
SOS 2008 User Manual

Resource Center & Messaging System

Alpha Omega Publications

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Switched-On Schoolhouse® 2008

Resource Center

FIND IT FAST: Looking for some information about how to use your resource center?

Looking Up a Word in the Dictionary

Learning about Elements in the Periodic Table

Using the Calculator

The Switched-On Schoolhouse® (SOS) **Resource Center** can be a popular hang-out for students and teachers. Not sure how to spell "misspell"? Look it up in the dictionary. Forgot the atomic number of an element? Check out the detailed periodic table of elements. Want to add up how many days are left until vacation? Quickly crunch some numbers using the calculator. Read on to learn how to put the **Resource Center** to work for you!

When you click the **Resource Center** button on your **Home** screen, three resource options appear in a menu to the right. Your resource center contains:

- A dictionary
- An interactive periodic table
- A calculator

Using a Dictionary, Periodic Table, or Calculator in an Assignment

It is the teacher's decision whether students are allowed to use resources from the **Resource Center** in assignments, quizzes and/or tests. Teachers can decide that students may use the Resource Center tools while doing assignments, and quizzes, but not in tests. A teacher may set these options at the school or student level. See the Administration Functions section of the User Guide for instructions.

Follow these steps to use these tools from your **Home** screen:

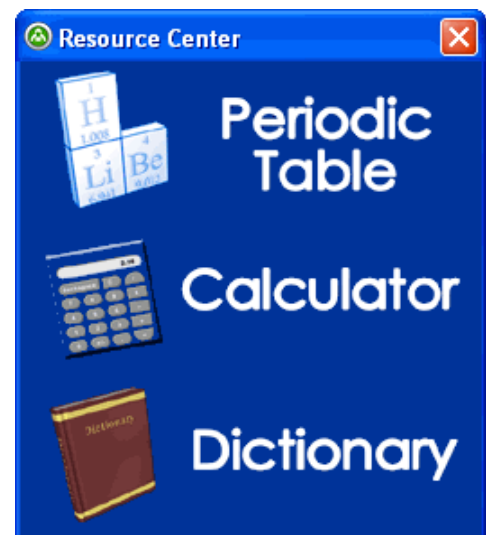
Step 1: From inside an assignment, click **Resource Center**.

Step 2: A small **Resource Center** window opens. Click the resource you want to use, and it opens.

Step 3: When you are finished, close it and return to the assignment. Or, if you want to keep it handy, click the

Minimize button  instead.

Depending on how the teacher set the permissions, students may also access these tools from within their assignments, quizzes, or tests by clicking the **Resource Center** button at the bottom of the Assignment screen.





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Calculator

Everything adds up just right with the **Calculator**. You can add, subtract, multiply, and divide both positive and negative numbers.

On your **Home** screen, click the **Resource Center** button. Then, select the **Calculator** option.

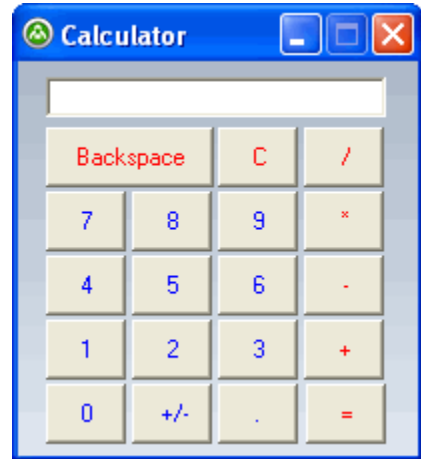
Click the **Backspace** button to erase one digit at a time, the **C** button to clear all the numbers on the display, or the **+/-** button once to create a negative number. (Click once for a negative number. Click it again for a positive number.)

Using the Calculator

Step 1: On your **Home** screen, click **Resource Center**.

