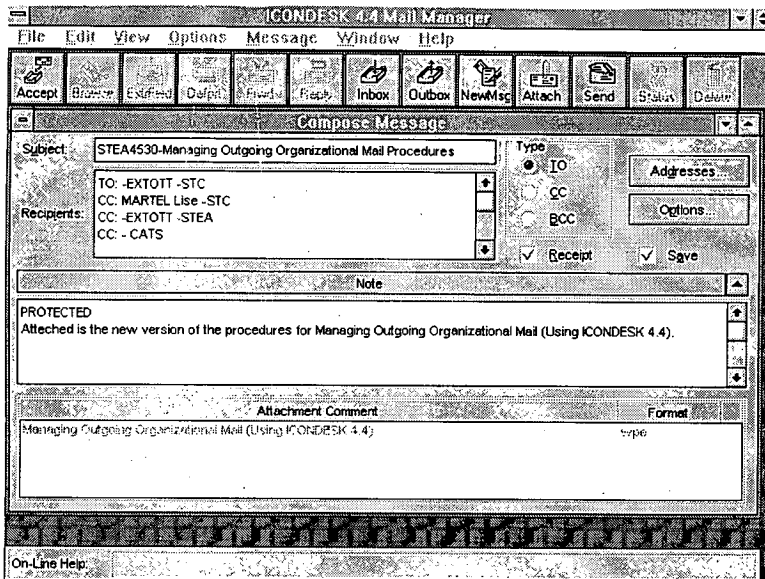


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## 2. SENDING ORGANIZATIONAL MESSAGES (ONE OR MORE RECIPIENTS ARE ON CDCS)

1. Log on to your individual ICONDESK mail account. From the Mail Manager window, select Message/New (or the New icon to display the Compose Message window (shown below).
2. Obtain a new Message Id in the traditional fashion.

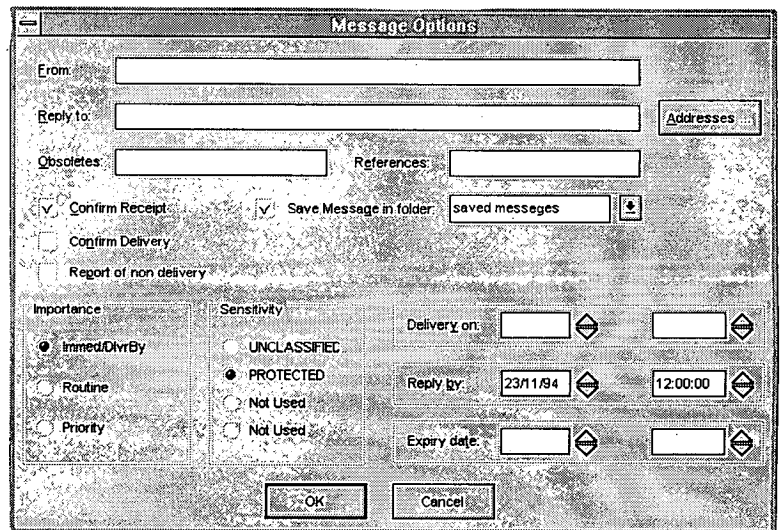


3. In the Subject field:  
Enter the Message Id followed by a hyphen then the subject.
4. In the Recipients section:
  - a) Add action (TO:) and info (CC:) recipients. If known, include the name of the responsible individual as well as the organization.
  - b) CC: "- CATS".
  - c) CC: your organizational address (if required) for divisional filing.

5. In the Note section:  
Enter the Security Classification (UNCLASSIFIED or PROTECTED) at the top of the Note. Compose the message using single spacing and mixed case characters. If the message exceeds the limit of the Note section, divide the text and send it as separate ICONDESK mail messages. Refer to the procedure "Sending Long Notes".

6. Select the Options button to set the Precedence and Security Classification on the Message Options window.

- a) Importance section:  
Select the required Precedence.
- b) Sensitivity section:  
Select the Security Classification.
- c) Reply by section: (optional)  
Enter the required date and time of delivery.



7. Send the message by selecting Message/Send (or the Send icon).
8. If you did not CC: your organizational mailbox (for divisional filing), then print the message from your Outbox.

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