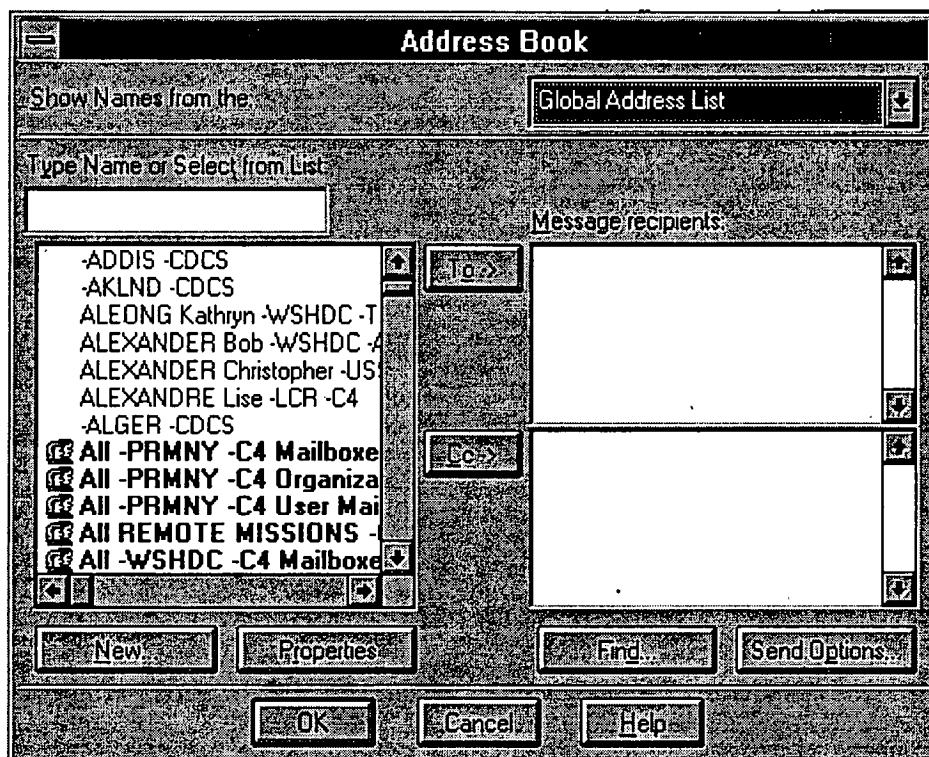


information appearing in the registry referring to the classified message should be of an unclassified nature.

If an organizational addressee is included in the message, both fields of the *Message ID* must be completed. The *Invalid Addressees* dialogue box appears when the message is sent if the *Message ID* field was not properly completed.

6. If the message is not an organizational message, deselect the **Cc: CCATS** option which is set by default.
7. Click on the **Hide** button to continue the message.
If an organizational address is not included in the message, and the **Cc: CCATS** option is selected, the *Cc: CATS* dialogue box appears requesting the confirmation a copy of the message be sent to CCATS.
8. Click on the **To...** or **Cc...** button to select the addressees. The *Address Book* dialogue box appears.
Scroll down the list to choose the addressee



OR

Click in the *Type Name or Select from List:* field and enter the mission name to view all mission program mailboxes or enter the recipient's name. This will bring up all users with the same name. Click on the name of the recipient and click on