

ARCS PROCEDURE: Author: S. Smith	PREPARING EMAIL	PRO(TWPPO)-007.000 January 7, 2000 Page 1 of 1
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Preparing Email

I. Purpose:

To provide instructions to prepare email.

II. Cautions and Hazards:

None.

III. Requirements:

None.

IV. Procedure:

A. Steps:

1. Open new message.
2. Type e-mail message.
3. If email does not need to be logged, send to addressee(s).
4. If email needs to be logged and you want the OMS log number to appear on the email message, follow the steps below.
 - Request an identifier from office personnel. *Refer to PRO(TWPPO)-001.000, Requesting an OMS Log Number.*
 - Type the assigned OMS log number on the first line of the body of the e-mail message.
 - Send the email message to the addressee(s) and copy to office personnel for logging and filing.
5. If email does need to be logged and does not need log number to appear on the email message, follow the steps below.
 - Send the email message to addressee(s), office personnel (smiths@lanl.gov) and oms (twp-oms@lanl.gov) as a blind carbon copy (bcc) or carbon copy (cc) with all required information. *Refer to PRO(TWPPO)-001.000, Requesting an OMS Log Number.*
6. Print email.
7. Place correspondence in the "outgoing" file tray.

V. References:

None.

VI. Attachments:

None.