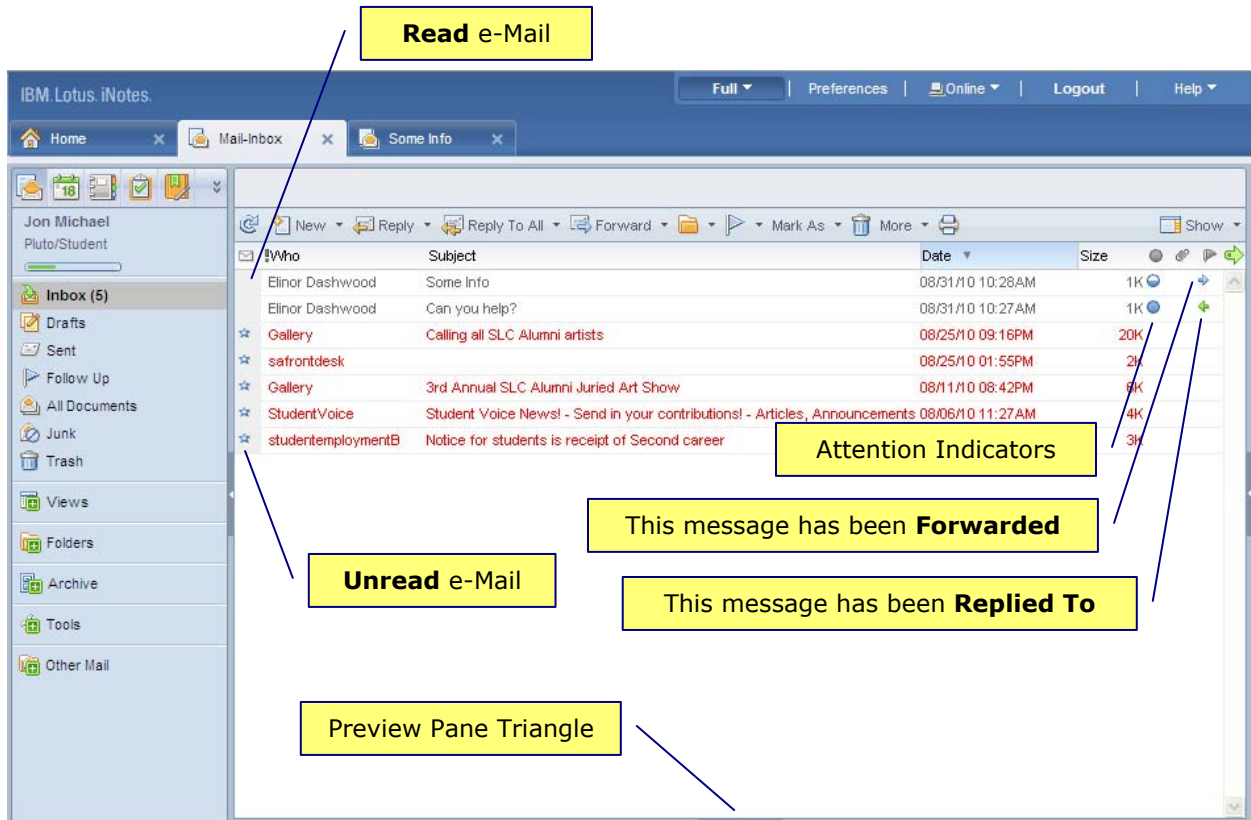





The Inbox

The **Inbox** lists incoming mail messages. Messages listed in red are new and unopened, while messages listed in black have been opened. To open a mail message, double-click it.



Attention Indicators

Icons in your Inbox that identify your recipient level - whether you are the only recipient , a primary recipient , or a secondary recipient .

Preview Pane

Use the *Preview Pane* to simultaneously view the content of a message and the list of messages in your *Inbox*. The *Preview Pane* displays the e-mail message that is selected in the *Inbox*.

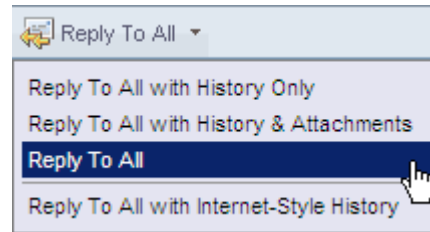
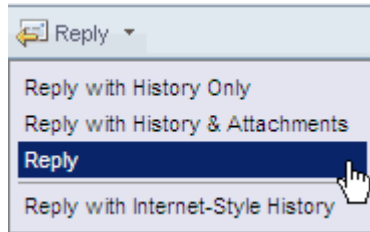
You can show and hide the preview pane by clicking the *Preview* triangle at the bottom of the *Inbox* list.

You can resize the *Preview Pane* by dragging the top edge of the pane to the position you want.

Reply To e-Mail Messages

You can *Reply* to an e-mail either while viewing/reading the open e-mail message, or directly from the *Inbox* view.

You have two options when replying to an e-mail – *Reply* (which sends a reply to the sender only) and *Reply to All* (which sends a reply to the sender and to all other recipients of the original message) - and both methods each offer the same 4 options for the reply.

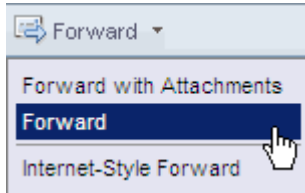


Reply with History Only	Sends a reply that includes the original message and all previous messages – but does not carry forward any files that were attached to previous messages. This reduces the size of the message (in bytes).
Reply with History & Attachments	Sends a reply that includes the original message and all previous messages – as well as all files that were attached to the previous messages.
Reply	Sends a reply that does not include any previous messages or attachments.
Reply with Internet-Style History	The reply includes the text of the original message formatted in the line length and marked with the left-margin character (> is the default). This style of reply history includes no pictures, attachments, OLE objects, or collapsible sections.

Forward e-Mail Messages

When you forward an e-mail message or messages, **Fw:** appears at the beginning of the message's **Subject** line.

You have 3 options when forwarding an email message or messages:



Forward without Attachments

Forwards the original message, but does not include any file attachments.

Forward

Forwards the entire original message, including any file attachments.


Internet-Style Forward

Forwards the text of the original message formatted in the line length and marked with the left-margin character (> is the default). This style of forwarding includes no pictures, attachments, OLE objects, or collapsible sections.

Note: To forward multiple messages as a single message, select the desired messages in the *Inbox* view then choose *Forward* from the toolbar.

Delete e-Mail Messages

With an e-mail message open, click the **Trash** icon  in the toolbar at the top of the message.

While in the *Inbox* view, select the message and click the **Trash** icon  located in the toolbar above the list **or** press the **Delete** key on the keyboard.

To delete multiple messages at once, select the desired messages in the *Inbox* view then click the **Trash** icon **or** press the **Delete** key on the keyboard.

You can also drag the e-mail message (or multiple selected messages) to the *Trash* item located in the Navigation Pane on the left side of the window.