

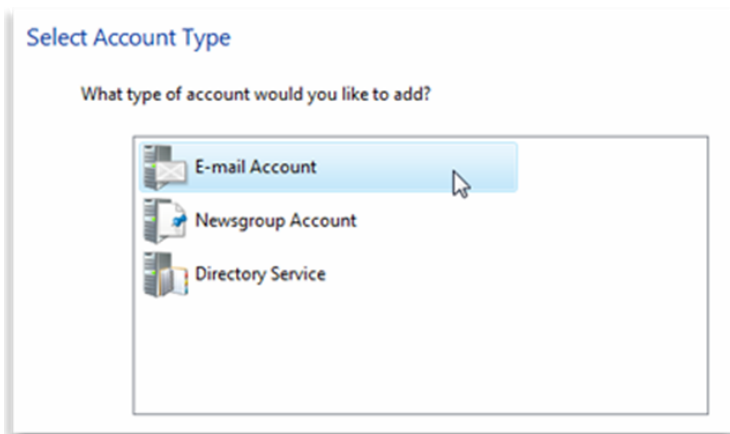


CJSM POP Guide  
Windows Mail

---

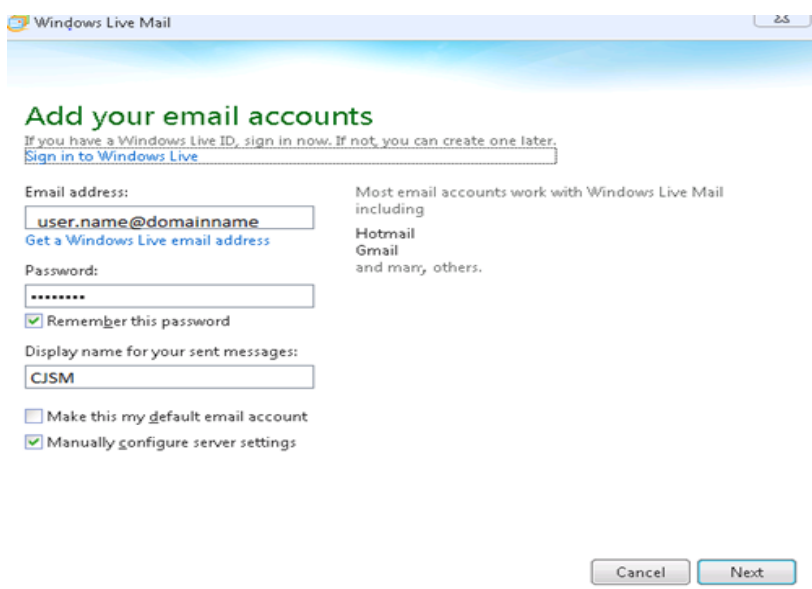
## CJSM POP Guide – Windows Mail

1. Open Windows Mail by clicking the **Start** button, clicking **All Programs**, and then clicking **Windows Mail**
2. Click the **Tools** menu, and then click **Accounts**
3. Click **Add**



After you click Add on the Internet Accounts screen, Windows Mail will ask what type of account you want to add

4. Click E-mail Account, click Next, and then follow the instructions.
5. Type in your CJSM username in the Email address field; example [user.name@domainname](#)



If further help is required please contact the CJSM Helpdesk on 0207 604 5598 between 08:00 and 19:00 Monday to Friday, or email: [cjsm.helpdesk@egress.com](mailto:cjsm.helpdesk@egress.com).

**Return Address:** The CJSM Administrators, Egress Software Technologies Ltd, The White Collar Factory, 1 Old Street Yard, London EC1Y 8AF.

6. Type in the 'password', note this is the CJSM password
7. Do not enable the **'Remember this password box'**

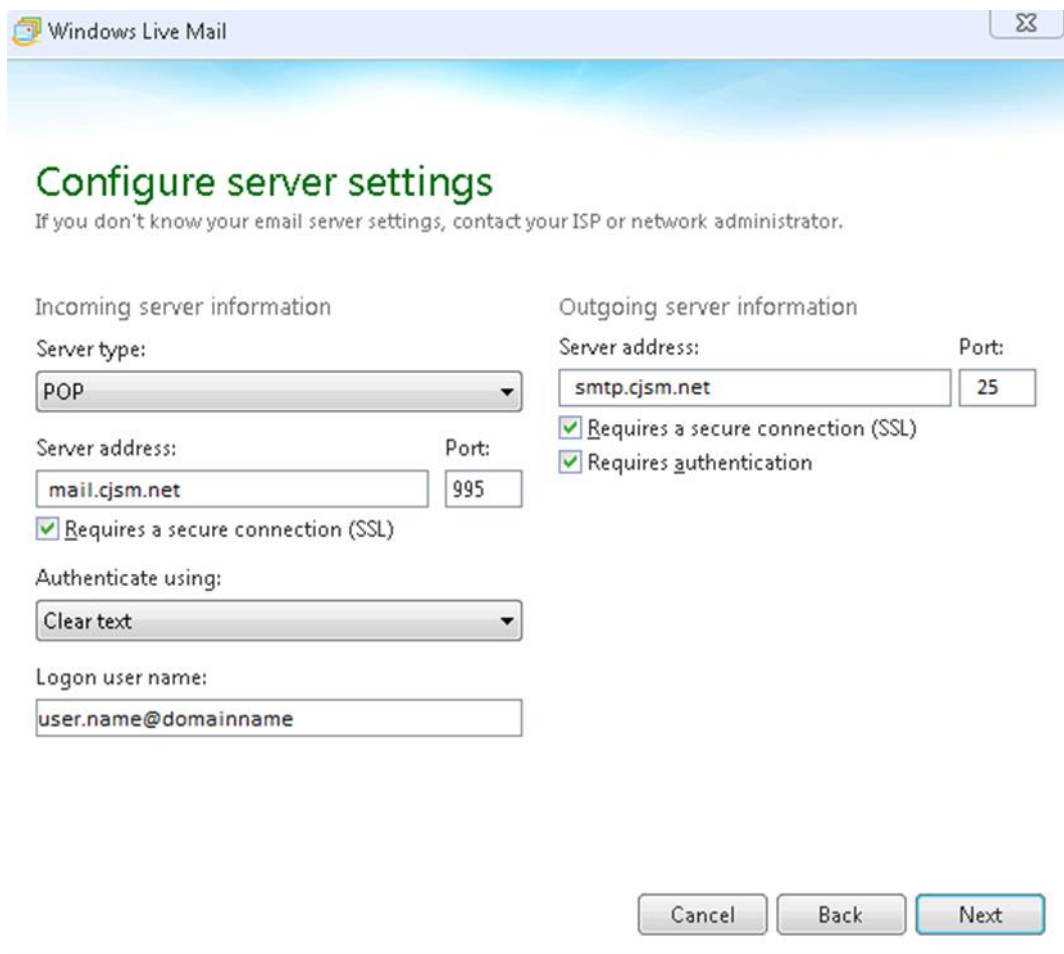
Password: a

  
 Remember this password

Display name for your sent messages:

  
 Make this my default email account  
 Manually configure server settings

8. Select the "Manually configure server setting" box and then click "Next"
9. Select POP3 from the drop-down box.



Windows Live Mail

### Configure server settings

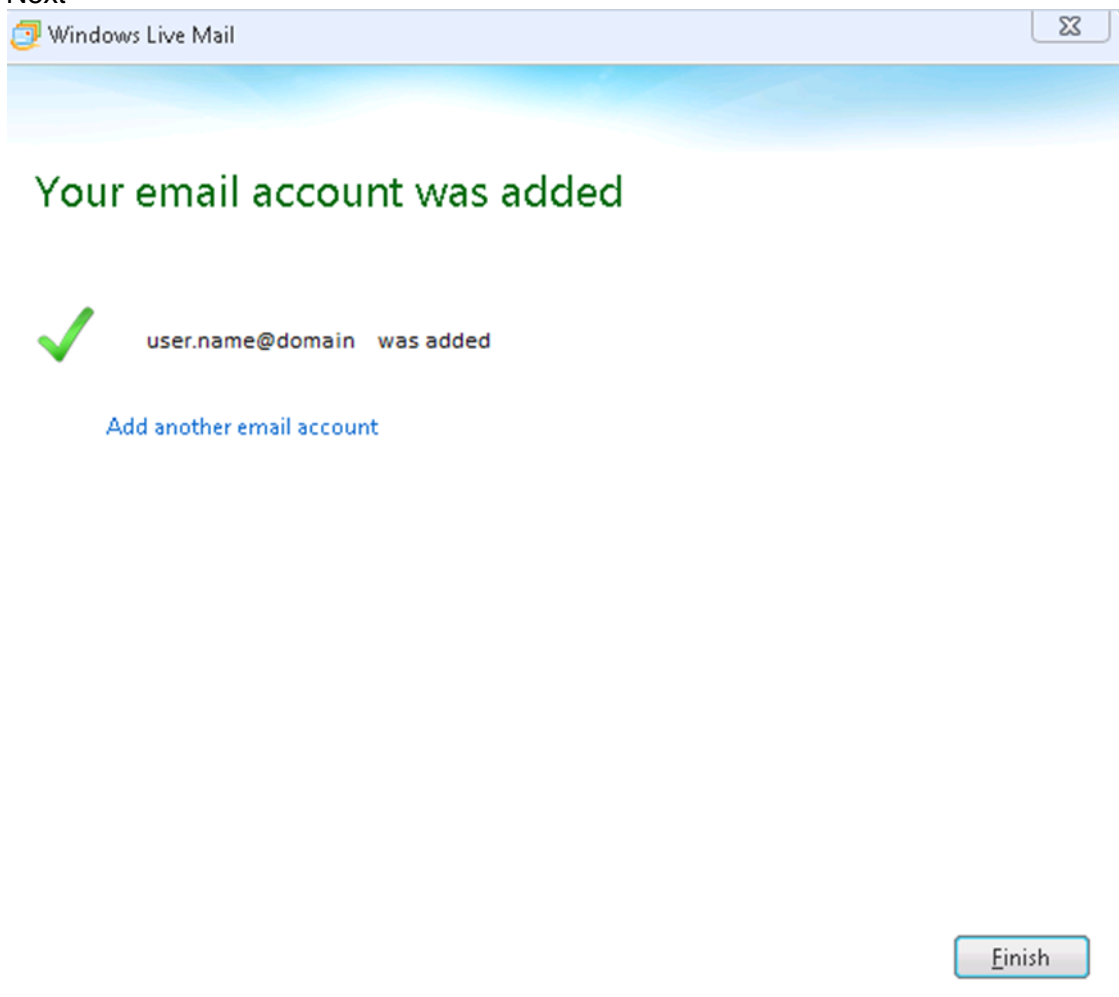
If you don't know your email server settings, contact your ISP or network administrator.

<b>Incoming server information</b>	<b>Outgoing server information</b>
Server type: <input type="text" value="POP"/>	Server address: <input type="text" value="smtp.cjsm.net"/> Port: <input type="text" value="25"/>
Server address: <input type="text" value="mail.cjsm.net"/> Port: <input type="text" value="995"/>	<input checked="" type="checkbox"/> Requires a secure connection (SSL) <input checked="" type="checkbox"/> Requires authentication
<input checked="" type="checkbox"/> Requires a secure connection (SSL)	
Authenticate using: <input type="text" value="Clear text"/>	
Logon user name: <input type="text" value="user.name@domainname"/>	

If further help is required please contact the CJSM Helpdesk on 0207 604 5598 between 08:00 and 19:00 Monday to Friday, or email: [cjsm.helpdesk@egress.com](mailto:cjsm.helpdesk@egress.com).

**Return Address:** The CJSM Administrators, Egress Software Technologies Ltd, The White Collar Factory, 1 Old Street Yard, London EC1Y 8AF.

10. Add the Incoming server address: mail.cjasm.net
11. Check the box for 'This server requires a secure connection (SSL)' and ensure that the Incoming server port is set to 995
12. Ensure 'Clear text authentication' is selected from the drop-down menus
13. Type in the CJSM username in the 'Logon user name: 'field'
14. Add the Outing server address: smtp.cjasm.net and Port '25'. It is possible the default port 25 is being blocked by your Internet provider; please use the alternative port 2525 instead
15. Check the boxes for "Requires a secure connection (SSL) "and Requires authentication and click 'Next'



Click Finish

If further help is required please contact the CJSM Helpdesk on 0207 604 5598 between 08:00 and 19:00 Monday to Friday, or email: [cjasm.helpdesk@egress.com](mailto:cjasm.helpdesk@egress.com).

**Return Address:** The CJSM Administrators, Egress Software Technologies Ltd, The White Collar Factory, 1 Old Street Yard, London EC1Y 8AF.



If further help is required please contact the CJSM Helpdesk on 0207 604 5598 between 08:00 and 19:00 Monday to Friday, or email: [cjsm.helpdesk@egress.com](mailto:cjsm.helpdesk@egress.com).

**Return Address:** The CJSM Administrators, Egress Software Technologies Ltd, The White Collar Factory, 1 Old Street Yard, London EC1Y 8AF.

