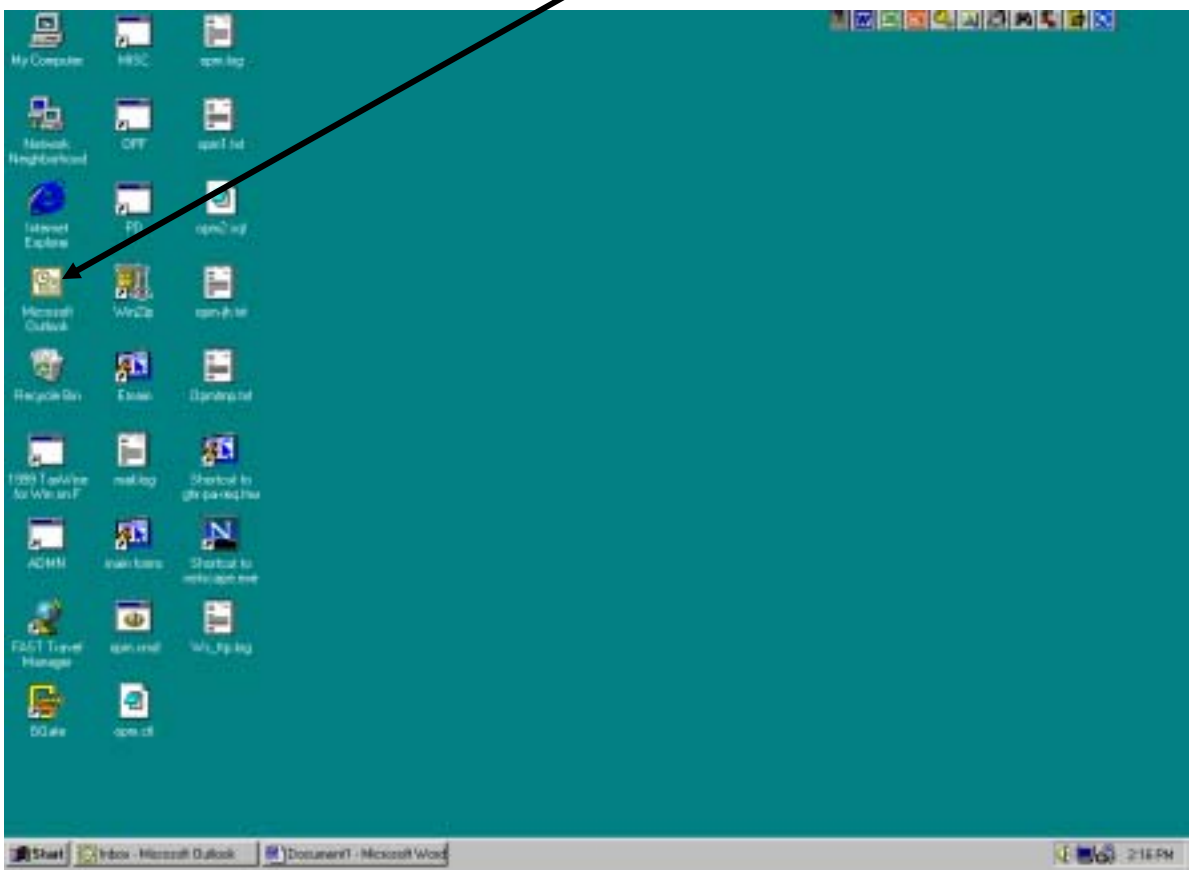
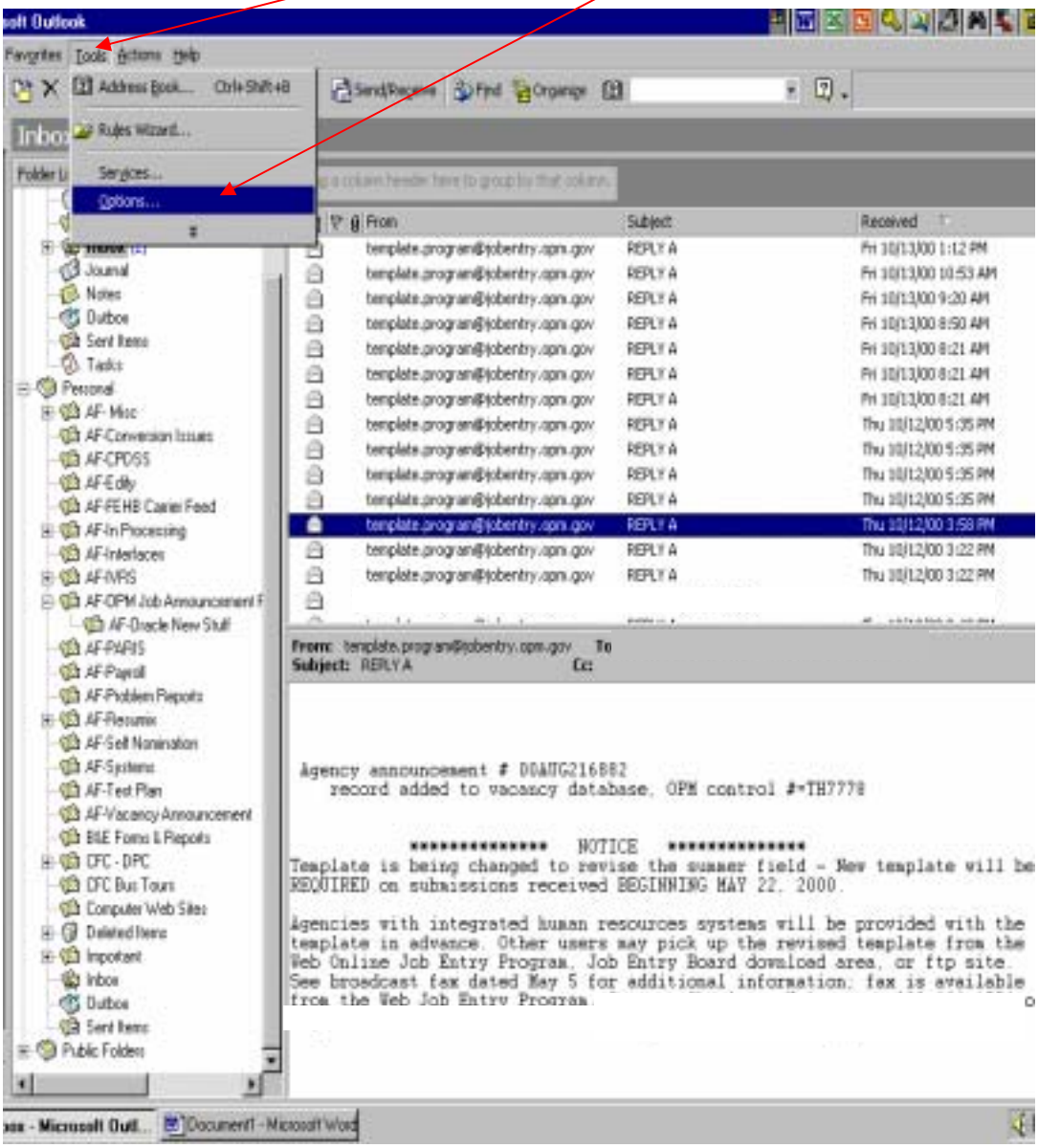
Chapter 3– E-mail Setup/OPM/USA Jobs Vacancy Announcement Email Template

Step #	Action
1	**E-mail Setup** Your e-mail account must be set up in accordance with the following procedures; otherwise, the OPM vacancy announcement template will require re-formatting before forwarding to the OPM USAJOBS website.

