

## Practices

Each of us has a role to play to ensure that SIGNET runs smoothly. In the August issue of *SIGNET News*, we recommended two ways in which you could help improve the performance of your PC. Here is another good practice from Marc Thibault of Tower D, SIGNET Support.

### Archive Messages

Be a pro-active user: keep your e-mail account — both Inbox and Outbox — manageable. Delete, delete, delete all of those e-mail messages you no longer need, especially those with attachments. And if you can't part with some, archive them onto diskettes for future reference. That's all very well, you say, but how do you do that? Page 76 of the **Introduction to ICONDESK Version 4.4 Learning Guide** (Exporting Messages to DOS Drives and Directories) explains how. A savvy user we know put a photocopy of page 76 on the wall beside her workstation.

## Small Mission SIGNET Upgrade

Last month, the Information Systems Bureau (STD) finalized plans for the rollout and distribution of the newest release of the small mission (SMS) software, Release 2.0.

This new release contains several new software products, notably an enhanced e-mail tool, ICONDESK 4.4; a better word processing package, WordPerfect 5.2+; and a suite of improved software utilities to assist the SMS mission System Support Administrator (SSA) to maintain the SMS computing environment at peak operating performance.

The first of the SMS upgrades began in mid-September with Miami. All SMS missions will be completed by December 1. These

include Georgetown, Wellington and Osaka. Training for the SMS SSA will be coordinated by the SIGNET Client Services Division (STC). Wherever possible, training courses will be conducted by STC trainers at the SMS homing missions of London and Paris. For SMS missions not homing on these sites, alternate arrangements will be made.

Further details will be provided to individual SMS missions as the planning details are worked out and implementation schedules are prepared.

If you have any questions or comments regarding these arrangements, please contact either your Regional SIGNET Manager (RSM) or Regional Systems Administrator (RSA).

Did you remember to analyze your hard disk this week?

## ICONDESK 4.4 Basics:

### Forwarding a message (in 6 easy steps)

The forward option allows the user to re-route incoming messages to other users. For instance, when a message was sent to someone by mistake or when a message would be of interest to someone else.

To forward a message:

1. from the **Inbox**, select the message (s) you wish to forward OR **Browse** the message you wish to forward.
2. Select **Message, Forward** OR click on the **Forward** icon on the Tool Bar.
3. Complete the message header information (subject, addressee).
4. In the **Note** field, write a note explaining that a forwarded message is appended to this
5. Select **Message, Send** from the menu OR click on the **Send** button in the Tool Bar.
6. Click on **OK**. If you were forwarding a message from **Browse**, close the **Browse** window. Et, voilà! Your message has been forwarded.

(P.S. A copy of the message is sent to the outbox folder.)