Select the message you want to reply or forward and choose from the following options...

only	Reply
Replies to all email addresses on found in the To & Cc fields	Reply Al
Sends the message to another	Forward

- 2. Then, insert a new email address in the To field
- 3. Type any additional text information into the message body
- 4. Click the send button