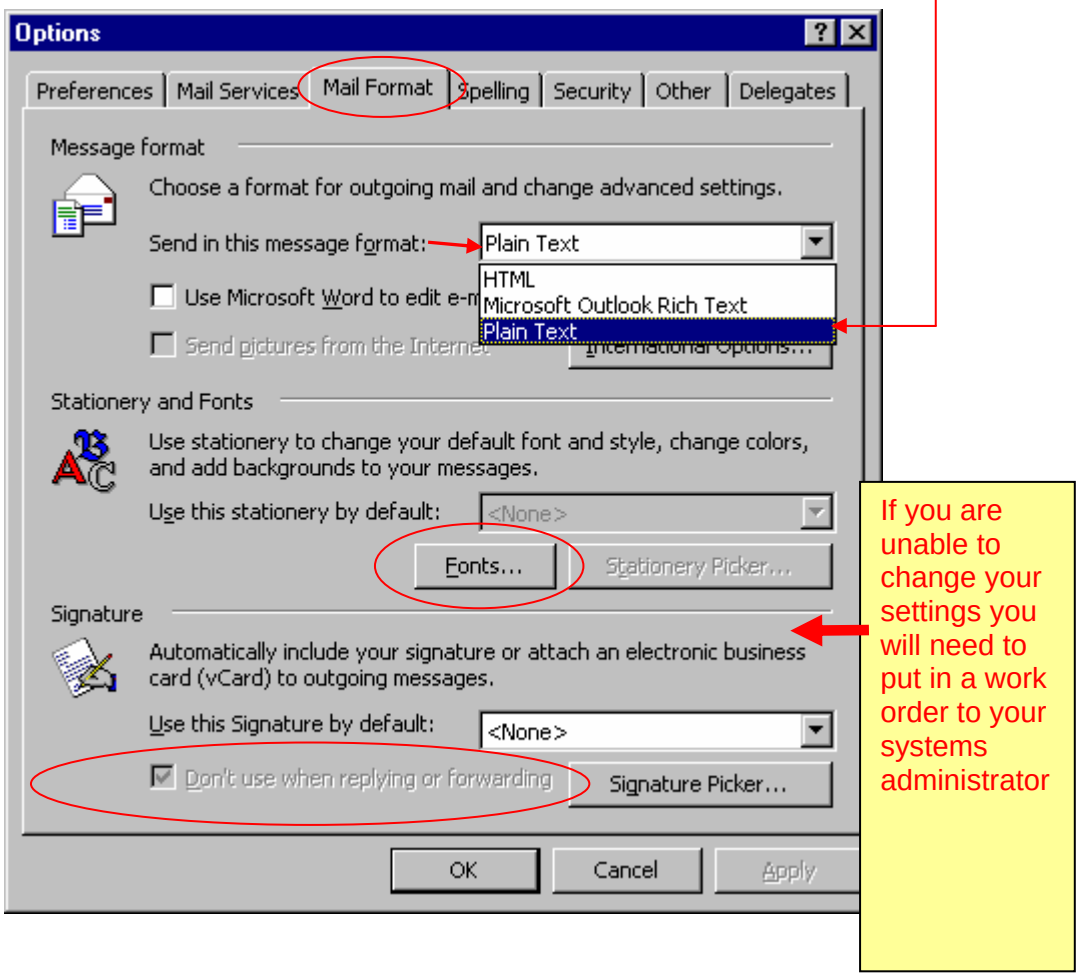
A. From the Desktop select the Microsoft Outlook icon.



B) Once you have opened Outlook, go to your Inbox. On the top menu bar you will then select the Tools item. Then under the **Tools** item select **Options**.



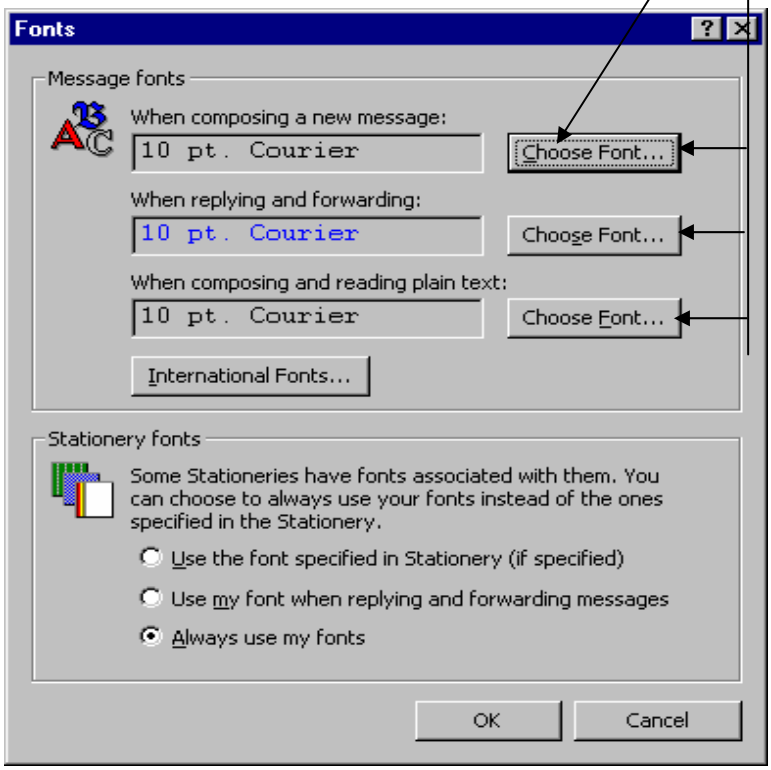
C) Under the **Mail Format** tab, you will need to set "**Send in this message format**:" to **Plain Text**.