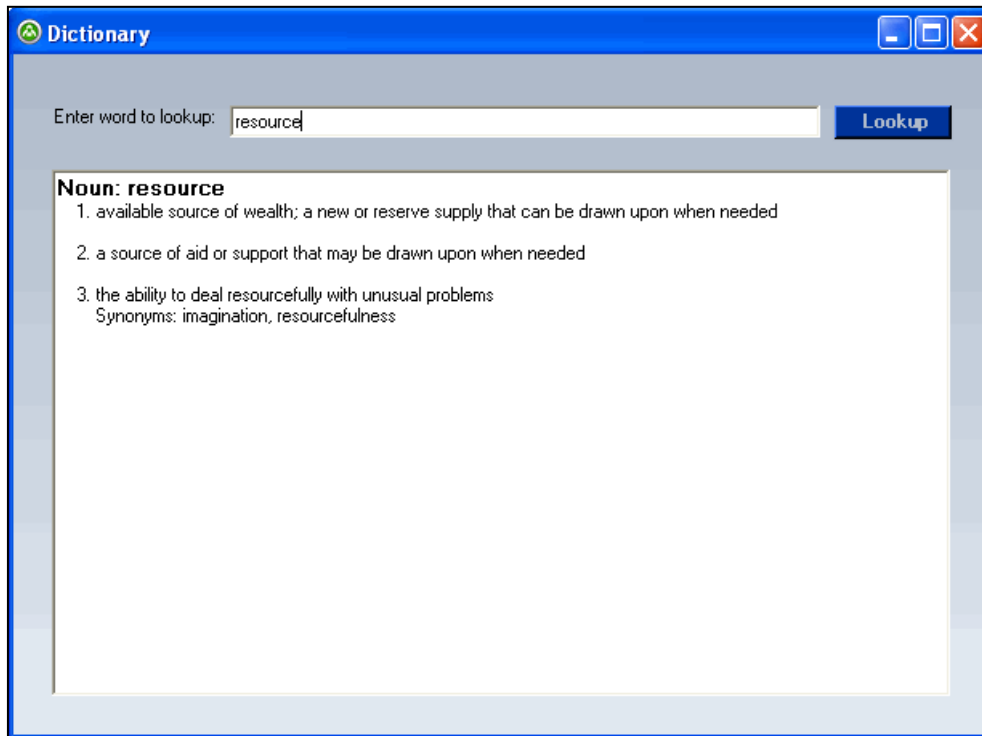
Step 2: Select **Calculator** from the small menu that appears. The **Calculator** window pops up.

Step 3: Click the appropriate buttons, or use the buttons on your keyboard to calculate what you need.



Dictionary

From the **Resource Center**, click **Dictionary** to open a blank screen similar to the one below.



Type the word for which you want a definition in the **Enter word to lookup** window. Click the **Lookup** button to search for the definition. Look for the definition(s) and other relevant information about the word in the main window. If you want your dictionary to be full screen, click the **maximize** (center) button in the upper right hand corner.




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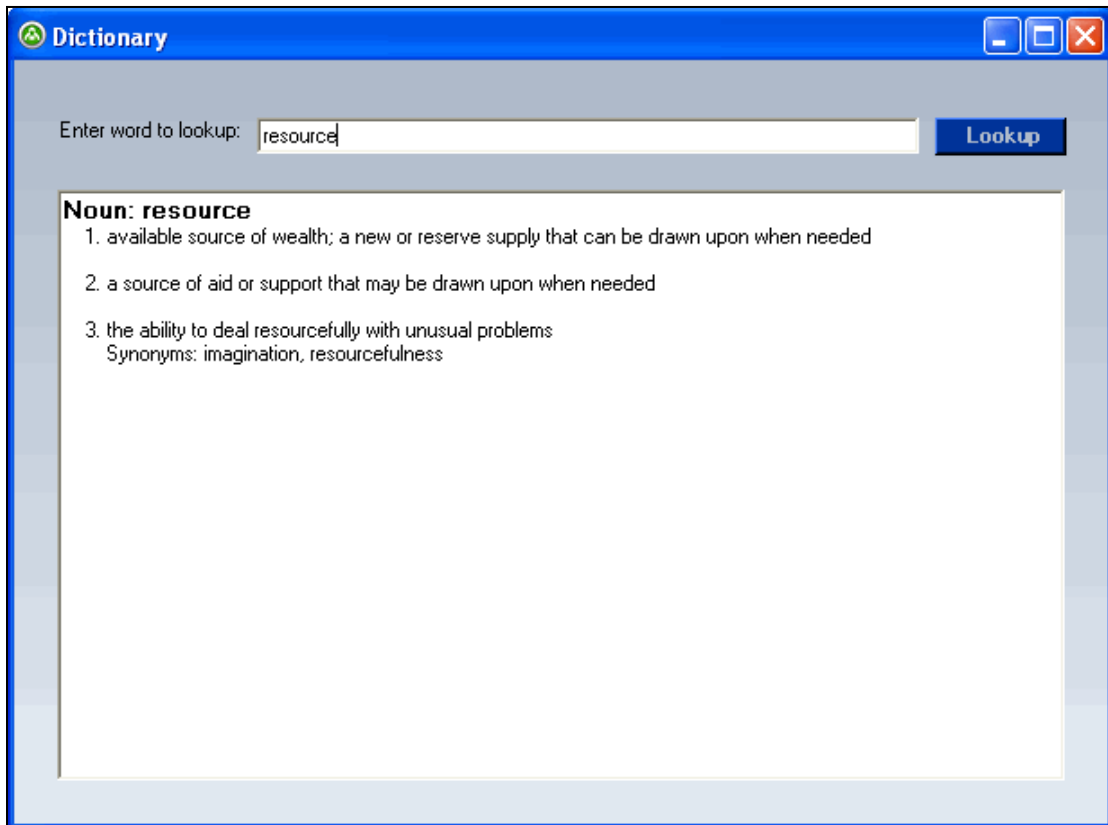
Looking Up a Word in the Dictionary

Step 1: On your **Home** screen, click the **Resource Center** button.

