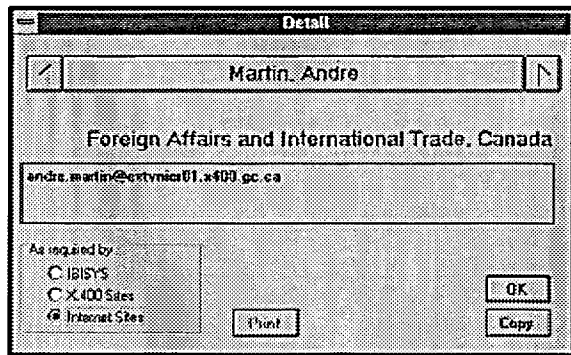# Using OGD to get Internet addresses

More and more people are using the Internet, at the office and at home. Currently, DFAIT is providing staff at HQ and three pilot sites with a method to securely access the Internet through a firewall in SIGNET. When corresponding with users outside the Department, there is obviously a need to leave them an address to which they can respond. Correspondents from other government departments can reach SIGNET users through their "true" X.400 e-mail address (not the IBISYS e-mail address displayed in ICONDESK). On the other hand, colleagues and business contacts outside the government can only reach SIGNET users through their Internet e-mail address.

How can these addresses be found and conveyed? One method is by using the OGD application, part of the Corporate Applications suite.

Finding YOUR address

1. Open the Corporate Applications group.

2. Double-click on the OGD application icon.

3. Enter your CorpApps account name and password (if you do not have an account, call your SA).

4. From the OGD main window, click the **Search** button (binoculars).

5. To erase any previous search criteria, click the Clear button.

6. Click in the **Name** field, type your last name, a comma, and your first name (no accents or capital letters required). Press <Enter>.

7. Click the OK button. The system will return to the main window with a list of names matching your search criteria.

8. Locate your name in the list, then double-click on it.

9. The Detail window displays your internal e-mail address, as required by ICONDESK (IBISYS). To see your equivalent X.400 or Internet address, simply choose the appropriate "As required by..." option.

10. Click the Copy button to paste your "return address" in ICONDESK. Remember, this is the address your correspondent will use to reach YOU.

Using ICONDESK to reach people on the Internet and in OGDs

Now that you know how to use OGD to find your own address, let's use it to calculate the IBISYS address needed to reach people on the Internet or in Other Government Departments (OGD).

Let's say you wanted to send e-mail to "Robert Nedermeyer," MIS Director in the District of Chilliwack, B.C. You have obtained his Internet address through an article in a magazine. If you tried to use this address directly in ICONDESK, you would get an error message. Let's convert this address using OGD:

1. From the main window in OGD, click on the Add button (plus symbol).

2. In the Add to Private List window, type a Surname and First Name (example: "Nedermeyer" and "Robert").

3. In the Mail Address, Internet field, type the Internet e-mail address. In our example: "nedermeyer@gov.chilliwack.bc.ca" — note that the Translated for IBISYS section automatically converts the address for use with ICONDESK.

4. Click OK.

5. Back in the main window, double-click on the new private entry in the list.

6. From the Detail window, click the Copy button.

You can now paste this address into ICONDESK to send mail to this person. We could also use the above procedure to convert an X.400 address into IBISYS, in order to reach a person in an OGD.

If you have any questions regarding this procedure, contact your SA, or e-mail our Helpdesk at CorpApps Support.

"Choose to use... Corporate Applications!"