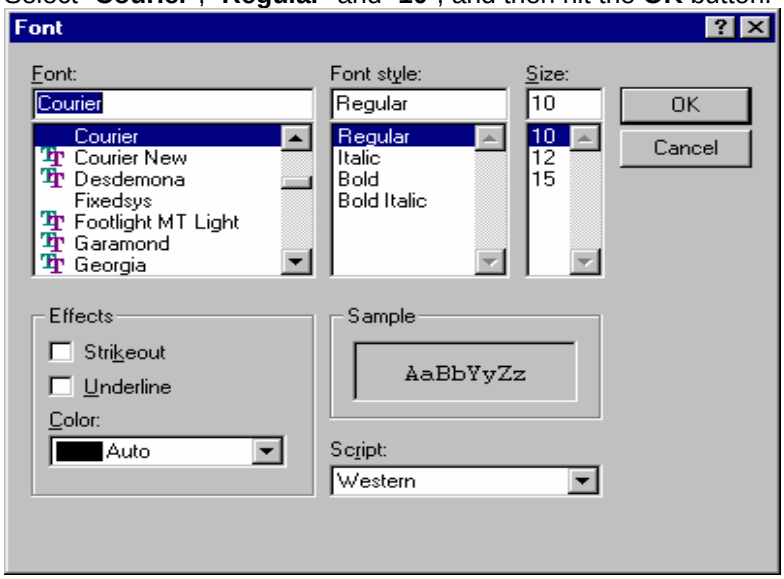
Note: You will also have to set your fonts to Courier 10 pt. To do this, click on the "**Fonts…**" button.
If you have a signature set for your e-mail you will need to make sure that the "Don't use when replying or forwarding" block is **checked**.

D) You will then see the Fonts window below. Select the "**Choose Font…**" button for all three selections,

"When composing a new message", "When replying and forwarding:" and "When composing and reading plain text".

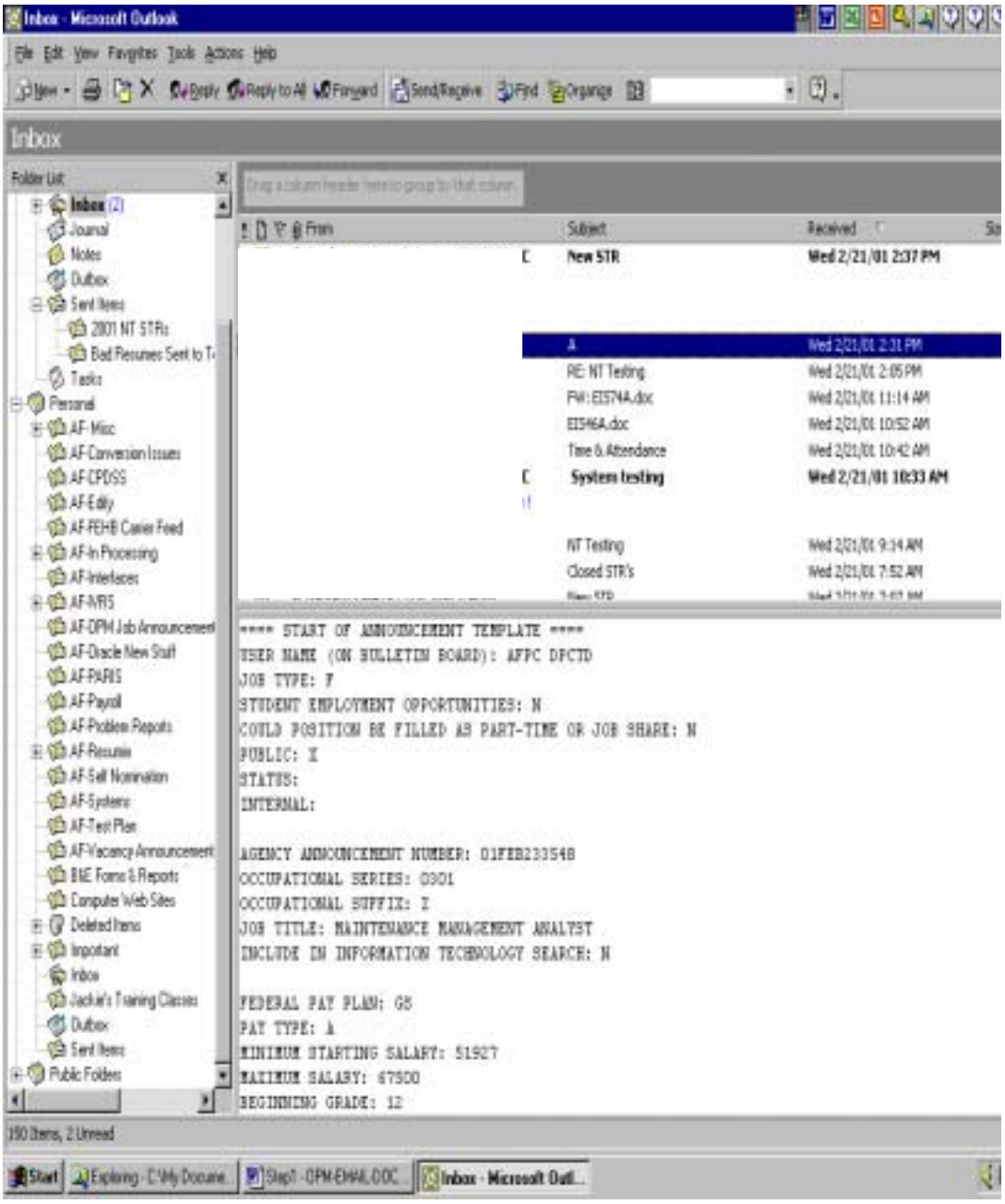


Select "**Courier**", "**Regular**" and "**10**", and then hit the **OK** button.