Step 2: Select **Dictionary** from the small menu that appears. Your SOS **Dictionary** window opens.

Step 3: Type the word you want to look up in the **Enter word to lookup:** textbox.

Step 4: Click . The definition for the word appears in the space below.





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Periodic Table

The **Periodic Table** is a resource that helps you learn about the periodic table of elements.

Although you may only need to use this for Science, finding out about the histories of each of the elements can be interesting reading as well.

From the **Resource Center** submenu, click **Periodic Table** to open it. Notice as you click around, this resource is made up of four major screens, each one linked to another to make navigating around easy for you. Let's first get a feel for the sort of information available in the periodic table, and then we will walk through the different screens. The four major screens are:

Periodic Table of Elements—Features an interactive Periodic Table of Elements. Since this is the first screen that pops up, think of it as the "Home" screen of the Periodic Table.

Element Description—Gives you specific information about any individual element. Click it to learn about an element's use and properties, as well as how it was discovered.

Key to Reading Element Cells—Shows you a diagram that illustrates how to interpret a typical cell in the periodic table. You can read about the different parts of a cell and find out what they mean.

NOTE: A "cell" is an individual box containing an element on the periodic table.

Table of Element Names—Lists all the elements in order by full name, according to atomic number.

Access the periodic table at any time, even while you have an assignment open.

Learning about Elements in the Periodic Table

Step 1: On your **Home** screen, click the **Resource Center** button.

Step 2: Select **Periodic Table** from the small menu that appears. The **Periodic Table** window opens.

Step 3: Click element names and links to navigate your way around the periodic table screens, using the information you see to learn about different elements.



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Periodic Table of Elements Screen

This screen features an interactive periodic table of elements. Click any element in the table to see additional information about that element. Each square within the table represents one element. Click any element to view specific details about that element.

Periodic Table of Elements

	I	II		III	IV	V	VI	VII	Noble Gases									
1	<u>H</u> 1								<u>He</u> 2									
2	<u>Li</u> 3	<u>Be</u> 4							<u>Ne</u> 10									
3	<u>Na</u> 11	<u>Mg</u> 12							<u>Ar</u> 18									
4	<u>K</u> 19	<u>Ca</u> 20	<u>Sc</u> 21	<u>Ti</u> 22	<u>V</u> 23	<u>Cr</u> 24	<u>Mn</u> 25	<u>Fe</u> 26	<u>Co</u> 27	<u>Ni</u> 28	<u>Cu</u> 29	<u>Zn</u> 30	<u>Ga</u> 31	<u>Ge</u> 32	<u>As</u> 33	<u>Se</u> 34	<u>Br</u> 35	<u>Kr</u> 36
5	<u>Rb</u> 37	<u>Sr</u> 38	<u>Y</u> 39	<u>Zr</u> 40	<u>Nb</u> 41	<u>Mo</u> 42	<u>Tc</u> 43	<u>Ru</u> 44	<u>Rh</u> 45	<u>Pd</u> 46	<u>Ag</u> 47	<u>Cd</u> 48	<u>In</u> 49	<u>Sn</u> 50	<u>Sb</u> 51	<u>Te</u> 52	<u>I</u> 53	<u>Xe</u> 54
6	<u>Cs</u> 55	<u>Ba</u> 56		<u>Hf</u> 72	<u>Ta</u> 73	<u>W</u> 74	<u>Re</u> 75	<u>Os</u> 76	<u>Ir</u> 77	<u>Pt</u> 78	<u>Au</u> 79	<u>Hg</u> 80	<u>Tl</u> 81	<u>Pb</u> 82	<u>Bi</u> 83	<u>Po</u> 84	<u>At</u> 85	<u>Rn</u> 86
7	<u>Fr</u> 87	<u>Ra</u> 88		<u>Rf</u> 104	<u>Db</u> 105	<u>Sg</u> 106	<u>Bh</u> 107	<u>Hs</u> 108	<u>Mt</u> 109	<u>Uun</u> 110	<u>Uuu</u> 111	<u>Uub</u> 112						
	6A Lanthanide Series	<u>La</u> 57	<u>Ce</u> 58	<u>Pr</u> 59	<u>Nd</u> 60	<u>Pm</u> 61	<u>Sm</u> 62	<u>Eu</u> 63	<u>Gd</u> 64	<u>Tb</u> 65	<u>Dy</u> 66	<u>Ho</u> 67	<u>Er</u> 68	<u>Tm</u> 69	<u>Yb</u> 70	<u>Lu</u> 71		
	Actinide Series 7A	<u>Ac</u> 89	<u>Th</u> 90	<u>Pa</u> 91	<u>U</u> 92	<u>Np</u> 93	<u>Pu</u> 94	<u>Am</u> 95	<u>Cm</u> 96	<u>Bk</u> 97	<u>Cf</u> 98	<u>Es</u> 99	<u>Fm</u> 100	<u>Md</u> 101	<u>No</u> 102	<u>Lr</u> 103		

[Key to Reading Element Cells](#) [Table of Element Names](#)

Notice that there are two links at the bottom of the above screen. If you click the first, **Key to Reading Element Cells**, you see a screen explaining how to use the Periodic Table. If you click the second link, **Table of Element Names**, a list of all of the elements are listed by name, in order of atomic number. There is a sample of each screen in the following pages.



