



E-mail Message Preferences

1. Click on the E-mail tool
2. Click on the "Options" tab



4. Select the hyperlink for "Message Preferences" from the listing below

On the next screen:

Use the breadcrumbs under "Your Location:" to go back to options (or any previous view), not the back button on your browser

5. Click the first checkbox to request a Read Receipt always with a new message

7. Click the circle to choose whether you wish to confirm sent messages have reached their destination

6. Click the second checkbox to send a copy of all sent messages to the "Sent" folder on the E-mail tab

The screenshot shows the 'Message Preferences' page in the 'MY EDISON E-MAIL' interface. The breadcrumb trail is 'Your Location: E-mail / Options / Message Preferences'. The page contains the following settings:

- Requesting Read Receipts: Always request on compose screen
- Save Sent Messages: Send a copy of all messages to 'Sent' folder
- Sent Messages: Confirm, Do Not Confirm

Buttons for 'OK' and 'Cancel' are located at the bottom right. A copyright notice for SunGard 1998-2004 is visible at the bottom left.

8. Click "OK" button to save your changes and return to "options"