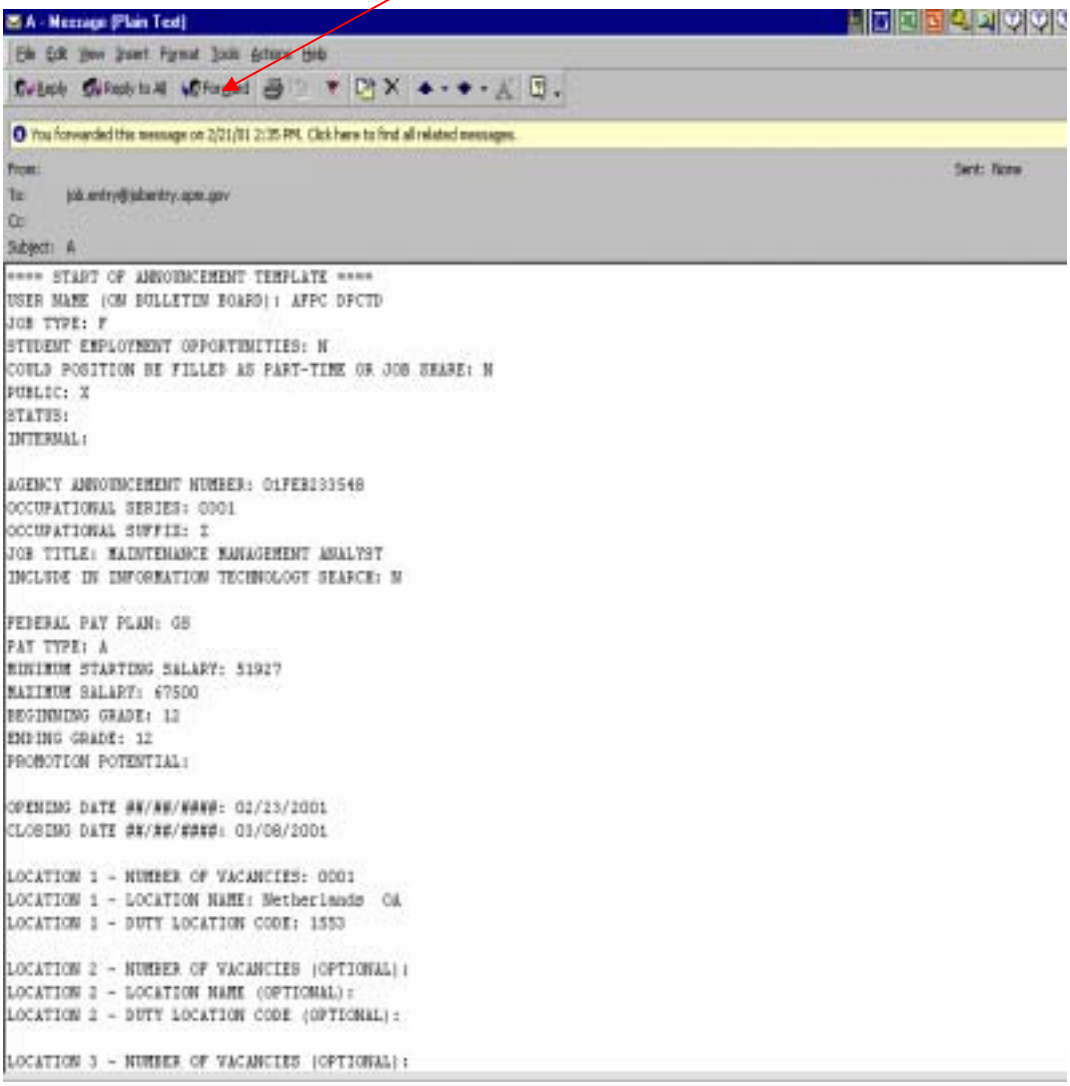


Note: OPM will not accept the e-mail if it is not exactly like the template format.

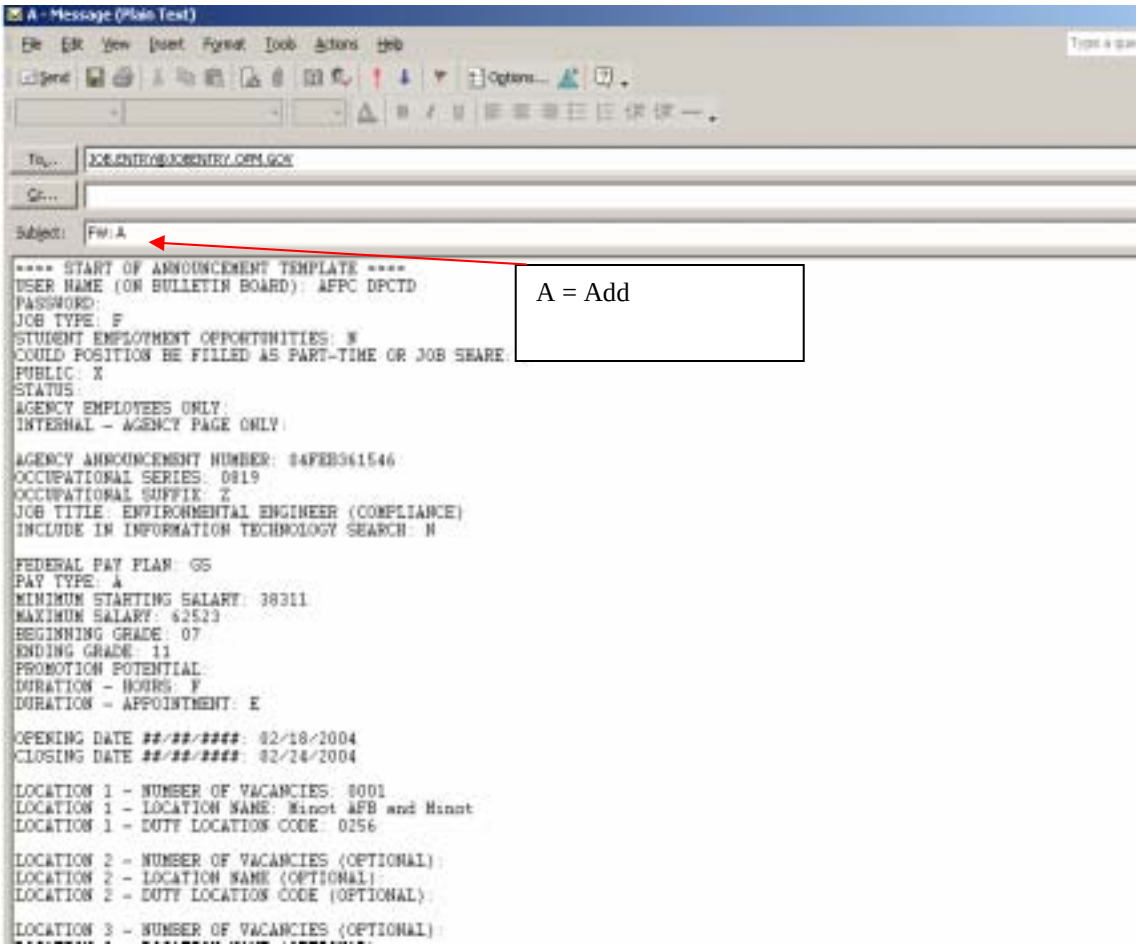
Step #	Action
2	**<u>OPM Vacancy Announcement Email Template Setup</u>** The OPM vacancy announcement template will be e-mailed to the Staffing Specialist that created the requisition or who is listed as the recruiter in Resumix. See display below of how this e-mail will look.



