

 TELEPHONE DIRECTORY

The Telephone Directory produced annually by the Department of Foreign Affairs and International Trade includes personnel at Headquarters. The content and structure of both the English and French versions are generated electronically from our corporate database which reflects information entered by each individual and can be accessed through SIGNET "Profiles" and "Organizations" applications. The main benefit to collecting data electronically is that the online directory (located under "Directories" on the home page of the Intranet) can be kept current on a continuing basis. The information entered in either "Profiles" or "Organizations" is immediately reflected in the online directory. This directory serves as a key reference tool for employees. To obtain additional copies of the telephone directory, please call 944-0647.

General Instructions to Access Directories through the Intranet:**DFAIT Telephone Directory**

- (1) From the Intranet Home Page, click on "directories"
- (2) Click on "DFAIT telephone directories"
- (3) Enter the last name
- (4) Click on "search"

Other Government Departments (OGD)

- (1) From the Intranet Home Page, click on "directories"
- (2) Click on "Other Government Departments"
- (3) Enter last name and departmental acronym
- (4) Click on "search"

Government Electronic Directory Services (GEDS)

- (1) From the Intranet Home Page, click on "directories"
- (2) Click on "Government Electronic Directory"
- (3) Enter last name
- (4) Click on "search"

A quick and easy way of finding someone in DFAIT:

- (1) Go to the Intranet Home Page
- (2) On the right hand side of the page – DFAIT Directory
- (3) Enter last name
- (4) Click on "search"