Sending e-mail to CDCS Missions
An Important Reminder

Any address located in the ICONDESK directory which displays -CDCS beside the acronym is a destination receiving a telex as opposed to an electronic or e-mail message. This includes messages sent to "ALL MISSIONS/TOUTES LES MISSIONS." Please note that messages sent by SIGNET to "ALL SIGNET MISSIONS/TOUTES LES MISSIONS SIGNET" do NOT find their way to CDCS missions.

To ensure that the organizational messages you send to CDCS addresses are received, please remember the following two important points:

1. Do NOT send attachments with the message. Incorporate the text of the attachment into the message.

Note: there is a limit of 32K or approximately six WordPerfect pages that can be incorporated into messages.

Only ICONDESK message "notes" may be sent through the SIGNET -CDCS gateway. Mail with attachments will be returned to the originator. The attachment(s) will not be returned.

2. In the Subject field, enter the Message ID followed by a hyphen, then the subject.

The Subject field must be entered with the first seven or eight 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.

For more information on sending messages to CDCS address, please refer to either of the following:

- Introduction to **ICONDESK Version 4.4. Learning Guide,** pp. 106-109 *or*

- **Managing Outgoing Organizational Mail (Using ICONDESK 4.4), Section 3. Sending Organizational Messages (When One or More Recipients Are On CDCS),** Page 3-1 and Appendix C, **Additional Information, C.8 Attachments,** Page C-4.

This document is found on the I drive: (I:\corpinfo\orgmsg\oom44eng.wpe).

FORUM
E-mail Overload

We're swamped by an excess of e-mail that could be easily reduced. Would you please remind users how to reply to messages sent out to a long list of addresses.

— Karen Cheslock
on behalf of Tariffs and Market Access Division (EAT)

With pleasure! As not everyone needs to receive a copy of your reply to such a message, take advantage of the Reply option in ICONDESK. It's simple and effective.
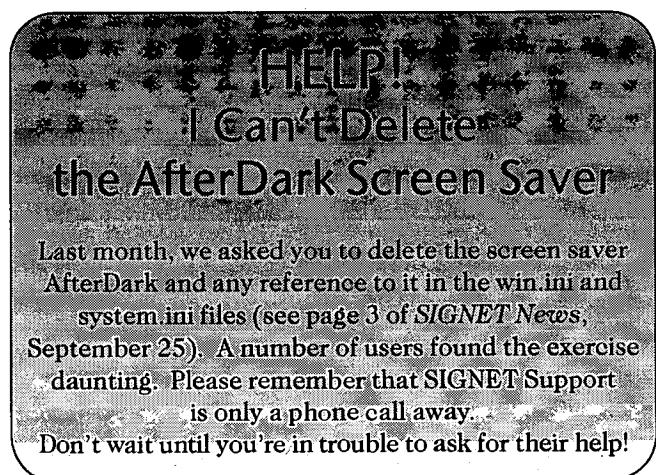
When responding to an in-coming message in Mail Manager, click on Reply. In the Reply dialogue box, under To, click on Sender only (or Direct recipients). Click OK.

Your reply will go only to the sender, not to the entire distribution list. Pat yourself on the back. You have saved your colleagues considerable frustration by using an important ICONDESK feature.

One Size Doesn't Fit All

Do you find yourself squinting to read your e-mail messages (especially at the end of a long day), while cursing the small font size?

Yes, you may need glasses, but did you know that the e-mail font can be configured to a bigger size? Please contact SIGNET Support for assistance.

HELP!
I Can't Delete the AfterDark Screen Saver

Last month, we asked you to delete the screen saver AfterDark and any reference to it in the win.ini and system.ini files (see page 3 of *SIGNET News*, September 25). A number of users found the exercise daunting. Please remember that SIGNET Support is only a phone call away. Don't wait until you're in trouble to ask for their help!