

SENDING MESSAGES TO C.D.C.S. ADDRESSES

Any address, located in the ICONDESK directory, which displays '-CDCS' beside the acronym, is a destination receiving a telex as opposed to a personal electronic message. The CDCS gateway is automated to convert your e-mail message to a telex which will be received by the departments communication centre.

The following outlines possible situations where you will be using the C.D.C.S. gateway to send a message.

- sending messages to missions which do not yet have SIGNET/ICONDESK
- sending messages to OGDs where the OGD corporate application is not available
- sending to OGDs which do not have an e-mail application

CDCS TIP

To locate the CDCS address in the ICONDESK directory, from the query window, use the mission or OGD telex acronym preceded by a hyphen. (i.e. -agricott)

Rules for sending to C.D.C.S. addresses

1. The Subject field must be entered with the first 7 or 8 characters in Message Id format followed by a hyphen. There are no spaces between the Message Id, the hyphen and the subject. Duplicate Message Ids are not permitted.
2. Do not select BCC recipients when there are CDCS recipients (this would result in duplicate messages).
3. You must enter a Note. If you require a REF line, it must be entered as part of the note. A separate "REF" line will not be generated as part of the telex.
4. For PROTECTED messages you must set the Sensitivity field to PROTECTED as well as entering PROTECTED at the top of the Note. (If you enter PROTECTED in the Note and do not set the Message Options, the message will be sent through CDCS as UNCLASSIFIED, resulting in a PROTECTED message being handled as if it were UNCLASSIFIED, creating a possible breach of security).
5. When specifying a "Deliver by" date and time, do not use the "Deliver On" section on the Message Options window. Use the "Reply by" section instead.
6. The SIGNET-CDCS gateway does not handle forwarded messages.
7. The SIGNET-CDCS gateway does not handle attachments.