

# Mail is waiting for you

When mail is waiting the mailbox icon shows a letter sticking out of it. No letter means there are no files in your mailbox. Mail remains in your mailbox until you drag it to the Trash icon to remove it.

Your mailbox can contain both messages and files. You can read the messages by opening their icons. Reply to a message by clicking in its Reply button. This opens a TeleFinder Mail form. Use the Mail form to compose, address, and send your message.

When a file is in your mailbox drag its icon to your disk. This begins the transfer of the file to your Macintosh. After the file transfer is complete, you can open the file with the application used to create it.