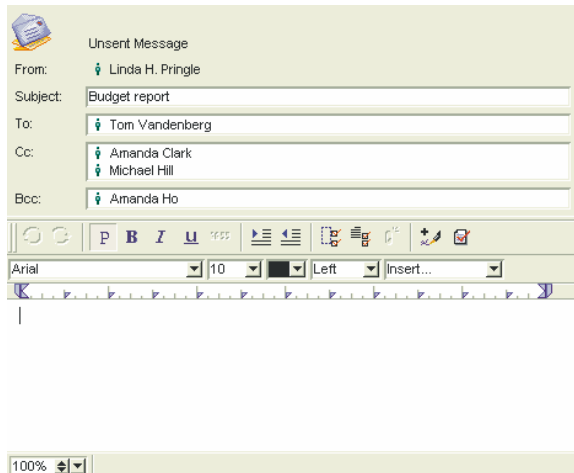


Working with messages

Messages work the same way whether you are in your Mailbox or a conference. An unread message has a red flag beside it. To read a message, double-click it.

Creating a new message

- 1 Choose Message > New Message to use the standard message form.
To use another message form, choose Message > New Message Special, then the appropriate form. If you decide you want to use another form, choose File > Delete with the first form still open.
- 2 Address the message.



----- Tips for entering recipients' names:

- All users and conferences known to the server (including names you added as personal addresses) are stored in the [Directory](#). To address a message to any user or conference in the Directory, you can type a partial name. When you press Tab or Enter/Return, the whole name is filled in if what you typed is unique in the Directory. Otherwise, the Directory opens with a list of all names that match. Select the name you want, then click To, Cc, or Bcc, or drag the name to the appropriate field.
 - If you are in a conference, your new message is automatically addressed to that conference.
 - You can drag names from other messages or documents to the appropriate field in your message [envelope](#).
- 3 Type the message body in the lower pane of the message form.
You can copy material from other sources, format it, and edit it as described in our online help.
 - 4 Attach a file to the message by choosing File > Attach, if desired.
Shortcut
Drag a file to the message envelope. You can also use this method to attach FirstClass objects, such as documents, or files attached to other messages.
 - 5 Send the message by choosing Message > Send.

Replying to a message

- 1 Select or open the message.

- 2 Select any text that you want to quote in your reply.
If you want to quote the entire message in your reply, choose Message > Reply Special > Reply with Quote. If you choose this, you cannot choose any of the directed reply options below. You can only send the reply to your default recipients, or update the envelope manually.
- 3 Create a reply in one of the following ways:
 - choose Message > Reply to create a reply addressed to your default recipients as specified in your mail rules [preferences](#)
For information on setting your reply preferences, see our online help.
 - choose Message > Reply Special, then one of the following:
 - Reply All**
Creates a reply addressed to the sender and all other recipients. The sender's name is placed in the "To" field. All other recipients are placed in the "Cc" field.
 - Reply Sender**
Creates a reply addressed to just the sender.
 - Reply Conference**
Creates a reply addressed to just the conference that contains the message.
 - Reply Original Author**
Creates a reply addressed to just the original sender of a forwarded message.
- 4 Type your reply in the body of the reply message.
- 5 Send the message.

Forwarding a message

- 1 Select or open the message.
- 2 Create a copy of the message (including any attachments) by choosing Message > Forward.
- 3 Address the message.
- 4 Make any changes you want to the message body.
- 5 Send the message.

Downloading an attached file





- 1 Select the attachment in the message envelope.
- 2 Choose File > Save Attachment.
- 3 Select the location on your computer where you want the file to be saved.

Shortcut

Drag the attached file to the desired location.

Checking whether a message has been read

To see the history of a sent message, including who has read it, choose Message > History with the message selected or open.

	vWhat	vWhen	vWho
	Created	5/9/2002 11:50 AM	Amanda Ho
	Sent	5/9/2002 11:50 AM	Amanda Ho
	Read	5/9/2002 11:57 AM	Linda H. Pringle
	Reply	5/9/2002 11:57 AM	Linda H. Pringle