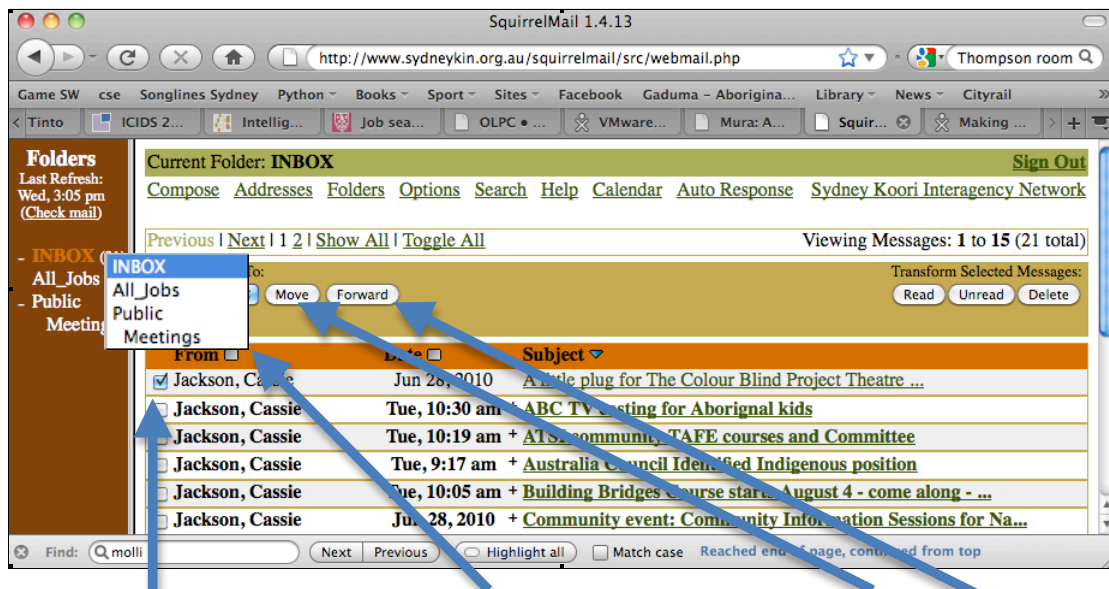


Using the email list

The email list is an online version similar to Outlook, etc although slightly different 'look and feel' But you can do many of the same things.

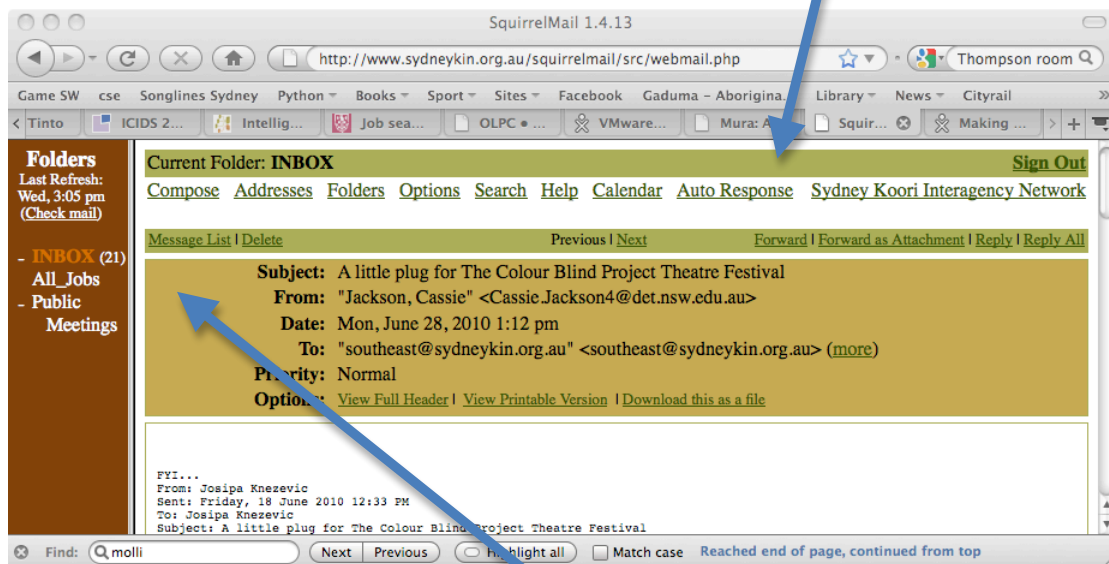
How to move an email



Select the email/s and then the mailbox to move them to. Select Move

How to forward Emails

Open the email by clicking on the subject, then select Forward or select Forward in the Message List



To return to list of Messages, select Message List

To Copy Email

It is not possible to copy emails, but you can forward them to the list you would like to display that email, if you are already displaying it on your list.