

# Welcome to OGD, CIDA!

For those of you at Headquarters who have been anxiously awaiting the day when you could exchange e-mail with CIDA, we're pleased to inform you that **all of the CIDA addresses are now in the OGD application**. As you can appreciate, this is a significant step forward in facilitating communications between the two organizations.

To refresh your memory, the Other Government Departments or OGD application is one of DFAIT's

corporate database applications. It provides a fast and easy method of locating an electronic mailing address for any listed Government of Canada employee in the world. Using the application is simple.

Once you have located a person in OGD, you can copy their e-mail address, paste it into ICONDESK and then send your message. For information on how to do this, please refer to the **Introduction to ICONDESK Version 4.4 Learning Guide**, pp. 101-105, see *SIGNET*

*News*, April 3, 1995, "Using the OGD Application," pp. 1-2 or take the *SIGNET* Workshop course on Corporate Applications given on June 28 (see *Schedule* attached).

**A special note to missions:** Be patient a little longer! Data and Application Integration (STEI) assures us that five of the Corporate Applications currently available at Headquarters, including the OGD application, will soon be distributed to missions.

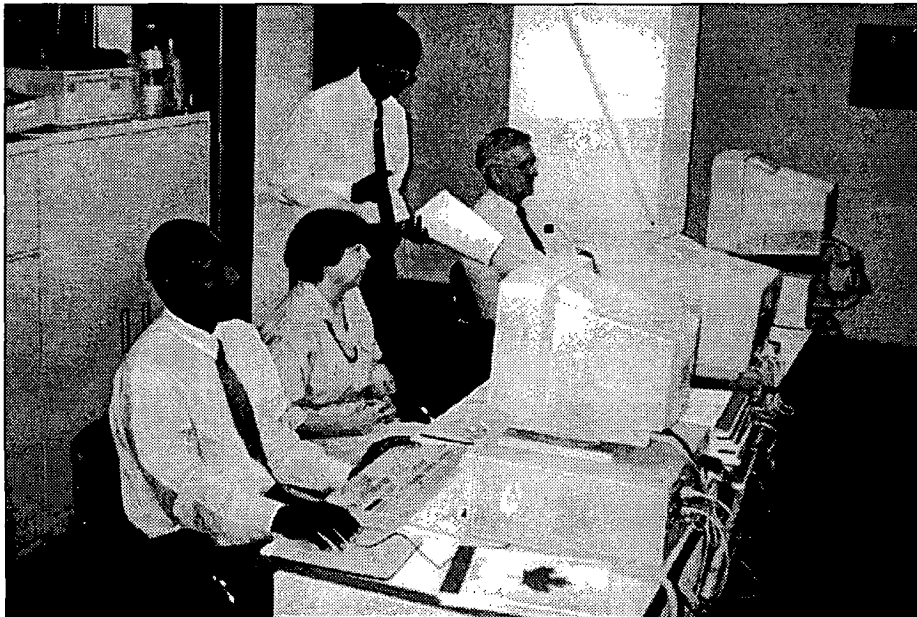
## CLIENT TIPS

### How to Use Paper Wisely: A "Green" Tip from Catherine Nagy (MUNIC)

Is *your* blue wastebasket, like many we've seen, overflowing with paper that has text only on one side? Shame on you! Here's a great idea that Catherine Nagy (MUNIC) has for reducing excess paper. "Put it to good use," she says, "by setting up a simple "environmental" system like the one I initiated in Munich:

"Dedicate one of each of the printers' bins for "scratch" copies. Gather paper that is used only on one side (and is in good condition) and use the blank side for printing internal-use documents like org. mail, e-mail, drafts of documents, and even faxes. It's simple and effective."

Thanks, Catherine. We're sure JEN would approve!



**Cameroon is wired!** Regional Systems Administrator, Christian Meloche (PARIS), recently reported that the Small Mission *SIGNET* installation in Yaoundé was a success. The photo shows Ambassador Arsène Després (right), Honoré Mondomobe, SSA and Trade, Jeannine Daunais-Durack, attaché, and Joseph Peyo, Cultural and Public Affairs, in Yaoundé's training centre.