# Sending Messages to CATS After the Fact

We all have an obligation to file records material to CATS. Copying messages to CATS is easy – CATS is the first address in the ICONDESK address list in the Send Mail window. The best way to ensure a message is sent to CATS is to ensure that -CATS is one of the CC addresses. However, if you forget to CC -CATS, there are a number of ways to send it after the fact. You cannot forward a message as there is no Extract Forward in CATS. *Messages MUST be sent one at a time.* Here's how to do it:
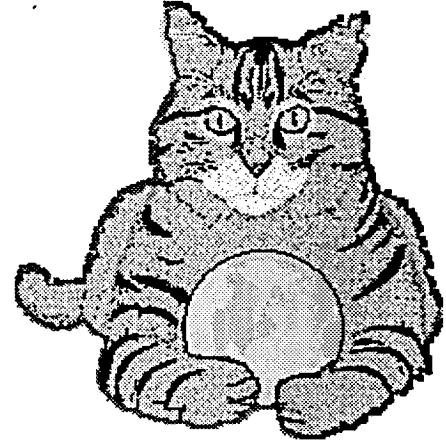
If you are the **originator** of a message that was not sent to CATS:

- Open your Outbox
- Select the message to be sent
- Reuse the selected message
- Say "Yes" to keep the original.
- This will take you to the "Compose Message" Window.
- Keep the subject field as is
- Highlight the original addressees, click on Edit then on Cut. This will delete them and also make them available to PASTE at the top of the note.
- Add -CATS as a TO address in the Recipients field
- Add a notation at the beginning of the document indicating the original addressees and originator. (Paste the addressees and originator)

If you **received** a message that was not sent to CATS:

- Select the message
- Reply to the message
- In the **Reply** dialogue box, ensure that Note from incoming message, Attachments from incoming message and all addressees are selected.
- Keep the subject field as is
- Highlight the original addressees and originator, click on Edit, then on Cut; this will delete them and also make them available to **Paste** at the top of the note.
- Add -CATS as a TO address in the **Recipients** field
- Add a notation at the beginning of the document indicating the original addressees and originator. (Paste the addressees and originator)

If you manage an **Organizational mailbox**:

- Select the message you wish to send
- Use the Send option to compose a new message
- Add -CATS as a TO address in the **Recipients** field
- Add the subject of the original message to the Subject field. ( HINT: COPY the original subject, then Paste it.)
- Add a notation to the message if you wish
- Click on Send; the message and header information (including originator, addressees and subject) will be sent to CATS as an attachment.