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Element Description Screen

This screen gives you specific information about any element on the periodic table. The top paragraph usually offers information about how an element was discovered, who discovered it, and what it looks like. The next paragraph usually offers details about how an element is commonly used. Use the charts to find at-a-glance details about an element, or see how an element is represented on the actual periodic table.

Periodic Table

2	75 Re 186.2
8	
18	
32	
13	
2	
2	

In 1925, Noddack, Tacke, and Berg announced they had detected rhenium in a sample ore consisting of both platinum ore and columbite. Rhenium has a silvery white appearance with a metallic luster. Only three elements, platinum, iridium, and osmium, have a density greater than rhenium, and only two elements, tungsten and carbon have higher melting points.

Annealed rhenium is very ductile, and can be bent, coiled, or rolled. Rhenium is used in the manufacture of filaments for mass spectrographs. It is also employed in electrical contact material and photoflash lamps for photography.

Element	Rhenium
Symbol:	Re
Atomic number:	75
Atomic weight:	186.2

[Key to Reading Element Cells](#) [Back to Periodic Table of Elements](#) [Table of Element Names](#)



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Key to Reading Element Cells Screen

This screen explains how each element cell is constructed, telling you the meaning of the different numbers and abbreviations in the element cells of the periodic table.

Periodic Table

The diagram below illustrates how to interpret a typical cell in the periodic table. Please note the breakdown of the different parts of the cell and the description of their meanings.

Electron distribution				
Inner layer	2	55 Cs 132.91	Atomic number	
	8			
	18			
	18			Symbol
	8			
Outer layer	1		Atomic mass	

- The element is identified by its chemical symbol in the middle of the cell.
- The atomic number, giving the number of protons in the nucleus, is the large number above the element symbol.
- The atomic weight gives the total number of protons and neutrons in the nucleus. It is a fractional number, since it is the average of the types and occurrences of all the isotopes of the elements.

- The vertical row of numbers on the left of the cell shows the electron distribution. Each number gives the total number of electrons in each electron layer that occurs in that particular element.
- The top number shows the number of electrons in the innermost shell, and each subsequent number shows the number of electrons in that corresponding shell.
- The total number of electrons is equal to the atomic number, yielding a neutral atom.

[Back to Periodic Table of Elements](#) [Table of Element Names](#)

[Credits](#)



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Table of Element Names Screen

Look to the **Resource Center's Periodic Table** for a handy list of **elements** by full name, in order of atomic number.

ELEMENTS

Listed by Atomic Number

1. Hydrogen	29. Copper	57. Lanthanum	85. Astatine
2. Helium	30. Zinc	58. Cerium	86. Radon
3. Lithium	31. Gallium	59. Praseodymium	87. Francium
4. Beryllium	32. Germanium	60. Neodymium	88. Radium
5. Boron	33. Arsenic	61. Promethium	89. Actinium
6. Carbon	34. Selenium	62. Samarium	90. Thorium
7. Nitrogen	35. Bromine	63. Europium	91. Protactinium
8. Oxygen	36. Krypton	64. Gadolinium	92. Uranium
9. Flourine	37. Rubidium	65. Terbium	93. Neptunium
10. Neon	38. Strontium	66. Dysprosium	94. Plutonium
11. Sodium	39. Yttrium	67. Holmium	95. Americium
12. Magnesium	40. Zirconium	68. Erbium	96. Curium
13. Aluminum	41. Niobium	69. Thulium	97. Berkelium
14. Silicon	42. Molybdenum	70. Ytterbium	98. Californium
15. Phosphorus	43. Technetium	71. Lutetium	99. Einsteinium
16. Sulfur	44. Ruthenium	72. Hafnium	100. Fermium
17. Chlorine	45. Rhodium	73. Tantalum	101. Mendelevium
18. Argon	46. Palladium	74. Tungsten	102. Nobelium
19. Potassium	47. Silver	75. Rhenium	103. Lawrencium
20. Calcium	48. Cadmium	76. Osmium	104. Rutherfordium
21. Scandium	49. Indium	77. Iridium	105. Dubnium
22. Titanium	50. Tin	78. Platinum	106. Seaborgium
23. Vanadium	51. Antimony	79. Gold	107. Bohrium
24. Chromium	52. Tellurium	80. Mercury	108. Hassium
25. Manganese	53. Iodine	81. Thallium	109. Meitnerium
26. Iron	54. Xenon	82. Lead	110. Ununnilium
27. Cobalt	55. Cesium	83. Bismuth	111. Unununium
28. Nickel	56. Barium	84. Polonium	112. Ununbium

[Key to Reading
Element Cells](#)

[Back to Periodic
Table of Elements](#)



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Messages



The SOS Messaging System works very much the same for both teachers and students. The biggest difference is that students may only send a message to a teacher while teachers may send messages to everyone in the system.


