the **To→** or **Cc→** button. If you double-click on the name, it will automatically be inserted with the last type selected. Click on the **OK** button when finished.

9.   Press **TAB** to the *Subject:* field and enter the subject line.

10.   Press **TAB** to the *Note* field and enter your message.

11.   When the message is complete, select **File, Send** from the menu bar OR click on the **Send** button on the toolbar OR click the **"Enveloppe"** button located next to the *To...* and *Cc...* fields.

Please note:

•   It is not necessary to enter the message ID in the *Subject:* field as it will be inserted automatically from the Message Assistant dialogue box during transmission.

•   It is not necessary to enter the Designation/Classification in the first line in the *Note* field as it will be inserted automatically from the Message Assistant dialogue box during transmission.

To View the Different Address Lists:

1.   Select one of the following in the *Show Names from the:* drop-down list box:
      Global Address List: Worldwide list of C4 addresses
      Personal Address Book: User's personal address book (users may add or delete addresses most commonly used)
      Other: SIGNET-C4 - not active
      External OTT - Same as global
      WSHDCPO - Washington list of C4 addresses.

To View the Message Assistant While Composing a Message:

1.   Select **Tools, Show SIGNET-C4 Message Assistant** from the menu bar of the *New Message - Microsoft Exchange* window. The *Message Assistant* dialogue box appears.
      OR

1.   Select **View, Toolbar** from the menu of the *New Message - Microsoft Exchange* window to show the toolbar then click on the **Show Message Assistant** button on the toolbar. The *Message Assistant* dialogue box appears.

To Spell Check the Message Before Sending:

1.   After writing the note, select **Tools, Spelling** from the menu bar.

To Spell Check Automatically All Messages Before they are Sent: