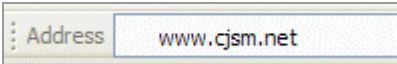
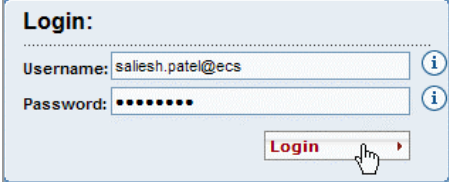
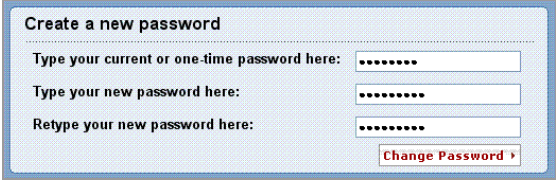
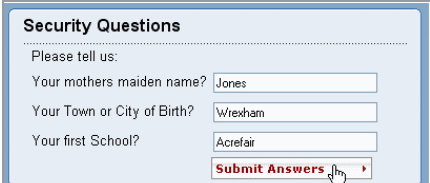
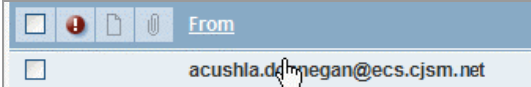

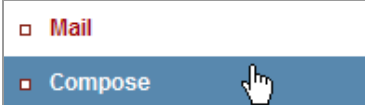


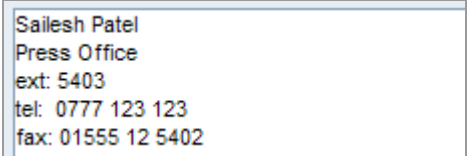




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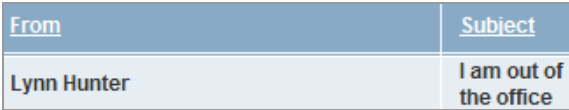
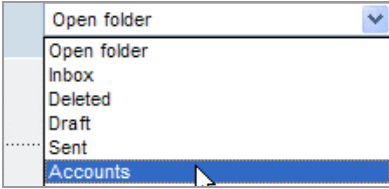

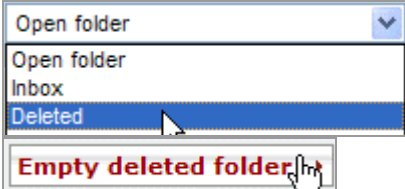




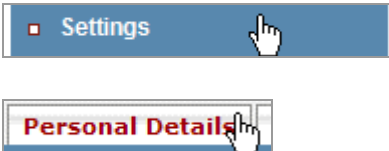

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<p>Display the Webmail screen Click in the Address Bar of the browser and type www.cjsm.net.</p>	
<p>Log in The Username: is your first name then your last name followed by an @ and the short name or acronym of your organisation. The Password: should contain a minimum of eight characters. Three consecutive wrong logins locks you out.</p>	
<p>Set a new password The password must be changed every 90 days. It should also be changed after a user is suspended or forgets their password. It must contain three of the following four types of character: a capital, a lower case letter, a number and a punctuation character (but not £ . , / \ < > = + - or _). It should not contain a user's real name or the word password</p>	
<p>Security questions Every account holder has to enter three pieces of information about themselves. These will be used later on to prove your identity if you forget your password.</p>	
<p>Open a message From the Inbox, click the message once.</p>	
<p>Close a message Click Mail to return to the Inbox display.</p>	
<p>Compose a message From the Menu bar, click Compose to open a new message screen.</p>	
<p>Email address formats All Secure eMail addresses have the suffix .cjsm.net. Enter the existing address, then add the extra characters and the message becomes a Secure eMail.</p>	<p>john.smith@defra.gsi.gov.uk.cjsm.net john.smith@council.gov.uk.cjsm.net john.smith@abclawyers.co.uk.cjsm.net john.smith@pathlab.cjsm.net</p>
<p>Send a message Enter the name in the To: field and the Subject: line (mandatory). Enter the text and click the Send button.</p>	
<p>Mailbox storage space The % Used gauge indicates the remaining storage capacity. When the 50mb is nearly full, delete obsolete items.</p>	
<p>Add a signature to all messages You can include your name and details on every message. From the Menu bar, click Settings. In the Email options tab, enter your preferred text and click Yes to always include it. Then click the Save button.</p>	



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<p>Set an out of office message</p> <p>You can advise colleagues of when you are not in the office. From the Menu bar, click Settings. In the Out of Office tab, enter a Subject and a Message and click On to switch it on. Then click the Save button.</p>	
<p>Make a folder</p> <p>You can make folders to store and group messages. From the Menu bar, click Manage Folders. Enter a name for the folder and click the OK button. To allow another person access to the contents, click the Share icon, select the person from the list and click the Add button.</p>	
<p>Delete messages</p> <p>Messages should be deleted to avoid overloading the mailbox. Select one or several messages and click the Delete button.</p>	
<p>Empty the bin</p> <p>Deleted items stay in the bin until you delete them. Open the Deleted folder and click the Empty deleted folder button.</p>	
<p>Find a contact</p> <p>Contacts is your personal address book. You can enter people manually, save addresses from inbound messages, import addresses in bulk and create your own groups.</p>	
<p>Find a person</p> <p>The directory contains all users in the Secure eMail community. From the Menu bar, click User. Enter the criteria and click the Find button.</p>	
<p>Find an organisation</p> <p>You can find the addresses and contact details of any organisation in the CJSJ community.</p>	
<p>Find a message</p> <p>You can search the entire mailbox for messages by date, by sender or by text in the subject or body of any message.</p>	
<p>Update personal details</p> <p>To update the directory and ensure everyone has your correct contact details, enter changes as they occur. From the Menu bar, click Settings. Click the Personal Details tab, make the changes and click the Save button.</p>	
<p>Introduce a new user</p> <p>To let other people know how good Secure eMail is, ask CJIT to send them an invitation to join. From the Menu bar, click the Send Introduction ► button.</p>	
<p>Log out</p> <p>To avoid compromises in security, always log out when Webmail is unattended. Logout will happen automatically after 25 minutes. Click the Logout button.</p>	