Managing Outgoing Organizational Mail Using ICONDESK 4.4

As ICONDESK 4.4 is easier to use than ICONDESK 4.3, sending organizational messages with ICONDESK 4.4 is also easier. For those of you who have 4.4, here are the two basic procedures* to follow when sending Unclassified and Protected messages to organizational units:

- when ALL recipients are on SIGNET; and
- when one or more recipients are on CDCS.

Note the handy, boxed rules and tips at the end of each of the procedures. These have been prepared to make messaging simpler for you. Why not detach these procedures from the Newsletter and keep them for easy reference.

* *Managing Outgoing Organizational Mail (Using ICONDESK 4.4)* describes in detail how to use ICONDESK 4.4 to send organizational messages. It is available on the I drive (I:\corpinfo\orgmsg\oom44eng.wpe).

1. SENDING ORGANIZATIONAL MESSAGES (ALL RECIPIENTS ARE ON SIGNET)

1. Log on to your individual ICONDESK mail account. From the Mail Manager window, select Message/New (or the New icon) to display the Compose Message window (shown below).

2. Obtain a new Message Id in the traditional fashion.

3. In the Subject field:
   Enter the Message Id followed by a hyphen then the subject.

4. In the Recipients section:

a) Add action (TO:) and info (CC:) recipients. If known, include the name of the responsible individual as well as the organization.

b) CC: "- CATS".

c) CC: your organizational address (if required) for divisional filing.

5. In the Note section:
   Compose the message text. If the Security Classification is Protected, then enter the word PROTECTED at the top of the note.

6. Add any required attachments by selecting Message/Attachments (or the Attach icon).

7. Send the message by selecting Message/Send (or the Send icon).

8. If you did not CC: your organizational mailbox (for divisional filing), then print the message from your Outbox.
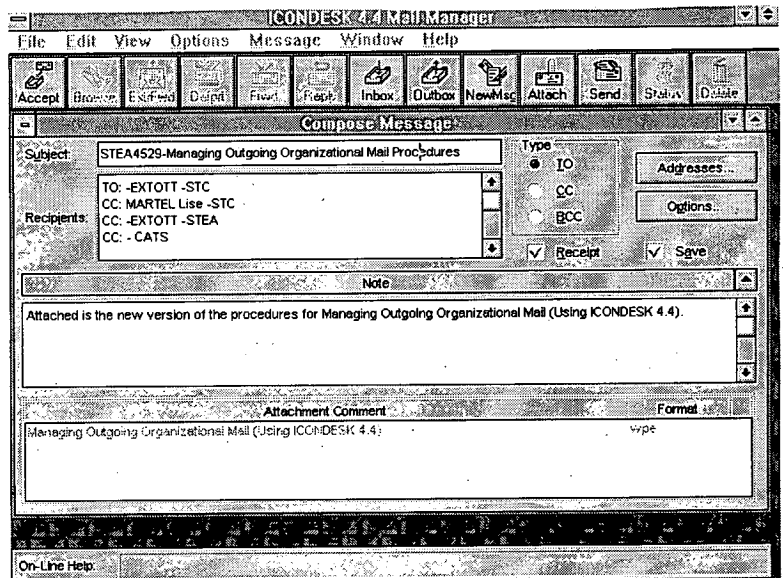
> **RULE:**
> In the Subject field there are no spaces between the Message Id, the hyphen and the subject.

> **TIP:**
> You can enter recipient names directly in the Recipients list without using the Query function. ICONDESK will validate the addresses when you either Send or Save the message. If you need to query the address list, select the Addresses button to display the Addresses window, then select the Query function.