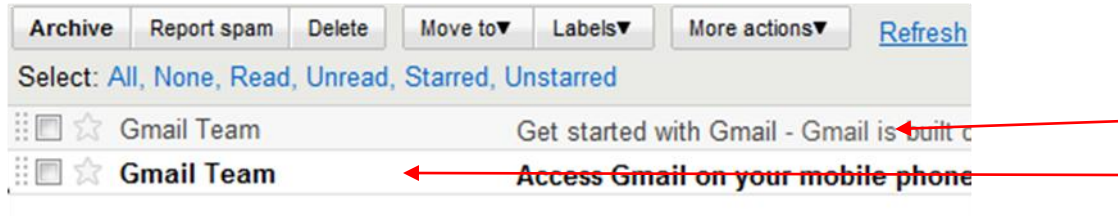


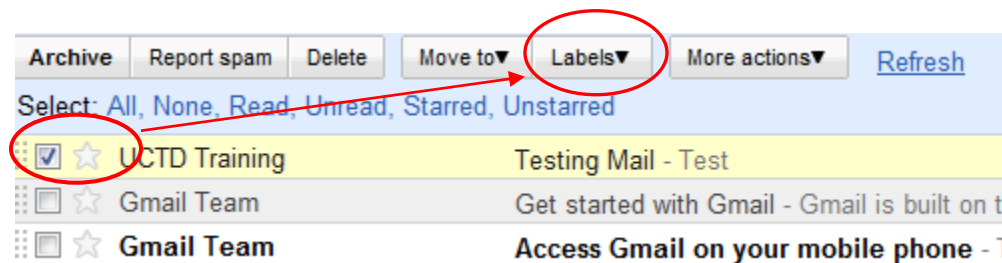
Reading Mail:

To read an email message, simply click anywhere on the message line. (Bolded messages indicate unread email.)

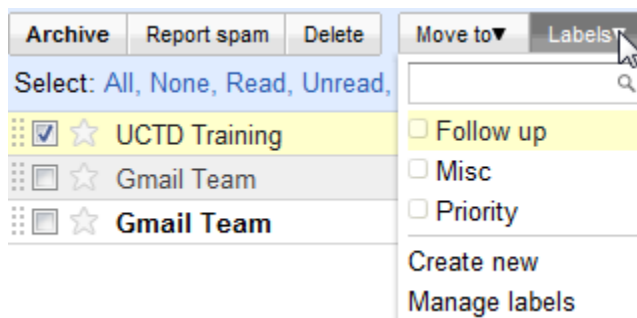


Working with mail messages:

Once you've received mail, there are a number of things you can do with it, such as Delete, Move to, and Label. Just click the box to the left of the message and then select the action to be taken.

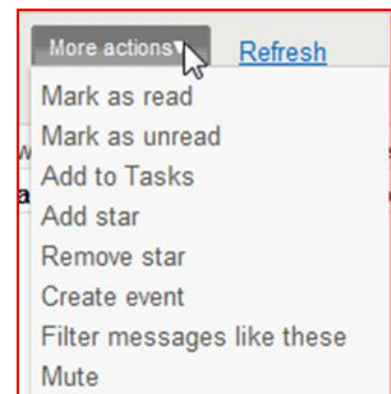


For example, selecting a message and clicking on the Labels pull-down menu will allow you to select a Label for that message.



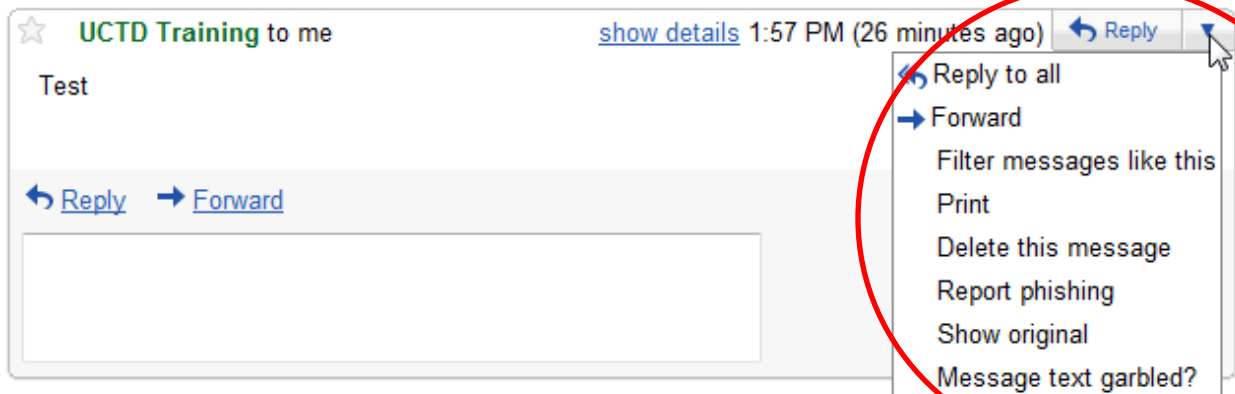
You can also take a host of additional actions, such as Mark as Read/Unread, Add/Remove Star, Filter, etc. To select a message to take action on, click on (check) the box to the left of the message line. Then click on the **More actions** pull-down menu and highlight the action you want to take.

There are also a number of response options for each email



message, such as Reply to All, Forward, Print, Delete, and so on. Open a message by clicking anywhere on the message line. Then, click on either Reply, or on the arrow the right of Reply (to get a pull-down menu with additional options).

Testing Mail Inbox | X



The screenshot shows an email interface. At the top, there is a star icon, the text "UCTD Training to me", a "show details" link, the time "1:57 PM (26 minutes ago)", and a "Reply" button with a small downward arrow. A red circle highlights the "Reply" button and the pull-down menu that appears below it. The menu contains the following options: "Reply to all", "Forward", "Filter messages like this", "Print", "Delete this message", "Report phishing", "Show original", and "Message text garbled?". Below the email header, there is a "Test" subject line and a "Reply" button with a "Forward" button to its right. A large empty text box is visible below the buttons.