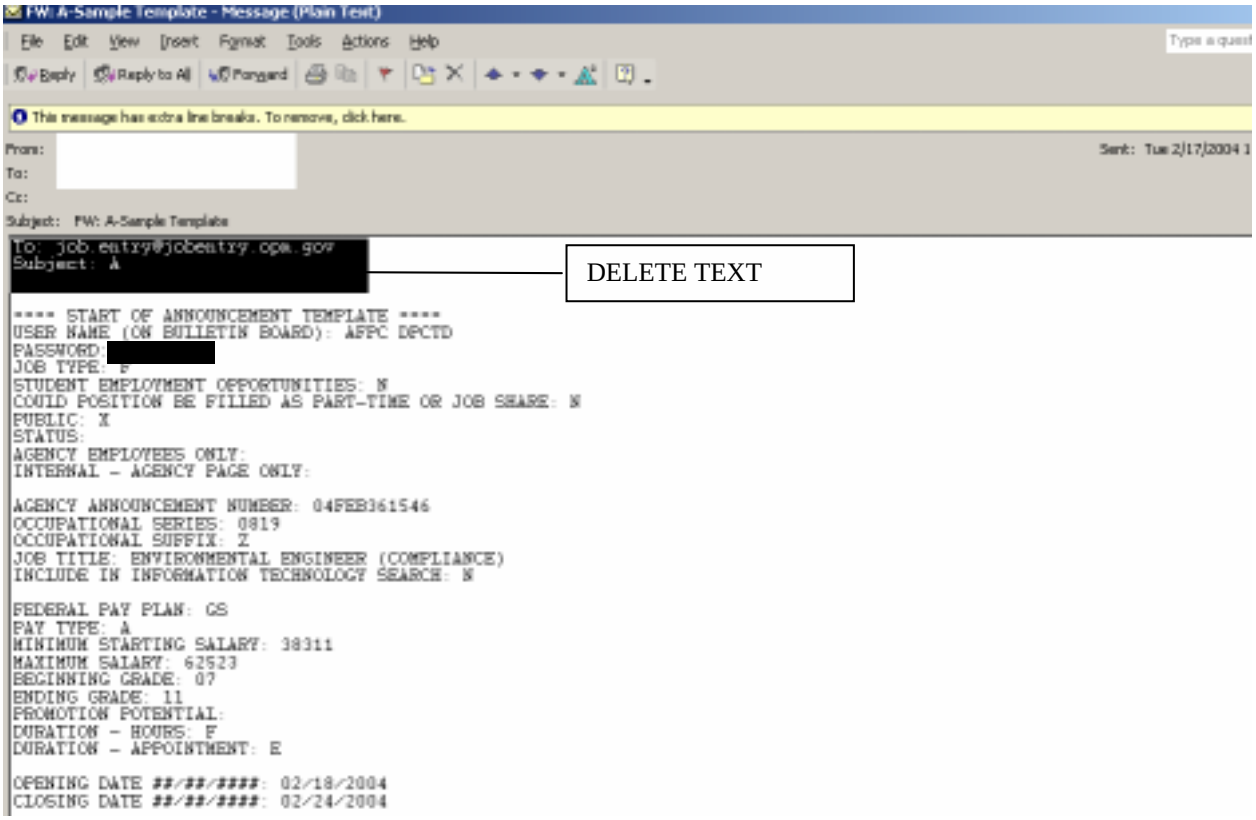
A) Double click on the e-mail file. When the file comes up it will look like the template below. Once this E-mail file appears; select the Forward button from the top menu option. This will create a Forward Screen so that the e-mail can be forwarded.



B) In the "To… address block", type in the following address: job.entry@jobentry.opm.gov
In the Subject block: **Delete** the text **FW**:
You will want to leave just the capital **A** in the Subject Block.



C) Next you must remove the Original Message address information. See below the highlighted area that must be removed. You can click and highlight this area and then hit the Delete key.



D) The screenshot below shows what the final e-mail product should look like. In the To Block, you should see the address job.entry@jobentry.opm.gov

