

SKILL BUILDER 7.2 Check for Mail and Reply to Messages



In this exercise, you will use the Check Mail command to check for incoming email messages and reply to a message.

Before You Begin: The Check for Mail and Reply to Messages WebSim should be displayed.

Check for Incoming Messages

1. Click the **Check Mail** button on the upper-left side of the page.
The Inbox appears and displays any new email messages received since you signed in.
2. Double-click the Most Unusual Film message at the top of the Inbox message list.
The reply to your Most Interesting Film message appears. Notice that a double-click causes the message to fill the entire area once used by the Inbox and preview window.

Reply to a Message

3. Click the **Reply** button on the toolbar above the message.
A new, composed message form appears for your reply. The To box and subject line are already filled in for you.
4. Click the keyboard icon to simulate writing a reply describing the most unusual film you've ever seen.
5. Click the Send button.
A confirmation appears that your message was sent.
6. Click OK to return to the Inbox.

Check for New Messages

7. Use the Check Mail button on the toolbar to check for new messages.
 8. Click once on the reply to your message in the Inbox. Read over the reply in the preview panel below the message list.
 9. Click the Continue to Next WebSim button.
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