RULES:

1. The Subject field must be entered with the first 7 or 8 characters in Message Id format followed by a hyphen. There are no spaces between the Message Id, the hyphen and the subject. Duplicate Message Ids are not permitted.

2. Do not select BCC recipients when there are CDCS recipients (this would result in duplicate messages).

3. You must enter a Note. If you require a REF line, it must be entered as part of the note. A separate "REF" line will not be generated as part of the telex.

4. For PROTECTED messages you must set the Sensitivity field to PROTECTED as well as entering PROTECTED at the top of the Note. (If you enter PROTECTED in the Note and do not set the Message Options, the message will be sent through CDCS as UNCLASSIFIED, resulting in a PROTECTED message being handled as if it were UNCLASSIFIED, creating a possible breach of security).

5. When specifying a "Deliver by" date and time, do not use the "Delivery On" section on the Message Options window. Use the "Reply by" section instead.

TIPS:

1. You can enter recipient names directly in the Recipient list without using the Query function. When you Save or Send the message, ICONDESK validates the address(es). If you need to query the address list, select the Addresses button to display the Addresses window, then select the Query button.

2. When a required CDCS X.400 address is not in the directory, create the address using the procedure "Customizing an X.400 CDCS Address" in the document: "Managing Outgoing Organizational Mail (Using ICONDESK 4.4)" which is available on the I: drive.

3. When composing the Note you have two options:

a) Compose the message directly in the Note section of the window; or

b) Copy and paste the text from another document (for example a WordPerfect document). Use the Copy command (or CTRL "C") to copy the text and use the Paste command (or CTRL "V") to paste into the Note.

4. When setting the Importance section on the Message Options window, select the "Immed/DlvrBy" radio button to specify both "Immed" and "Deliver By" precedence levels. If you enter a date and time in the "Reply by" section, the CDCS message will be generated with a DELIVERBY date and time. Otherwise, the CDCS message will print IMMED.

FORUM

Glad to have been of help...

"I recently received e-mail with an attachment from an Internet correspondent. I didn't quite know what to make of it. After reading your article on sending attachments to the Internet*, however, I was able to retrieve the attachment.

The article was easy to read. It will definitely benefit SIGNET users who communicate via the Internet."

-Frederic Dahm (STEA)

*see "You Can Now Send Attachments to the Internet," *SIGNET Newsletter*, March 6, 1995, p. 5.