Looking for some information about how to perform a specific task on your **Messages** screen?

- Sorting Messages
- Reading a Message
- Copying and Pasting a Message
- Printing a Message
- Deleting a Message
- Replying to a Message
- Sending a Message
- Reading a Sent Message
- Printing a Sent Message
- Resending a Message
- Deleting a Sent Message

Switched-On Schoolhouse® (SOS) makes communicating between teacher and student a cinch. On the **Messages** screen, teachers can stay on top of students' assignments and help them with their questions and thoughts.

With just a few clicks of the mouse, everyone can stay on top of assignments; share questions and thoughts between student and teacher; organize and keep track of the messages sent and received; even print messages for safekeeping.

To get to your **Messages** screen, click the **Messages** button on your **Home** screen. Teachers may also click the envelope icon ( or ) in the bottom right corner of any screen in SOS Teacher to access the **Inbox**.

NOTE: You are always able to see the number of unread messages on your **Messages** screen by looking at the number on the **Messages** button. You can also look to the lower right corner of any screen in SOS to see the envelope. If you have unread messages, the envelope is yellow () instead of white. Immediately to the right of the icon, you see the number of unread messages you have in your **Inbox**.

After you click the button, the **Messages** window appears. You see an **Inbox** tab and a **Sent Items** tab at the top.

Inbox

Your Inbox opens when you select the **Messages** button from your **Home** screen or click the envelope icon (as described above). The **Inbox** lets you to look at messages you received. Most messaging functions are performed from within the Inbox. These include:

- Sorting Messages
- Reading a Message
- Mark Messages as Unread
- Copying and Pasting in Messages
- Printing a Message
- Replying to Messages
- Deleting Messages
- Composing a Message



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Teacher Inbox Example

A Teacher **Inbox** looks like the one below. Messages sent to you appear in the top window. You can see who sent each message ("from"), what each message is about ("subject"), and when each message was sent ("sent"). You can also use the column headings to sort your messages according to this information. This allows you to keep your inbox organized so you can easily find any messages.

The screenshot shows a window titled "Messages" with two tabs: "Inbox" (selected) and "Sent Items". The inbox contains a list of messages with columns for "from", "subject", and "sent". The selected message is from Susan Carson, with the subject "Re: Library project", sent on 1/10/2008 at 2:58:40 PM. Below the list, the content of the selected message is displayed: "I want to see the state capital to get some ideas for my project. Can we go next week sometime?". At the bottom of the window, there are four buttons: "Print", "Reply", "Delete", and "Compose".

from	subject	sent
Susan Carson	Re: Library project	1/10/2008 2:58:40 PM
Matt	state capital project	1/10/2008 10:01:50 AM
Matt	Problem Notepad	1/10/2008 9:59:38 AM
Susan	Problem Notepad	1/10/2008 9:43:36 AM
Carson	Re: Afternoon activity	1/10/2008 9:30:33 AM

I want to see the state capital to get some ideas for my project. Can we go next week sometime?

