

# How to Exchange E-Mail with the Internet

In a recent meeting of the SIGNET Users Group (SNUG), Adam Blackwell (GAM) gave us a good suggestion: his colleagues wanted the **straightforward method for exchanging e-mail with the Internet**. We are pleased to provide you with this information again, but in abbreviated form ( see *SIGNET News*, January 16, "Do You Need to Exchange E-Mail with the Internet? Here's How"), thanks to Deborah Wilson (STOS) who has prepared a handy guide on this timely matter. You can obtain the guide from the SIGNET Walk-In Centre (A1) or from SIGNET Support. You can also find the information in the **Introduction to ICONDESK Version 4.4, Learning Guide**, pp. 110 - 113.

## Addressing outgoing mail to the Internet

1. In ICONDESK 4.4 Mail Manager, click on the New button on the Tool Bar to generate the Compose Message window.
2. Click on the command button Addresses and then click on the X.400 button.
3. Insert the converted Internet address in the second field box labelled Full X.400 and then click OK.
4. Verify that the recipients section of the window contains the address and then click OK. Continue creating the message as usual.

## How to make the required address conversion

In order to send your message, you MUST convert an Internet address to SIGNET format. Several pieces of information (identifiers) must be added around the address. The identifiers are ALWAYS added in the same manner for ALL Internet addresses. Here is an example of a typical Internet address:

smithj@qucis.queensca.ca

1. At the beginning, always add: **rfc-822\***
2. Next, enter the Internet address as it is with the exception of the @ which should be entered as (a). The address so far looks like this: **rfc-822\*smithj(a)qucis.queensca.ca**
3. At the end, always add: **\$\$gc+internet\$\$govmt.canada\$ca**

with NO SPACES in the entire address. Example

rfc-822\*smithj(a)qucis.queensca.ca\$\$gc+internet\$\$govmt.canada\$ca

## How to convert your SIGNET address for Internet users

Take a look at your SIGNET address...

1. In the Compose Message Command Box, click on the Addresses button.
2. Query or scroll down the Addresses Box and click on your name.
3. Click on the View button. In the View User Information Box you are shown your full X.400 address. Example:

brown\*mary\*mb\$\$extott.01\$\$gc+eaitc.aecec\$\$telecom.canada\$ca

## Convert your SIGNET address

1. Type in your name followed by a ., then type in your surname followed by an @. Example:  
**mary.brown@**
2. Within your X.400 address, there is information identifying your location and server (i.e., extott.01). This information will follow the @ in your converted Internet address. Example:  
**mary.brown@extott01**
3. The remaining information .x400.gc.ca must be added and is ALWAYS the same. Example:  
**mary.brown@extott01.x400.gc.ca**

**Important Note:** There is an Internet template available in the Directory Service. It can be queried and modified according to instructions which we will provide in the next issue of *SIGNET News*.