



Reading your messages

New messages are held in your **Inbox**, until they are either deleted or moved. A message displaying a paper clip indicates a file has been attached. An attachment could be a Word document, PowerPoint presentation, Excel worksheet, graphic, photograph etc.

1. New mail messages are delivered to your **Inbox** and will be displayed in bold text. Messages already opened are not bold.



2. A click opens the message. When a message is open you can perform the following actions by clicking on the following:



Archive - moves message to **All Mail** See Self Help Guide - Archiving your messages

Add Star - highlight an important message by adding a star.



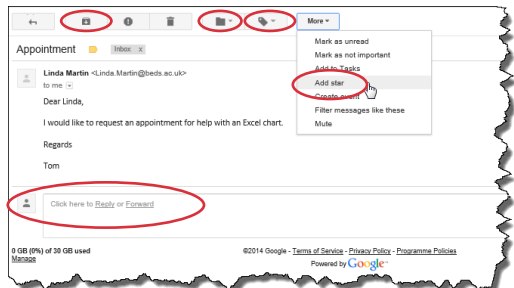
Move to - move message out of the Inbox to it's assigned label.



Labels - assigns a label to a message. This allows you to keep messages with the same label together and allows you to search messages by label. See Self Help Guide - Using Labels

Reply - reply to the sender of the message

Forward - forward the message to another email address.



Replies are grouped with the original message, creating a single conversation. When you open one message in a conversation, all of your related messages will be stacked neatly on top of each other. This is called conversation view, the newest message is always the one you see first.