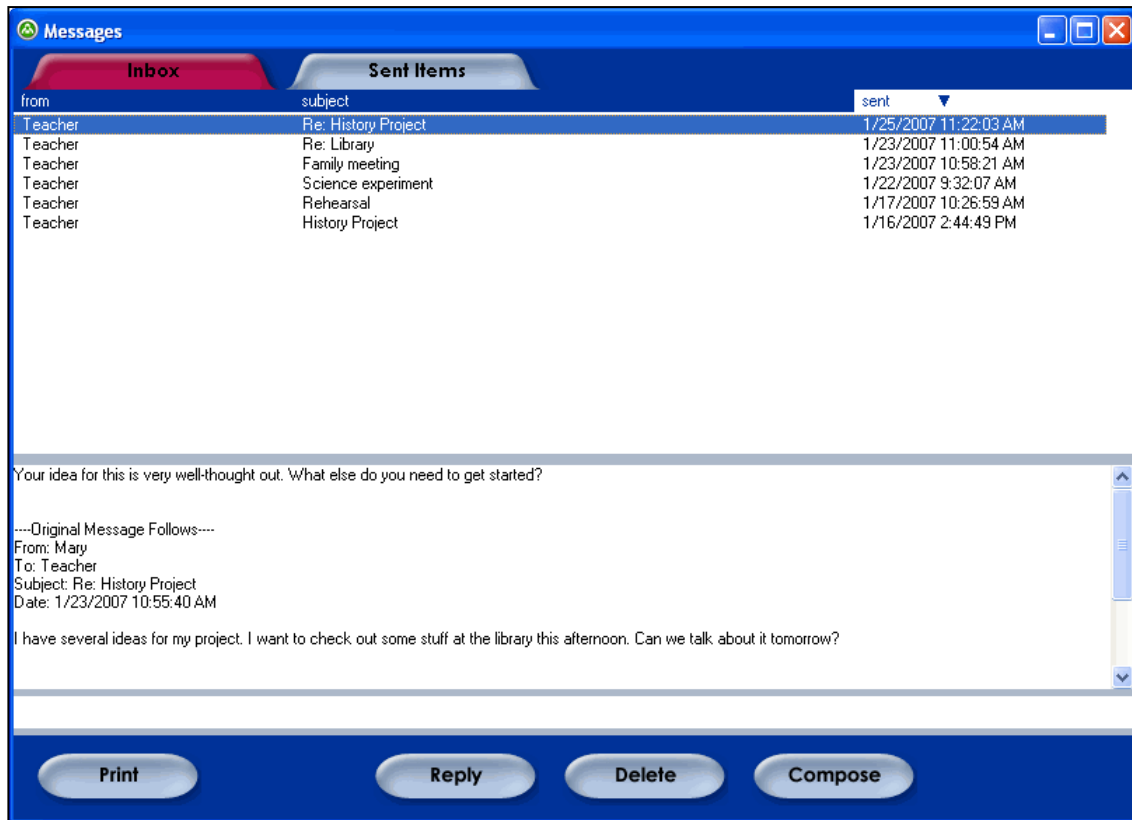
Print Reply Delete Compose



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Student Inbox Example

Just like in the Teacher **Inbox**, in the Student **Inbox**, messages sent appear in the top window. You are able to see who sent each message ("from"), what each message is about ("subject"), and when each message was sent ("sent"). Column headings can be used to sort messages according to this information, allowing you to keep your inbox organized to more easily find a message.



Sorting Messages

Sort messages in your **Inbox** or **Sent Items** according to the sender or recipient, what they're about, and when they were sent:

Step 1: Click the name of the column heading you'd like to sort by.

Step 2: Notice that, each time you click, your messages are alphabetically or numerically sorted in ascending or descending order.

from

Tells you who sent each message.

subject

Tells you the title a student or teacher gave the message you received. A subject for a message might be: "I have a question," "Can we go to the library," or, "I got an 'A!'" A subject might also indicate that the message was sent from within the curriculum. If this is the case, you might see "Assignment Notepad" or "Problem Notepad" as a subject.

sent

Tells you when a message was sent to you.

NOTE: Messages you haven't read yet appear in boldface.



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Reading a Message

Click anywhere on a message in the top window. The entire row—including **from**, **subject**, and **sent** information—is highlighted to show you selected it. The content of the message appears in the message window below. If this is a message that a student sent from an assignment or problem notepad, there is an automated response that says something like, "I left a message for you in the problem notepad for Language Arts 8, COMMUNICATION, Improving Your Reading, problem # 1." Beneath this message, there is a link that directly opens the assignment. Click the notepad to read the message waiting for you. If the message was sent by a teacher to a student using one of the notepads, the message might say, "I left a message for you in the problem notepad for Language Arts 8, COMMUNICATION, Improving Your Reading, problem # 1." Beneath the message is a link to the assignment. Click the **notepad** to read the message.

NOTE: Contents of a message in this window cannot be modified, but you *may* copy and paste it into a new message or another computer application.

Marking a Message as Unread

You can change messages you have already read to appear as if you have not read them. You might want to do this if you need a reminder prompt to read a message again later. To do this:

- Position your cursor over the message you want to mark as unread.
- Right-click anywhere on the row containing the message.
- Select **Mark as Unread**. The message now appears bolded, as if you never read it.

Copying and Pasting a Message

Step 1: With your mouse, highlight the text you want to copy.

Step 2: Press **Ctrl+C** (this copies the text you highlighted).

Step 3: Go to wherever you want to paste the message.

Step 4: Place your cursor and click where you want to paste your message.

Step 5: Press **Ctrl+V** (this pastes your message).

Place your cursor anywhere on the bar between the top and bottom windows and you see your cursor change in appearance. When it does, click and drag it either up or down to adjust the size of the windows.

Printing a Message

Highlight the message to print and click the **Print** button. Your computer's **Print** window appears. Print as you normally would from your computer.

Replying to a Message

Click the **Reply** button to reply to a message you received.

Deleting a Message

The **Delete** button lets you delete a message you no longer want in your **Inbox**, permanently deleting it from SOS. Select the message to erase and click the **Delete** button.

NOTE: If you don't first select a message to delete, nothing happens when you click this button.

Composing a Message

The **Compose** button allows you to compose and send a brand new message.



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Replying to a Message

- Step 1:** On your **Home** screen, click **Messages**. Your **Inbox** opens.
- Step 2:** In the window in the top half of the screen, select the message to reply to.
- Step 3:** Click **Reply** at the bottom of the screen. A **Compose Message** window appears with the original message displayed in the window. You can type your message here as a reply.