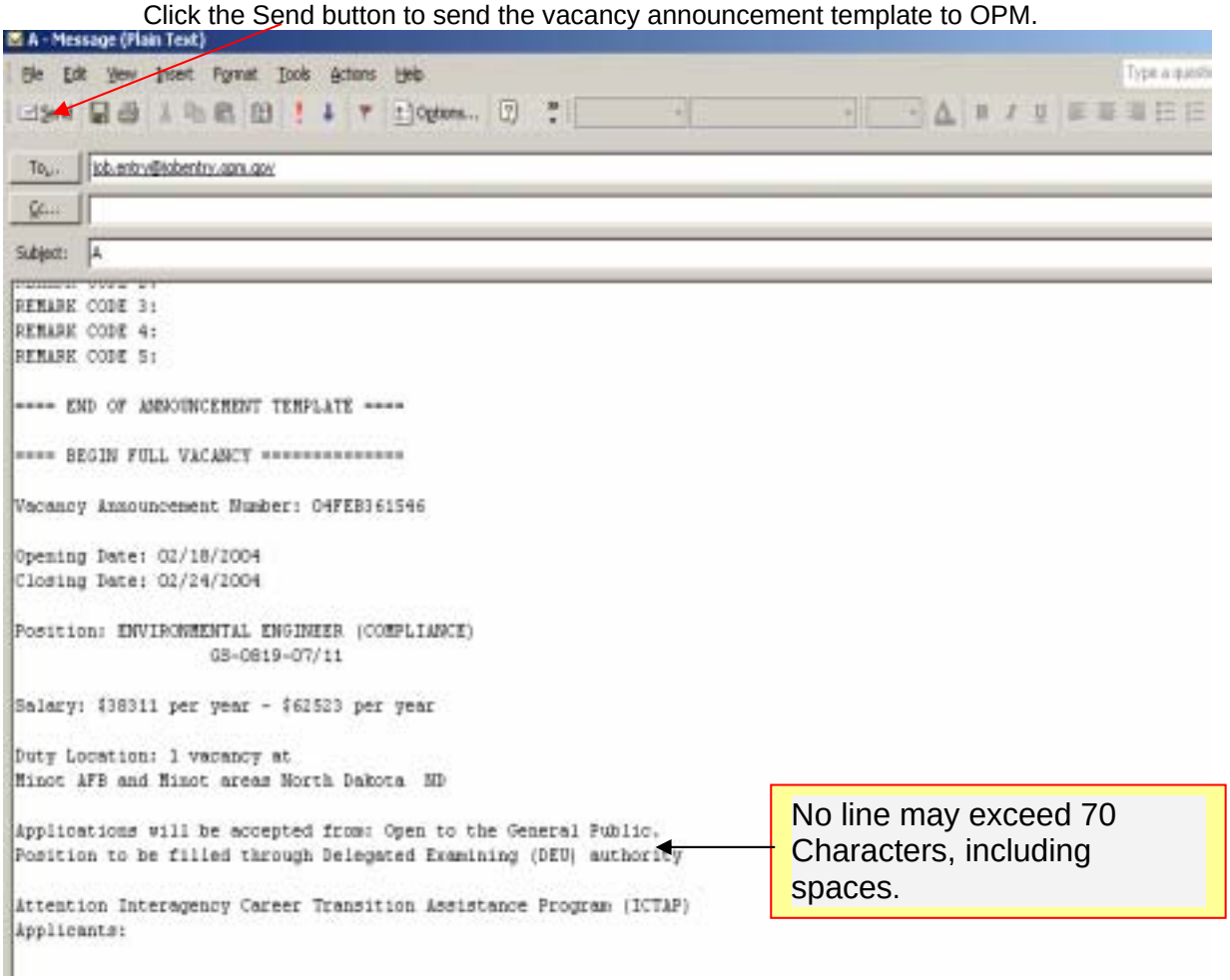
Do not enter any data in the "cc" line

In the Subject Block: there must be a capital **A**

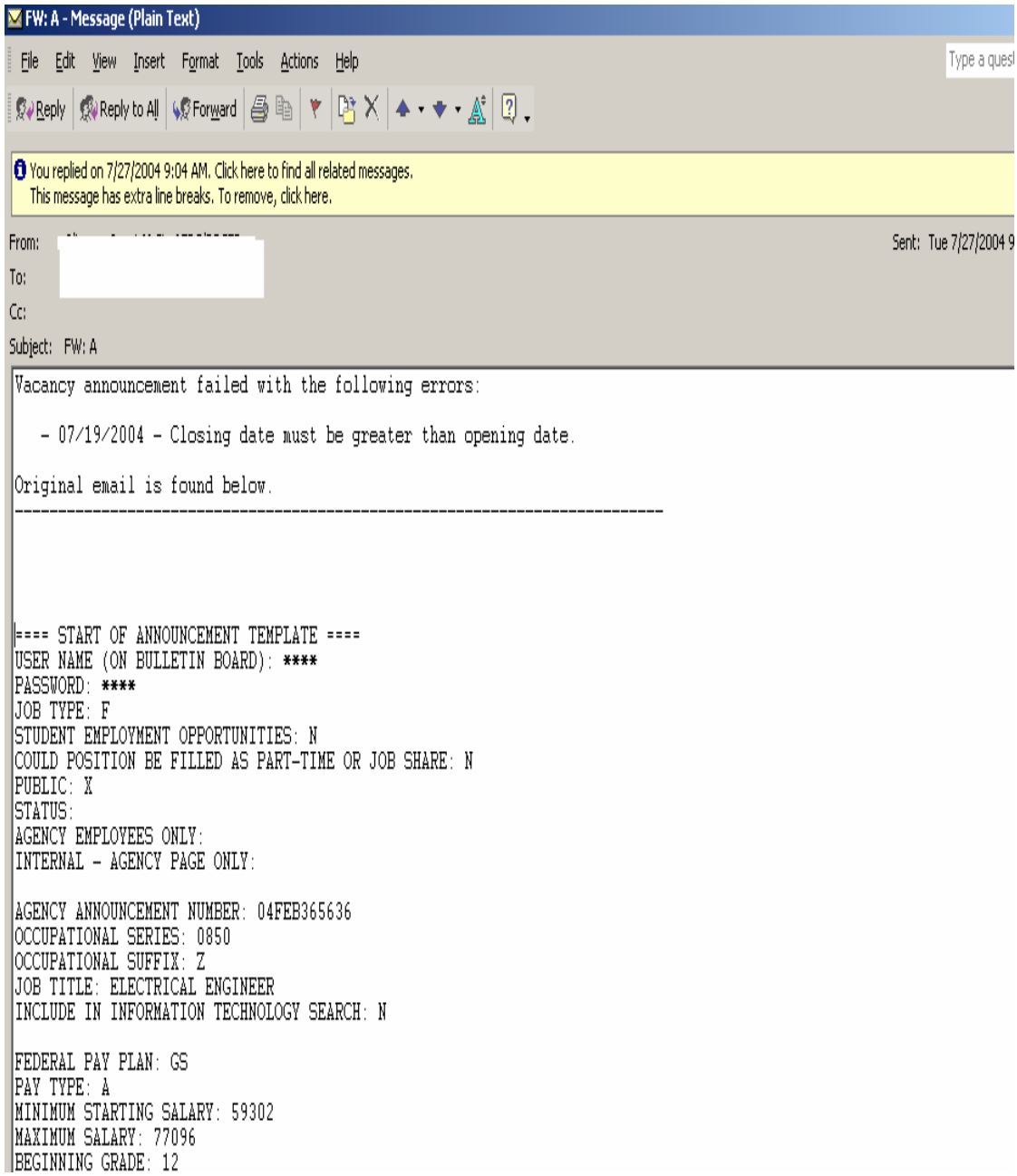
The body of the e-mail must start with the first character of the template which is the ====START OF ANNOUNCEMENT TEMPLATE ====

NOTE: All of these items must look exactly like the attachment below, otherwise, the e-mail will reject at OPM.

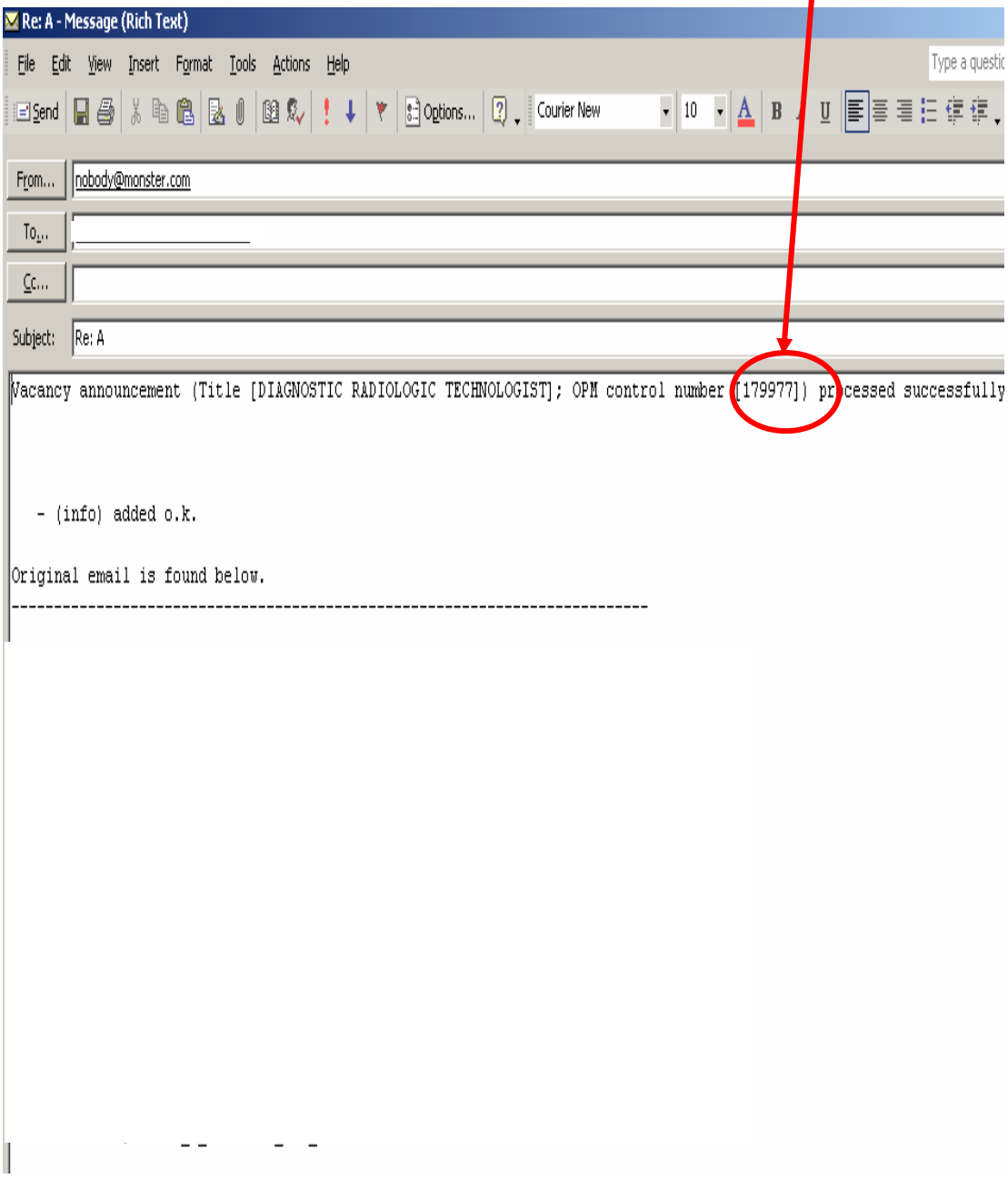
Click the Send button to send the vacancy announcement template to OPM.



