

INTRODUCTION

Who Will Benefit From this Course

You will probably get the most out of this course if you are required to create, modify, send or receive classified material. You should be familiar with working in the Windows environment although no specific knowledge of Microsoft Windows NT is assumed.

You must have at least a **SECRET** security clearance and have a need-to-know requirement to access the SIGNET-C4 system.

Course Objectives

At the end of the training session, the participant will be able to:

- Identify the characteristics of the SIGNET-C4 system and identify users on CDCS and other classified systems
- Distinguish between classified information and designated information
- Handle and protect sensitive information in accordance to departmental and government regulations
- Log on, log off and change a password on a SIGNET-C4 Workstation
- Select network resources to connect and share such as printers, CD-ROM, drives, directories and files

MS Exchange

- Create and send a message within MS Exchange to all users of classified systems
- Create personal and shared folders, reply, forward and print messages
- Access C4 Organizational Mail

WordPerfect 6.1

- Create, file and send messages drafted in WordPerfect 6.1 to CDCS addressees
- Create, file and send WordPerfect 6.1 documents as attachments to other C4 addressees