



OMNi Telix Add attachments and Emails to a New Message

Use drag and drop to add an attachment from and email to a new message. Likewise, to add an email as an attachment to a new message.

Omni Telix														
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Add attachments to a new message using Drag and Drop

Drag the attachment **1** and drop it on the new message tab **3** Drag the email **2** and drop it on the new message tab **3**

Using Copy-Paste



Copy one or more messages message using Ctrl-C

Select one or more messages from the list and press Ctrl-C to **copy**. Following you may **paste** the messages on the new message Tab or in the "Drop Files Here..." area of the new message i.e.

Drop Files Here	Paste

A tip on how to Drag and Drop

Point on the attachment or message you want to drag. Then, press and hold down the left mouse button, move it to the new message you desire, and release the button to drop.

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