E) If the template is not accepted by OPM, you will be notified by e-mail similar to the one shown below. This particular reject is letting us know that the Closing Date was not greater then the Opening Date



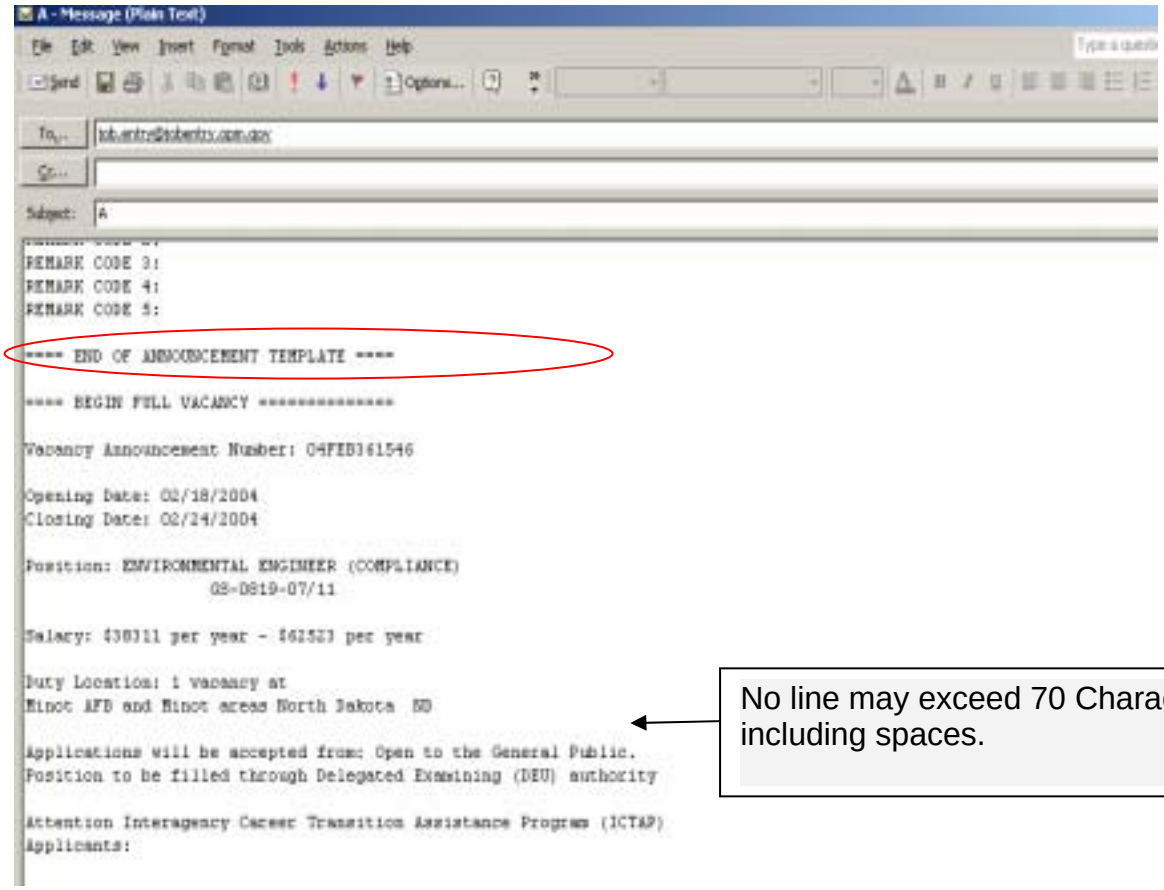
F) If the template is accepted by OPM, you will be notified by a similar e-mail as shown in the sample below. Notice the OPM control number that was sent back to us, 179977. You will need to keep track of this number in case you wish to make a change or delete the vacancy announcement from the OPM USAJobs website.



G) Do not make any changes to the data above the ==== END OF ANNOUNCEMENT TEMPLATE ==== line.

FYI: There may be instances that require changes in location, opening/closing dates, etc. Ensure the changes are made VERY CAREFULLY since the text in the template is character sensitive.

If you want to add any more information to the announcement, you must add it below at the appropriate area**. <u>NOTE: No line of data can exceed 70 characters.</u>**

