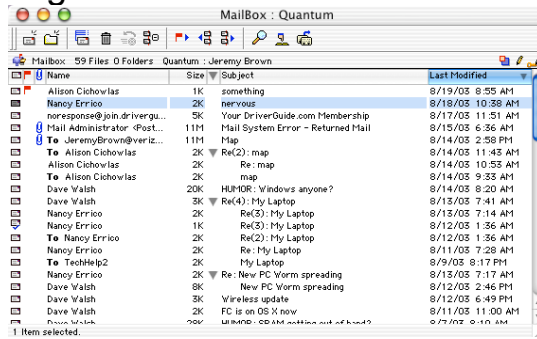


Checking and Manipulating E-Mail From Your First Class® Desktop






-Your Mailbox is located on your desktop and can be accessed by double clicking on the "MailBox" icon:



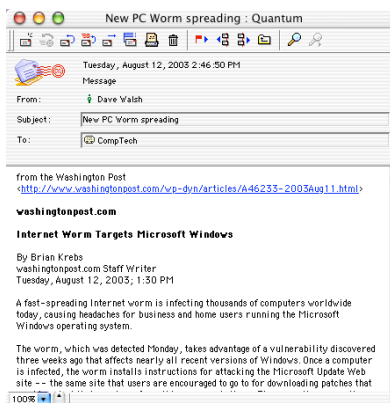
-Once your mailbox is open, you can view messages you've received or sent. Your MailBox should look something like this:



The Following table should help you to identify message types:


	New Message
	Attachment
	Unsent Message
	Sent Message
	Replied Message

-To view a particular message, double click on it. A message window, similar to this should appear:



The following buttons are located at the top of the message window, right below the message title:

-To forward this message to another E-Mail address, click this button: 

-To reply to **Just the sender** of this message, click this button: 

-To reply to **Everyone the message has been sent to**, click this button: 

Please Note: Sometimes it is only necessary to reply to only the sender of a message. Some E-Mail users may find it obnoxious if you reply to all recipients, but speak only to one person.