

**To turn the Out of Office Assistant Off:**

1. Load Outlook.
2. At the prompt to Turn off the Out of Office Assistant, click Yes.

**Create distribution lists for frequently used e-mail addresses:**

1. Click the Address Book tool.
2. Click the New Entry tool.
3. Select Personal Address List.
4. Click OK.
5. Type a name for the Address List in the Name field.
6. Click Add/Remove members tool.
7. Type a first recipient's last name, press Enter.
8. Locate and double-click the desired recipient.
9. Repeat steps 7 and 8 until list is completed.
10. Click OK.
11. Click OK.
12. Close the Address Book.

**To send to a Distribution list:**

1. Prepare a new message.
2. Click the TO button.
3. Select your Personal Address Book form the Global Address list pull-down menu
4. Double-click the desired Address List.
5. Click OK.

**Departmental policy on using the Internet**

DFAIT provides all users of SIGNET 2000+ with access to the Internet and this privilege can be revoked if it is not used in a responsible and informed manner.

SIGNET users may access the Internet through departmental facilities for work-related activities and career development.

Personal use is allowed on personal time and must conform to the acceptable use policy, i.e. sending e-mail to colleagues and friends and exploring the Internet for useful information.