

To Compose and Send a Message with Attachment(s):

1. Select **Compose, New Message** from the menu bar. The *Message Assistant* dialogue box appears in the *New Message - Microsoft Exchange* window. If the *Message Assistant* dialogue box is covering a part of the desktop you wish to see, it may be moved by clicking and dragging on its title bar.
2. Select the desired message designation or classification in the *Designation/Classification* field by clicking on the drop-down list box.
3. Select the desired caveat in the *Caveat* field by clicking on the drop-down list box or enter the caveat if it does not appear in the list.
4. Select your division's acronym in the *Message ID* field by clicking on the drop-down list box.
5. Enter the message number (i.e. 0001) in the input field to the right of the *Message ID* field. This number would be obtained from your Document Registry and any information appearing in the registry referring to the classified message should be of an unclassified nature.
If an organizational addressee is included in the message, both fields of the *Message ID* must be completed. The *Invalid Addressees* dialogue box appears when the message is sent if the *Message ID* field was not properly completed.
6. If the message is not an organizational message, deselect the **Cc: CCATS** option which is set by default.
7. Click on the **Hide** button to continue the message.
If an organizational address is not included in the message, and the **Cc: CCATS** option is selected, the *Cc: CATS* dialogue box appears requesting the confirmation a copy of the message be sent to CCATS.
8. Click on the **To...** or **Cc...** button to select the addressees.
The *Address Book* dialogue box appears.
9. Press **TAB** to the *Subject:* field and enter the subject line.
10. Press **TAB** to the *Note* field.
11. Select **Insert, File** from the menu bar OR click on the **Paper clip** button on the toolbar. The *Insert File* dialogue box appears.
12. Select the location (drive and directory) where the attachment resides.
13. Select the file then click on the **OK** button. The file's icon will be inserted at insertion point (at the top of the page). This will ensure that the recipient will see that there is an attachment with your message.