

## How to create and send a new message

Message creation is evoked by clicking on the New Message button. 5. Select destination	
File Edit View Message Catalog Tools Withdow Help Sage button	
Actions     Actions     New Message     Copy     Addressee     Via        Addressee     Via   Destination   To: LGMAR   M. M.1:Igmar@hol.gr   Subject:   Our ref.1278-98     File   Edit   Reply to all        The quick brown fox jumps over the lazy dog.                     The quick brown fox jumps over the lazy dog. <b>Copy Copy Copy</b> <	Company Filing Company CREW OPS TECH VARIOUS 6. Send the message
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## Explanation:

1.	Click on the New Message button to evoke editing in a new tab.
2.	Type the message text.
3.	Type the message subject (optional)
4.	Right click (empty area) to add attachment/s.
5.	Type the addressee code on the addressee field or directly on the destination field to specify message destination. Navigate among destination fields, subject and text with Ctrl-Tab
6.	Click on the Submit button to send the message.