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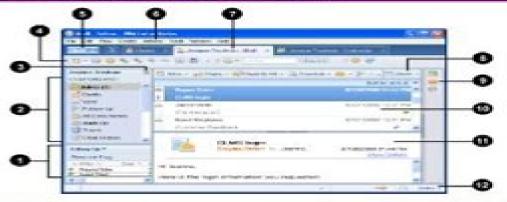
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Mail Management

The Action Bar in the Mail application



- To Open the Mail Application: Clok the Open button and select Mail from the list.
- Message Indicators:
 - III Message has not been read.
 - Message has been read.
 - ir File is attached to the message.
 - 2 This message is marked as urgent-you better look at it last!
- To Open a Message: Double-click the message in the Inbox.
- To Create and Send a Message: Click the New bulton on the Action Bar or press < Ctrl> + «Mi>. Enter the e-mail addressles) in the To field or click the To shortcut to select the addresses. from a directory/contact list. Type your message. and click the Senid button on the Action Bar.
- To Reply to the Message Sender: Select or open the message and click the Reply button on the Action Bar.
- To Reply to All Message Recipients: Select or open the message and click the Reply to All button on the Action Bar.
- To Forward a Message: Sweet or open the message and dick the Forward button on the Action Black

. To Attach a File to a Message: Click the Attach File button on the Action Bar, find and select the file you want to attach, and click Create.

Millione Chical Steem No.

- To Open an Attachment: Open the message and double-click the attachment, or select the message in the inbox and double-click the attachment in the Preview Pane.
- To Set Delivery Options for a Message: Create a new message and click the Delivery Options button on the Action Bar. Specify the appropriate options in the dialog box, and click OK. when you're finished.
- To Delete a Message; Select the message. you want to delete and press the "Delete" key or select Edit -- Delete from the menu
- To Retrieve a Message: Click the Trash folder in the Navigator, select the message you want to nathere, and click Beattons on the Action Bar.
- To Close a Message: Click the Close button. on the window tab or select File -- Close from the menu.
- . To Flag a Message for Follow-up: Select or open the message and click the Follow Up button on the Action Ber.

- Mimiwiew: Displays additional information. in the Mail and Calendar applications.
- Navigator: Displays the views and folders for the currently open application.
- Switcher Menu Button: Allows you to quickly switch between applications.
- Toolbar: Contains buffore for the common commands in the currently open application.
- Open Button: Displays the Open List. which contains links to spolications. documents, bookmarks, and more.
- Menu Bar: Displays a list of menus that you use to give commands to Notes.
- Window Tabs: Use these tabs to manage and switch between open applications and documents.
- Action Bar: Contains buttons for common tasks in the currently open view.
- Sidebar: Provides guidk access to applications.
- View Pane: Displays contents of the CURTORIL VIEW.
- Preview Pame: Displays a preview of the selected form or document.
 - Status Bar: Displays information about the artise more.

General Commands

- . To Open an Application: Click the Open button and select an application from the list, or click the Switcher Menu button in the Navigator and salect an application.
- To Close an Application: Select File → Close from the menu or dick the Close button on the application's window tab.
- To Dock the Open List to the Lefthand Side of the Program Window: Select View -- Book the Open List for the meru.
- To Switch Between Open Applications: Click the window tab for the application you want to display.
- To View Window Thumbnails: Click the Show Thumbourills button to the right of the Open button or press <Ctrl> + <5hitt> + STO.
- To Displayiffide the Preview Pane: Select View -- Preview Pane -- Show Preview from the menu, or dick the arrow button on the Preview Pane's top border.
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