

QUERYING TIP

Remember when searching for an address made up of an acronym, (as in a mission, division or program) use a hyphen.

Method

To send an organizational message:

1. Log on to your individual ICONDESK mail account.
2. From the Mail Manager window, select **MESSAGE, NEW** (or the **MSGNEW** icon) to display the Compose Message window.
3. Obtain a new Message Id in the traditional fashion.
4. In the **SUBJECT** field:
Enter the Message Id followed by a hyphen then the subject.
5. 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.**
6. 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.
7. Add any required attachments by selecting **MESSAGE, ATTACHMENTS** (or the **ATTACHS** icon).
8. Send the message by selecting **MESSAGE, SEND** (or the **SEND** icon).
9. 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.

ADDRESSING TIP:

You can enter recipient names directly in the Recipients list without using the Query function. When you Save or Send the message, ICONDESK validates the address(es). If you need to query the address list, select the Addresses button to display the Addresses window, then select the Query function.