

CA1
EA
S35
April
18, 1995
Copy 1

SIGNET NEWS

THE INFORMATION TECHNOLOGY NEWSLETTER OF THE DEPARTMENT OF FOREIGN AFFAIRS AND INTERNATIONAL TRADE

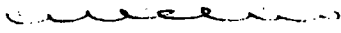
Congratulations, everyone!

We are pleased to reproduce below a memorandum dated April 11, 1995 from Mr. William L. Clarke, Assistant Deputy Minister, Corporate Services Branch (SCB), to Mr. Richard Kohler, Director General, Informations Systems Bureau (STD), to mark the installation of SIGNET. Due to operational constraints, some missions will be installed on SIGNET this year.

In 1991, we made a commitment to Treasury Board that we would deliver SIGNET on time and on budget. We have achieved our goal: 97.2% of departmental employees have been installed on SIGNET. Our global information technology infrastructure is in place. This success story is also due to the support of SIGNET by all employees and the hard work and effort that they have put into adapting to the new system of messaging.

Our challenge for the next three years becomes how best to capitalize on that infrastructure to deliver information management services. Your experience and expertise, together with the support of all employees, will ensure that the Department is able to achieve its goals and objectives in an increasingly complex world.

It gives me great pleasure to congratulate you on the well-planned, efficient implementation of SIGNET.


William L. Clarke
Assistant Deputy Minister
Corporate Services

E-Mail Messages Made Simple(er): "Rules of the Road" Now on the I: Drive

When composing an e-mail message, "write "from the top down" newspaper-style.

Cover who, what, where, when, why and how in the first paragraph or screen-full, and develop the supporting information in subsequent paragraphs. This will help recipients and, if done properly, eliminates the

need for an introductory summary paragraph."

- from **Electronic Mail, Standards and Procedures**, SIGNET Users Group (SNUG), March 24, 1995, p. 10.

[The document is available on the corporate I: drive as I:\CORPINFO\EMAIL\RULESENG.WPE. See the broadcast message of April 10 from Gordon Smith, Deputy Minister of Foreign Affairs. The document has also been distributed by bag to posts not yet connected to SIGNET.]

Spring Cleaning! HQ, It's Time to Tidy Up the H: and I: Drives

Divisional I: drives are becoming overcrowded; in fact, some of these I: drives have reached 95% capacity. SIGNET Clients are responsible to ensure that unnecessary or unauthorized software packages (including games) and other executable files (i.e., files with .exe, .com extensions) are not stored on the I: drive. Your individual drive, the H: drive, must also be kept clean of these files. If you have any such files on the H: or I; drives, please

remove them by April 26.

If you think that you have a software package on the I: or H: drives that should NOT be deleted, please contact your SIGNET Support Team. If you are unsure whether you have unauthorized files - or if you don't know how to delete them - SIGNET Support would also be happy to help.

On a final note, if you don't delete these byte-consuming files,

Informatics Support and Operations (STOS) will do it for you!

SIGNET Workshop Schedule

Back by popular demand! The SIGNET Workshops at Headquarters will resume May 1. Would you like to know more about ICONDESK 4.4? Take one of the Workshops held on May 3,10,15...see the schedule at the back of the News.