Compose Message

To: Teacher

Subject: Re: Science experiment

I need seeds, an empty milk carton, dirt, paper cup, and a bucket.

----Original Message Follows----
From: Teacher
To: Carson
Subject: Science experiment
Date: 1/14/2008 8:49:38 AM

I see that you are getting close to a science experiment. Are there any supplies you need?

Print Send Cancel

- Step 4:** Make sure the **To:** menu displays your teacher's name.
- Step 5:** Make sure the **Subject:** box displays the message title you want to use when you reply. This box contains the subject from the original message, but you can delete it and type in a new one.
- Step 6:** Type your message in the window in the bottom half of the screen.
- NOTE:** This area also contains the original message you received, so you and your teacher can easily remember what the original message was about.
- Step 7:** If you want to print the message, click **Print**. Your computer's regular print window opens. Print as you would normally.
- Step 8:** When you're ready to send your message, click **Send**.
- NOTE:** After you send it, a record of it appears on your **Sent Items** screen.



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Sending a Message


To compose a message from either the **Inbox** or **Sent Items** screen:

Step 1: On your **Home** screen, click the **Messages** button. Your **Messages** screen opens.

Step 2: Click the **Inbox** or **Sent Items** tab at the top to open the screen you want use to send your message.

Step 3: When you are on the correct screen, click the **Compose** button to bring up the **Compose Message** window.

The screenshot shows the 'Compose Message' window. It features a blue title bar with the text 'Compose Message' and standard window control buttons (minimize, maximize, close). Below the title bar, there are two text input fields: 'To:' and 'Subject:'. The main area is a large white text box for the message body. At the bottom, there are three buttons: 'Print', 'Send', and 'Cancel'.

Step 4: To select the recipient(s) of your message, click .

Step 5: If there is more than one person you are able to send messages to, the **Message Recipients** window opens (see example to the left). Click the box next to each person you want the message sent to.

Step 6: Give your message a subject in the **Subject:** box. Try choosing a subject title that quickly tells your reader what the message is about.

Step 7: Type your message in the message window in the bottom half of the screen.

Step 8: To print your message, click the **Print** button. This opens your computer's print window. Print as you normally would when you're not working in SOS.

Step 9: When you're ready to send your message, click the **Send** button.

NOTE: After you send it, a record of it appears on your **Sent Items** screen.

The screenshot shows the 'Message Recipients' dialog box. It has a blue title bar with the text 'Message Recipients' and window control buttons. Below the title bar, there is a text area with the instruction: 'Choose the message recipients from the list below by clicking in the box next to the recipient's name'. Below this is a list of names with checkboxes: 'Alan' and 'Mary'. At the bottom, there are two buttons: 'Ok' and 'Cancel'.



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Sending or Receiving Messages from Inside an Assignment

SOS permits you to send and receive messages if you are in an assignment. To do this:

Step 1: From inside an assignment, click **Messages** in the lower right-hand corner.

SOS Student - [Work Assignment - Carson]

Section 1 2 Highlight

GLOBES

Peter and Keith's class started their study by learning about *globes*. A globe is a kind of model of the earth. It is almost the same shape as the earth. If you could view the earth from space, you would see it is shaped like a giant ball.

Problem 1 2 3 4 5 7 8 9 10 11-11 F2=Grade and Continue F11=Back F12=Fwd ?

Is the United States in the Northern Hemisphere or the Southern Hemisphere?

Resource Center Grade Continue Show Answer Help Exit Messages Print

Carson

Step 2: Your **Messages** window opens. Use the tabs, buttons, and features in the window to communicate with your teacher.

Messages

Inbox Sent Items

From	Subject	Date
Teacher	Re: History Project	1/23/2007 11:22:03 AM
Teacher	Re: Library	1/23/2007 11:00:54 AM
Teacher	Family meeting	1/23/2007 10:58:21 AM
Teacher	Science experiment	1/23/2007 9:32:07 AM
Teacher	Rehearsal	1/17/2007 10:36:59 AM
Teacher	History Project	1/16/2007 2:44:49 PM

Your idea for this is very well-thought out. What else do you need to get started?

--- Original Message Follows ---
From: May
To: Teacher
Subject: Re: History Project
Date: 1/23/2007 10:55:40 AM

I have several ideas for my project. I want to check out some stuff at the library this afternoon. Can we talk about it tomorrow?

Print Reply Delete Compose

Step 3: When you are finished, close the window and return to the assignment.



