

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. Refer to the procedure "Sending Long Notes".

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 **ICONDESK** mail message from the "SIGNET-CDCS Gateway" notifying you of an error in your message transmission.
2. Browse the message to determine the reason for the error. The note provides a brief explanation of the error, a list of the CDCS addresses that did not receive the message, and the text of the original message.
3. Select the corresponding message from the Outbox (or from another folder where you saved it) The Subject of the message is listed in the returned note.