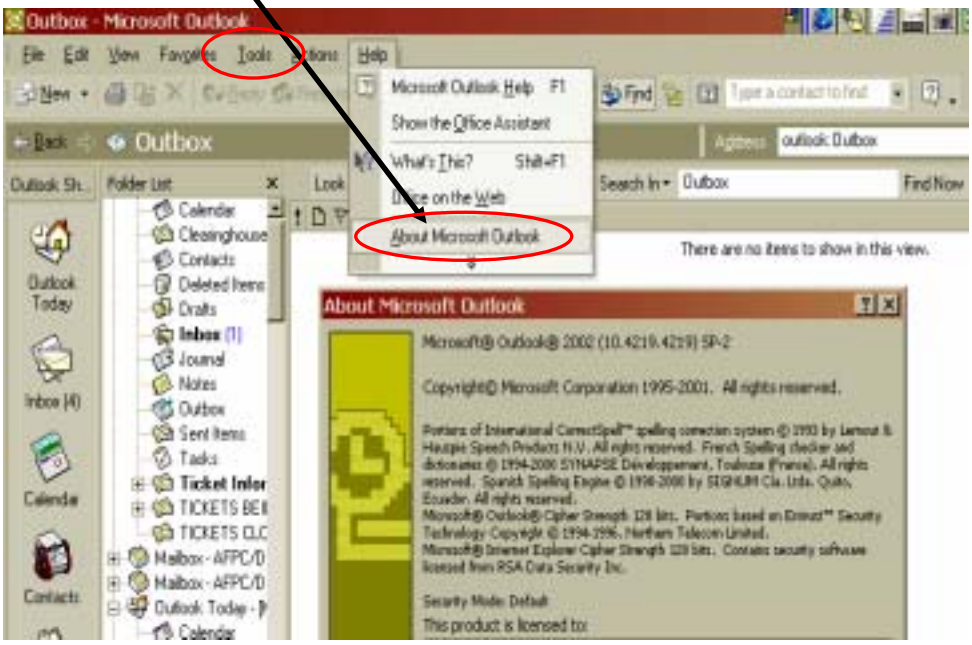


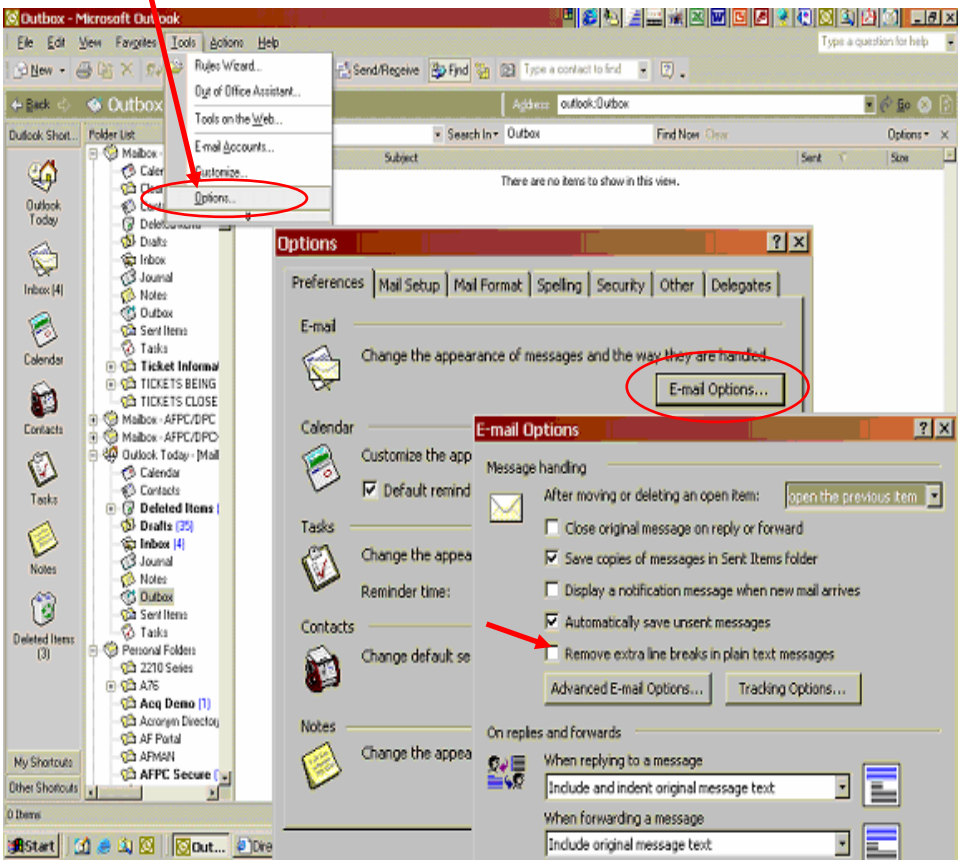
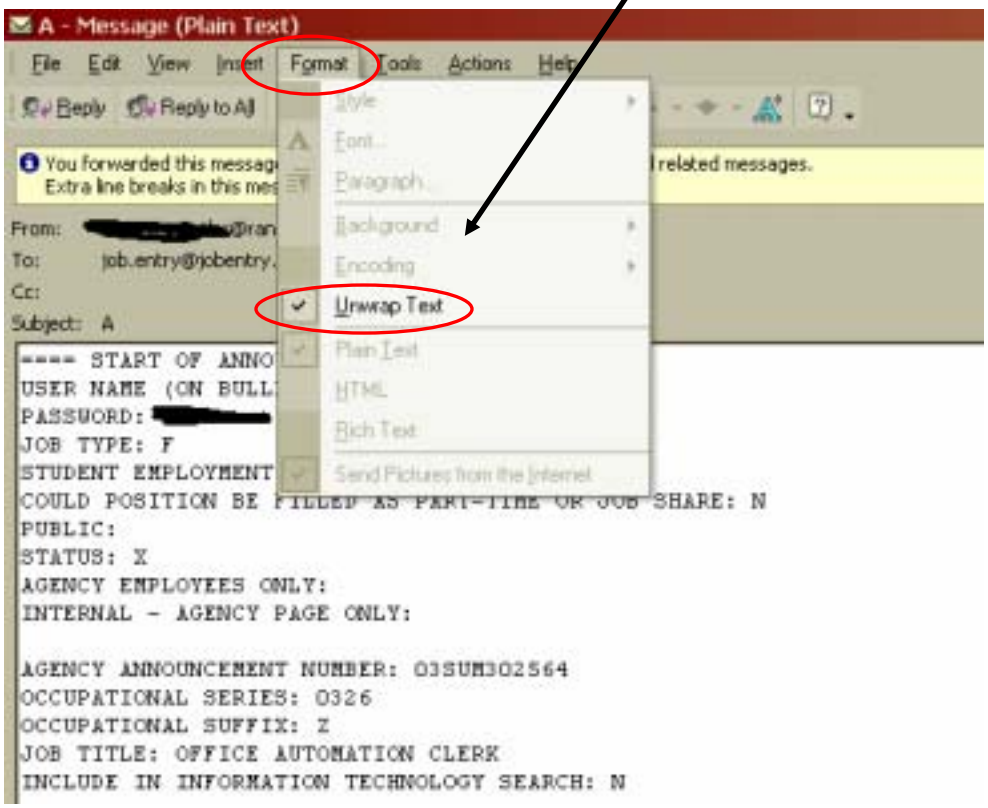
No line may exceed 70 Characters, including spaces.

Note: Users of the OPM Template (A Message) email process may receive rejects from OPM indicating format errors. Although it may appear to be a problem, it is actually due to users being upgraded to Microsoft Outlook 2002 (XP). The instructions on the following pages show how to remove default settings or to fix templates if already received.

Email Setup/OPM Template ("A" Message) for *Outlook 2002 Users*

Outlook 2002 users must follow the instructions below to correctly format the OPM Template (A Message):

Step	Action
1	To determine the current version of Outlook that is installed on your computer, Click <Help> and then <About Microsoft Outlook>. If you see "Copyright® Outlook® 2002," then you will need to follow the next step (If you are not currently using Outlook 2002 you may continue as usual). 

Step	Action
2	Click <Tools>, <Options>, <E-mail Options…>, then remove the ☑ check mark in the box “Remove extra line breaks in plain text messages” if one is present and click <Ok>. This will ensure that all new OPM Templates will be received in the correct format. 

Step	Action
3	Open the template (A Message), click on <Format> then uncheck <Unwrap Text) or you may click on the highlighted yellow box <Extra line breaks in this message have been removed. To restore, click here>. You may now forward the template to OPM.