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## E-Mail Messaging

### To Aircraft

In order to send e-mail messages to the Global Data Center (GDC) for uplink to aircraft, authorized e-mail addresses must first be registered with the GDC. This prevents any undesired e-mail messages - particularly 'spam' - from being uplinked to the aircraft. To register e-mail addresses, please send a list to the GDC via e-mail or fax of all the e-mail addresses that are authorized to send messages to your aircraft.

For example: **john.smith@company.com is authorized to send e-mail messages to N123KZ and N456KZ.**

Once the e-mail addresses are registered with the GDC, the e-mail address for each aircraft is *[aircraft registration]*@mygdc.com.

For example: **N123KZ@mygdc.com** and **N456KZ@mygdc.com.** (The aircraft registration must be complete.)

You may send up to 2000 characters per e-mail, but the messages must be aviation operations related. The GDC suggests that you do not include your automatic e-mail signature because the flight crew will have to scroll through that text as well. Additionally, the GDC will remove any attachments to e-mail messages, as these cannot be transmitted to the datalink unit on your aircraft.

When you receive an e-mail from your aircraft, please do not use the "Reply" function. Doing so sends your reply to GDC Operations, not to the aircraft. GDC Operations will then have to manually forward your reply to the aircraft. Besides, the flight crew does not need to receive the message sent to you back to them along with your reply. Instead, please open a new e-mail message and address it to the aircraft.

Also, please be careful to address e-mail messages to *[aircraft registration]*@mygdc.com instead of gfo@mygdc.com. The latter is the e-mail address for GDC Operations, which results in a Flight Data Specialist manually forwarding the message to the aircraft.

### From Aircraft

The flight crew can send downlink messages from aircraft to one or more e-mail addresses by first establishing an e-mail code for the e-mail address(es) with the GDC. This is necessary because the FMS in the aircraft does not have an "@" symbol, nor is there a "Reply" function. To set up e-mail codes with the GDC (which are entered as the addresses for downlink messages and then converted to the e-mail addresses at the GDC), please send a list to the GDC via e-mail or fax of the desired e-mail codes and corresponding e-mail addresses.

For example: **OPS e-mail code should correspond to ops@company.com e-mail address.**

Please contact the GDC with any questions via e-mail at gfo@mygdc.com or via telephone at 888.634.3330 or 425.885.8100.