

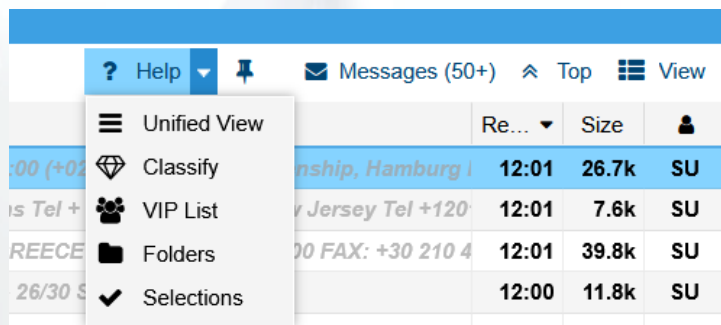
OMNi Quick tours

OMNi has multiple features to make daily work easier. As it may be difficult to remember each function, Lgmar has incorporated quick tours. These are shown the first time a feature is used and are also found under the **? Help** button as a reference point.

You can find the Help button on toolbars, e.g. the Mailbox and New message.

Some of the quick tours OMNi offers are:

- New message: navigating writing a message, editing and submit options
- Unified View: What is a unified view and why it is important for your work
- Classify: how to create tags and use for searching
- VIP List: What are preference lists and how to create them
- Folders: folder types and adding messages
- Selections: how to create a search, save and add to favorites



In case you require further assistance or guidance, please do not hesitate to contact our support team at support@lgmar.gr