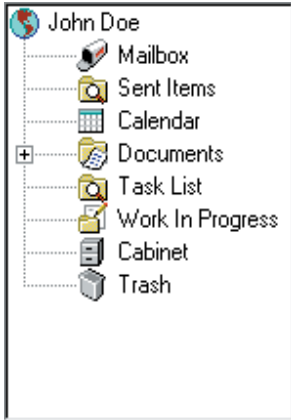




## Mailbox

### Viewing the Mailbox

The main screen includes the folders list, a menu bar, and a toolbar containing several icons. The folders list contains useful functional areas that can be viewed by clicking on a desired folder.



- Mailbox:** Contains the incoming messages you receive.
- Sent Items:** Contains the messages you have sent.
- Calendar:** Contains a calendar that stores information about your appointments, notes, and tasks.
- Documents:** Contains subfolders for documents you have authored and documents in your default library.
- Task List:** Stores a list of your tasks.
- Work in Progress:** Stores drafts of unsent messages until you are ready to send them.

**Cabinet:** Holds all messages that have been filed for storage.  
**Trash:** Contains items that have been deleted.

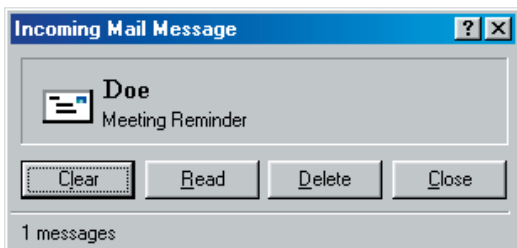
### Reading Mail and Phone Messages

- Click on the **Mailbox** folder from the folders list. A list of messages will appear on the right.
- Double-click the message you wish to read. An **Envelope** icon will appear next to a mail message. A **Telephone** icon will appear next to a phone message.

### Using Notify

Notify is a program that works with GroupWise to alert you when you have new items in the mailbox, when outgoing items are opened, or when you have an upcoming appointment. The **Notify** icon is located on the Windows task bar.

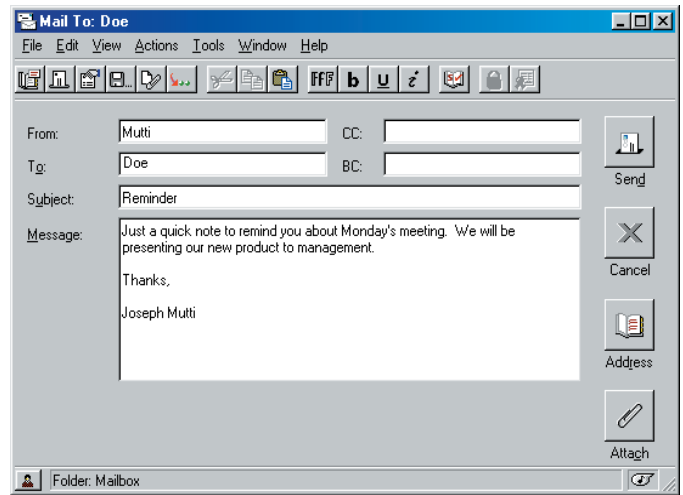
- New Item Notification Icon**—An envelope appears over the **Notify** icon on the Windows task bar when an item is received in the mailbox.
- Notification Dialog Box**—The Notification Dialog box opens automatically over any application you are working on when new and unopened items are received in the mailbox.



*Note:* To change Notify options, right-click the **Notify** icon on the Windows task bar and select **Options** from the resulting menu.

### Creating a New Mail Message

- Select **New** from the **File** menu.
- Choose **Mail** from the resulting menu.
- Enter a recipient address and email subject in the appropriate boxes in the **Mail To** window.
- Type your message in the **Message** field.
- Press the **Send** button to send your message.



### Replying to a Message

- Open a message from the Mailbox.
- Click the **Reply** button.
- Choose **Reply to sender** to send the message to only the sender, or choose **Reply to all** to send the message to the sender and all recipients.
- Click the **OK** button.

### Forwarding a Message

- Open the message you wish to forward.
- Click the **Forward** button. A new **Mail To** window will appear.
- Type the appropriate recipient information in the **To** text box.
- Click the **Send** button.

### Viewing an Attachment

A mail message with an attachment will appear in the mailbox next to the **Attachment** icon.

- Open the message with the attachment.
- Click the **View** button on the toolbar to open the **Attachments** window. The attachment will appear on the bottom of the window.

### Printing Messages

- Select the message you wish to print.
- Choose **Print** from the **File** menu, or press **Ctrl + P**.
- Check the **Print attachment** box if the message includes an attached file.
- Click the **Print** button.