GLOSSARY

Alias A list of user addresses grouped under one name. Simplifies the procedure when sending a message to a standard distribution list. Can also serve as a nickname for one user. The maximum number of addresses that can be included in a single alias is 50.

Attachment A document or file (e.g. text, spreadsheet, graphics) attached to an electronic message.

Browse In ICONDESK, this term is used to describe reading an electronic message.

CATS Central Automated Text Storage System - the Departmental electronic document filing system

CDCS Canadian Diplomatic Communication Service

CDCS Gateway The SIGNET-CDCS gateway is a program which allows the delivery of ICONDESK mail messages to organizations still receiving CDCS message traffic (e.g Missions not on SIGNET and OGDs such as FINOTT). The program receives the ICONDESK mail message and automatically converts the message to traditional CDCS message format for delivery when there is at least one CDCS address.

Control Menu Box The standard component used to close a window. Located to the left of the Title Bar. (A small box in which there is a small horizontal line.)

E-mail Abbreviation for electronic mail. A message (note) sent using a communication software package such as ICONDESK.

Folder Where IBIsys documents are stored. Analogous to a paper file folder. Used to group messages that are logically related to one another.

Forwarded Message A copy of a message sent to a user who was not the original recipient. A covering message accompanies the forwarded message.

Inbox Folder Where incoming mail is collected unless directed otherwise.

Internet A worldwide system linking individual smaller networks.

Login The login process is the connection to the server. Part of this procedure is to identify yourself to the server using a username and a confidential password.

Logout The process of terminating the connection you have to the server.

Message The electronic mail a user sends to another user.

Mitnet MITNET stands for Multipurpose Integrated Telecommunications NETwork. MITNET provides reliable, low cost voice and data communications facilities to Government of Canada users in Canada and abroad. SIGNET is one of many MITNET customers.

Network A group of interconnected workstations sharing resources such as printers, software applications, and storage devices.

Outbox Folder Where you can locate outgoing messages unless directed otherwise.

Password A unique identifier, which, when combined with a username, will give you access privileges to the network.