

Electronic Mail and CashCard for the WTO Ministerial Conference 1996 (On-Site Registration)



MINISTERIAL
CONFERENCE
— 9-13 DEC '96 —
SINGAPORE

1. Electronic Mail (Email)

1.1 Introduction

To facilitate communication amongst delegates, press and conference officials at the WTO MC, a Lotus Notes electronic mail system will be setup. All delegates will be given an account in their personal name. In addition, each country delegation will be given a Head of Delegation (HOD) account and another for its Press Officer (PO) so that communication can be established easily with various delegation appointment-holders. The press will also be given accounts through their news agency. All Email accounts will be able to inter-change mail with the Internet.

1.2 Validity Period

Your Email account will be activated 2 hours from the time you register at the Registration Counter, and will expire after 13 December 9:00 PM.

1.3 Security

Your Email account is protected by a password authentication mechanism, and your account will be issued with an initial password. But for this security feature to be effective, you are advised not to give out your Email ID and password to anyone. You should change the password immediately when you first logon, and whenever you feel that the password has been compromised. You are advised not to use the Email System for highly confidential correspondence.

1.4 Email ID

Your Email ID and password of your account is listed below. Your account will be activated 2 hours later.

Email ID:

S	G	1	2	4	5	8	M
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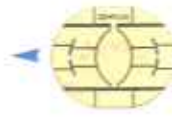
Your PASSWORD is the same as your Email ID. And it is in *lowercase*, or *small letters* (non-capital).

NOTE:

Whenever you encounter difficulties using your Email Account, you can seek help by calling the **Computer Facility Helpline**, at 431-7077.

DELEGATE

JAPAN



1-3-104-24997

SUZUKI

KOJI



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