

8. FORWARDING Messages. The forwarded message will no longer be lost when you save the message prior to sending it, or when you have corrected addressing errors.

9. ACCEPTED View. You can now Browse and Delete messages directly in the Accepted View.

**Important Note:** Until you have received the message, "ICONDESK Update Completed," please DO NOT WORK IN THE ACCEPTED VIEW. After accepting any new messages, close the Accepted View and access the messages from the Inbox. Should you forget, and try to work with messages in the Accepted View, you may receive unexpected error

messages and be unable to browse some of your messages. To correct this, simply close the Accepted View and work in the Inbox.

Once you have received the upgraded ICONDESK software, all problems with the ACCEPTED View will be fixed.

10. AUTO-FOLDER. You no longer have to close the Mail application to activate a newly created or changed Auto-Folder rule.

11. BROWSE. The NOTE portion of the message is no longer limited to 32K. This means long messages from other mail systems can be viewed in Browse in their entirety.

12. CURSOR. When Compose Message is interrupted by other applications (such as Mail Notify), the cursor will move to the end of the Subject field, but the field will no longer be highlighted. This means if you continue to type you will not overwrite the Subject field.

## 2. Changes to Organizational Messaging (Filing)

1. The Document List will now display a larger Subject field.
2. Documents are now sorted in descending date order.

## 3. Changes to Profiling

This icon has been re-added to the Mail/Courrier group.

# Mission Possible: A Guide for Web-bound Missions

Over the past several months, the InfoCentre (SXIS) has received a number of requests from missions seeking guidance on how to establish their own presence on the World Wide Web. In response to these requests, the DFAIT Web Advisory Group has recently prepared the document, *DFAIT Directives for Establishing Mission Web Sites (July 1996)* and distributed it to all missions

The document summarizes Treasury Board of Canada guidelines regarding federal government Web sites, outlines the Department's policy on

establishing mission Web sites, describes the services available from the Headquarters Internet Team and identifies the specific steps for establishing and maintaining a Web site.

The Department's policy on establishing mission Web sites recognizes that missions require flexibility in how they set up their Web sites. To that end, missions have the option to establish their site with i) a non-DFAIT (local) service provider according to the Departmental directives or ii) the DFAIT Internet Team, which allows missions to maintain a section with a

unique URL on the DFAIT Web server.

The Internet Team at Headquarters offers a full range of Internet services: Web page design (a recent sample of design work is the Passport Office site which can be found at <http://www.dfait-maeci.gc.ca/passport/pass.htm>), HTML conversion and Web site hosting on the DFAIT server. Please contact the Internet Team at 944-1137 if you have not yet received a copy of the *Directives* or to discuss your mission's Internet requirements.