

To View Information on a Specific Addressee:

1. Select **Compose, New Message** from the menu bar. The *Compose Message* window appears.
2. Click on the **To...** button. The *Address Book* dialogue box appears.
3. Click once on the addressee in the *Type Name or Select from List:* list.
4. Click on the **Properties** button. The *Addressee's Properties* dialogue box appears.

To Find a Specific Addressee:

1. Enter the recipient's last name in either the *To...* or *Cc...* fields and select **Tools, Check Names** from the menu bar in the *Compose Message* window OR press **CTRL+K**. The *Check Names* dialogue box will provide a list of all names including the word string identified.

To Modify the Message ID List in the Message Assistant Dialogue Box:

The *Message Assistant* dialogue box may take an exceptionally long time to appear on the screen. If this is the case, the list of the *Message ID* field can be modified to include only those acronyms that pertain to your work. This list resides in an ASCII format file called *C4CODES.CLI*. To modify this file follow these instructions:

1. Double-click on the **Notepad** icon within the *Accessories* group icon.
2. Select **File, Open** from the menu bar of the *Notepad* window. The *Open* dialogue box appears. The *C4CODES.CLI* file is located on the *Z:\CONFIG* drive and subdirectory.
3. Open the *C4CODES.CLI* file. The contents of the file appears.
4. Modify the contents by deleting all of the acronyms which are not necessary.
5. Select **File, Save** from the menu bar of the *Notepad* window to save the modified *C4CODES.CLI* file.
6. Select **File, Exit** from the menu bar of the *Notepad* window to exit Notepad.

If the original version of *C4CODES.CLI* has to be recreated, follow these instructions:

1. Double-click on the **File Manager** icon in the *SIGAPPS (Common)* group.
2. Click on the **Z:** drive button on the toolbar of the *File Manager* window. The current document window displays the *Z:* drive.