

To send an organizational message:

1. Log on to your individual ICONDESK mail account.
2. From the Mail Manager window, select **MESSAGE, NEW** (or the MSGNEW icon) to display the Compose Message window.
3. Obtain a new Message Id in the traditional fashion.
4. In the **SUBJECT** field:
Enter the Message Id followed by a hyphen then the subject.
5. In the **RECIPIENTS** section:
 - a) Add action (**TO**) and info (**CC**) recipients. If known, include the name of the responsible individual as well as the organization.
 - b) **CC: "- CATS"**.
 - c) **CC:** your organizational address (if required) for divisional filing.
6. In the **NOTE** section:
Compose the message text. If the Security Classification is Protected, then enter the word **PROTECTED** at the top of the note.
7. Add any required attachments by selecting **MESSAGE, ATTACHMENTS** (or the **ATTACHS** icon).
8. Send the message by selecting **Message, Send** (or the **SEND** icon).
9. If you did not **CC** your organizational mailbox (for divisional filing), then print the message from your Outbox.
2. Click on **MESSAGE** in the Menu Bar.
3. Click on the **SAVE** option. (*A dialog box appears to confirm the activity.*)
4. Click on **OK**.
5. **CLOSE** the compose message window. (*The message is placed in the Outbox or Work folder until it is sent.*)
6. Select the same message.
7. Click on **MESSAGE** in the Menu Bar.
8. Click on the **REUSE** option. (*A dialog box appears to confirm keeping the original copy of the message.*)
9. Complete the message header and message note.
10. Send the message.

To save and reuse a message:

1. Create a message header and write a message note.