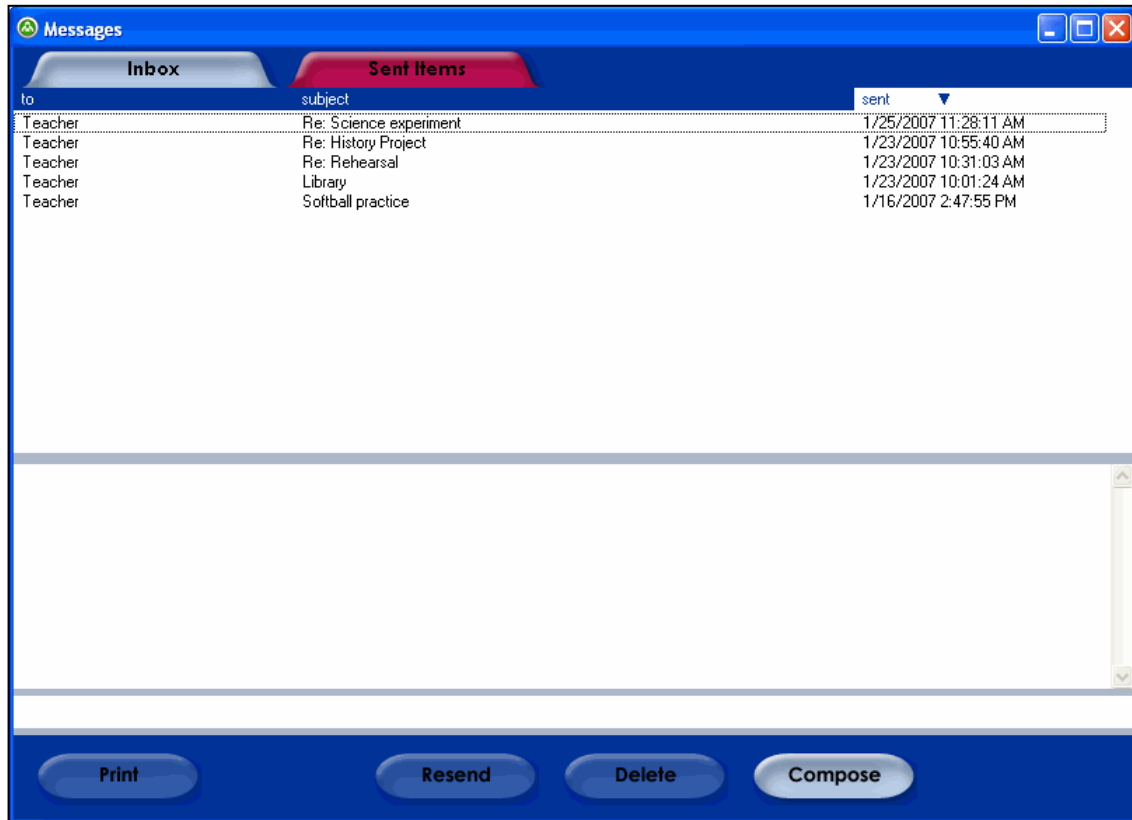
SOS 2008 Installation and Setup Guide

Sent Items

Let's take a look at the **Sent Items** screen. It offers you a good way to keep track of your correspondence. It looks a lot like your **Inbox**. The major difference is, this screen shows you the messages you sent rather than received.

TIP: It's a *very* good idea to periodically clean out your sent items, deleting messages you don't need to keep.

To go to your **Sent Items** screen, click **Messages** on your **Home** screen. Then, click the **Sent Items** tab at the top of the page. Here's an example from SOS Student, of what the screen looks like:



You can find the messages you sent at the top of the screen. There are three columns of information. They tell you a little more about each sent item. Just like in the **Inbox**, you can sort your messages by clicking the column titles.

to—the person you sent a message to.

subject—The title you gave a message you sent. It also lets you know if you left your teacher a message in an assignment or problem notepad.

sent—When you sent a message to your teacher.



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Reading a Sent Message

Click anywhere on a message in the top window to select it, and the entire row—including to, subject, and sent information—is highlighted to show you selected it. The content of the message appears in the message window below. As a student, you selected a message left for a teacher in an assignment or problem notepad, the message says something like: "I left you a message in the problem notepad for Language Arts 8, COMMUNICATION, Improving Your Reading, problem # 1." If, as a teacher, you select a message left for a student in an assignment or problem notepad, the message says something like: "I left you a message in the problem notepad for Language Arts 8, COMMUNICATION, Improving Your Reading, problem # 1."

NOTE: You may not modify the contents of a message in this window, but you may copy and paste it into a new message or another computer application.

TIP: Place your cursor anywhere on the bar between the top and bottom windows and watch your cursor change in appearance. When it does, click and drag it either up or down to adjust the size of the windows.

Printing a Sent Message

Highlight the message to print and click the **Print** button. Your computer's **Print** window appears. Print as you normally would from your computer.

Resending a Message

Highlight the message to resend in your list of sent items. Click the **Resend** button, and a note displays at the bottom of your screen to let you know your message was successfully resent. This message appears at the top of your **Sent Items** window. Notice, it shows the date and time you sent it, probably just a few seconds ago.

Deleting a Message

The **Delete** button allows you to permanently delete a message you no longer want in your list of **Sent Items**. Select the message to erase and click the **Delete** button.

NOTE: If you don't first select a message to delete, nothing happens when you click this button.

Composing a Message

The **Compose** button allows you to compose and send a brand new message.