



# Opening messages


- 1 **Select the message you want to look at by clicking it in the summary area.**
- 2 **Click the large down arrow button to select the next message, or click the up arrow to select the previous one.**

Messages you receive are listed in the summary area of your Active mailbox. You select a message in the summary area to open the message and see its contents below.

Click to step through messages.

 marks a message with formatting, graphics, or other attachments.

 marks an unread message.

 marks a MIME message with formatting or attachments.



Sender's picture

Date and time the message was sent

The message area shows the current message.

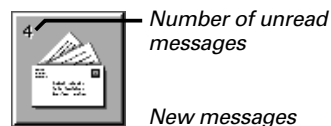
You can hide Mail when you're done reading messages. As long as Mail is running, its icon in the dock shows if you have new messages.

To: preceding an address in a message summary marks a message you sent. See "Sending a Message" in this chapter.

For information on MIME message, see "MIME Messages and Encoded Attachments" in this chapter.

You can get a sound signal when new messages arrive. See "Setting a Sound to Announce New Messages" in Chapter 14.

If you don't see the sender's picture, ask your system administrator to set up Mail to show pictures.



Number of unread messages

New messages



No new messages

## Shortcuts from the Keyboard

You can also open messages by typing:

- To open the next message, press Return or the down arrow key.
- To open the previous message, hold down Shift and press Return, or press the up arrow key.
- Hold down Alternate and press the down arrow key to scroll to the next "page" in a message. When you get to the end of a message, Alternate–down arrow opens the next message. Press Alternate–up arrow to similarly scroll to the previous page or message.