

Please detach and keep for reference



DEACTIVATING AUTO-FORWARD

1. From the Options menu, select Profiling then Mail. This will take you to the ICONDESK User Profiling - Mail dialogue box.

2. Choose the Auto-Reply button. (The Auto-Forward and Auto-Reply options cannot be requested at the same time so one is used to deactivate the other.)

3. A message box opens up informing you that the Auto-Forward function is active and asking you to confirm the Auto-Reply operation.

4. Click on OK in order to confirm the set off of the Auto-Forward option.

5. The Auto-Reply option dialogue box opens.

6. Click on the Cancel button in order to exit the Auto-Reply dialogue box WITHOUT setting the Auto-Reply option.

7. Click on the OK button at the top of the screen in order to store your changes and to exit User Profiling.

ACTIVATING AUTO-REPLY

1. From the Options menu, select Profiling then Mail. This will take you to the ICONDESK User Profiling - Mail dialogue box.

2. Click on the Auto-Reply button. The Auto-Reply dialogue box will pop-up.

3. Type in your message of up to 80 characters.

4. Click on OK.

5. Click on OK in the Users Profiling box. This will ensure your changes are entered.

DEACTIVATING AUTO-REPLY

1. From the Options menu, select Profiling then Mail. This will take

you to the ICONDESK User Profiling - Mail dialogue box.

2. Choose the Auto-Forward button. (The Auto-Forward and Auto-Reply options cannot be requested at the same time so one is used to deactivate the other.)

3. A message box opens up informing you that the Auto-Reply function is active and asking you to confirm the Auto-Forward operation.

4. Click on OK to confirm the set off of the Auto-Reply option.

5. The Auto-Forward dialogue box opens.

6. Click on the Cancel button to exit the Auto-Forward dialogue box without setting the Auto-Forward option.

7. Click on the OK button at the top of the screen in order to store your changes and to exit User Profiling.

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