

**To copy and paste OGD addresses from Netscape to Outlook:**

1. Load Netscape.
2. From the DFAIT Intranet homepage, click the Directories Link.
3. From the Directories page, click the Other Government Departments (OGD) link.
4. From the Other Government Departments' page type the last name of your OGD recipient and the department acronym (if you have it).
5. Click on Search.
6. Click the OGD recipient's name from the Search results list.
7. Select the full address in the EXCHANGE field by clicking and dragging.
8. Right-click the selected address and select Copy.
9. Load Outlook and prepare a new message.
10. Right-click the TO field and select Paste.

Once Windows NT is on your desktop, you will have access to the LDAP list from Outlook. For more on using the LDAP list, lookup OGD in this Guide.