or

Choose First Name to search by first names.

8. Enter the search criteria in the NAME or DEPARTMENT text boxes.

or

Click the button to the riGHT OF THE TEXT BOXES TO use the Personnel or Department windows.

9. Click the OK button to execute the search.

To use the Locate text box:

1. Click inside the LOCATE text box.
2. Type the surname of the person you wish to locate.
3. Press the ENTER key.

Copying an address from the Detail window:

1. Locate the name in the list, using either the scroll bars or the LOCATE text box.
2. Double-click the name you want to copy to the clipboard.
3. Click the COPY button.
4. Click OK to return to the main window.

Pasting an address into ICONDESK:

1. Open the ICONDESK application.
2. Click on the NEWMSG button on the tool bar.
3. Click the left mouse button to the right of TO: in the RECIPIENTS section of the window.
4. Press SHIFT-INSERT to paste the contents of the clipboard at the cursor position.
5. Continue creating the message as usual.

To send to a CDCS address:

1. Log on to your individual ICONDESK mail account. From the Mail Manager window, select MESSAGE, NEW (or the NEWMSG icon) to display the Compose Message window.
2. Obtain a new Message Id in the traditional fashion.
3. In the SUBJECT field: Enter the Message Id followed by a hyphen then the subject.
4. In the RECIPIENTS section:
   a) Add action (TO) and info (CC) recipients.
5. In the NOTE section:

Enter the Security Classification (UNCLASSIFIED or PROTECTED) at the top of the Note. Compose the message using single spacing and mixed case characters. If the message exceeds the limit of the Note section, divide the text and send it as separate ICONDESK mail messages.

6. Select the OPTIONS button to set the Precedence and Security Classification on the Message Options window.
   a) IMPORTANCE section: Select the required Precedence.
   b) SENSITIVITY section: Select the Security Classification.
   c) REPLY BY SECTion: (optional) Enter the required date and time of delivery.
7. Send the message by selecting MESSAGE, SEND (or the SEND icon).

To correct a message returned by the gateway:

1. You will receive an