To insert an X.400 or Internet address

If you wish to send a message to someone not listed in either the ICONDESK directory or in the OGD application, you must obtain their X.400 or Internet address. It will be necessary to insert the address in the appropriate field following the procedure described below.

| Method |

> **To insert an X.400 address or Internet address:**
> 1. Click on the NEWMSG button on the Tool Bar in order to generate the Compose Message window.
> 2. Click on the ADDRESSES button, followed by the **X.400** command button.
> 3. Insert the X.400 or Internet address in the second field labelled "FULL X400:"
> 4. Click on OK.
> 5. Verify that the recipients section of the window contains the address.
> 6. Click on OK.
> 7. Continue creating the message as usual.

ADDRESSING TIP
You can also type the X.400 or Internet address directly in the Recipients section of the Compose Message window.

SIMPLE TRICK
You can Reply to someone outside of SIGNET. Simply use the Message, Reply function described in the reference manual.

Consider creating an alias for the X.400 or Internet address if this is someone you anticipate sending to on a frequent basis.