HOW TO MODIFY INTERNET TEMPLATE FOR ICONDESK 4.4

In the April 18 issue of *SIGNET News*, we provided you with a set of instructions on how to exchange e-mail with the Internet (see "How to Exchange E-Mail with the Internet," p. 3). At the conclusion of the article, we said we would give you instructions on how to query and modify the Internet template available in the Directory Service. Informatics Support and Operations (STOS) advises that this is how you do it:

1. Logon to your individual ICONDESK mail account.

2. From the Mail Manager window, select Message / New (or the New icon) to display the Compose Message window. Click on the command button Addresses to display the Addresses window.

3. Click on the command button Query to display the Address Query window.

4. In the first field box "user name:" type in -internet*

5. Click on the command button OK. The Addresses window will display again. The address - INTERNET TEMPLATE should appear in the field box Addresses.

6. Double click on the entry -INTERNET TEMPLATE. This entry should appear in the field box Recipients as TO: -INTERNET TEMPLATE.

7. In the field box Recipients, double click on the entry TO: -INTERNET TEMPLATE. This will display the X.400 addresses window.

   The default in the first field box is Free Form Name: -INTERNET TEMPLATE; the default in the second field box is Full X400: $rfc-822*smithj(a)qucis.queensca.ca$$gc+internet$$govmt.canada$ca

   Both of these entries need to be modified.

8. In the Free Form Name, modifiy the -INTERNET TEMPLATE to reflect the Free Form Name of the person to whom you are sending your message. For example, Jonathon Seagull has the Internet address seagullj@ac.dal.ca Free Form Name: SEAGULL Jonathon

9. In the X.400, modify this bolded part of the default:
   $rfc-822***smithj(a)qucis.queensca.ca**$$gc+internet$$govmt.canada$ca

   to reflect the Internet address:
   $rfc-822*seagullj(a)ac.dal.ca$$gc+internet$$govmt.canada$ca

[Please note the (a) in the x.400 is the ICONDESK acceptable symbol for the Internet @ sign.]

* At this point, if you want to create an alias for the Internet address you have modified:

1. Click on the command button Create Alias to display the Create Alias window.

2. In the field box "Alias name", type in the **alias name** for your Internet address.

3. Click on the command button OK. This will display the X.400 Addresses window.

4. In the X.400 Addresses window, click on the command button OK to complete the modifications of your Internet address.

   Repeat these steps for each Internet address of your message.

5. Confirm that all of your Internet addresses have been added to the field box Recipients.

6. Click on the command button OK. This will return you to the Compose Message window. Complete the remainder of your message as required.