CJSM

Organisation Administrator quick reference guide

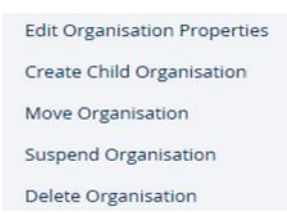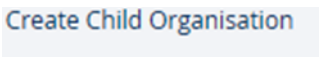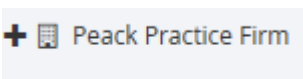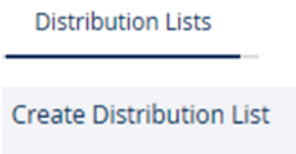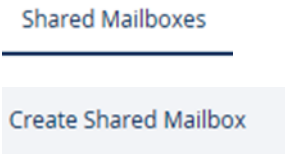|	
Display the Webmail screen Click in the **Address Bar** of the browser and type **www.cjsm.net**	Address www.cjsm.net
Make an application to join CJSM At the Login Screen, click the Join Now button and complete the series of forms. Submit the application to CJIT.	Apply now →
Log in The **Username**: 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 ten characters Five consecutive wrong logins locks you out.	Login to CJSM Secure Email Username Password
Set a new password The password must be changed every 90 days. It must also be changed after a user has forgotten their details. Passwords 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	Create a new password Current Password New Password Confirm Password Your password must be at least 8 characters long and must contain at least three of the following: • An uppercase letter • A lowercase letter • A number • A non-alphabetic character from the list ! " $ % ^ & * / + = { } @ ' - # ? [ ] { } - If you need any help, please contact the CJSM Helpdesk on 0207 604 5598 between 08:00 and 19:00 Monday to Friday, or email: cjsm.helpdesk@egress.com OK

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.

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

CJS Criminal Justice System

New passwords and IDs
A new ID comprises
firstname.lastname@organisation.
The password is system generated.
The ID and password should be sent to a new user by post.

User sara.jane@egress created. Their one-time password is: GqS-vfnTJ

To print their welcome letter, click here.

OK

Add or remove an administrator
End users in either parent or any sub-organisation can be promoted to administrators permanently or temporarily. From the Administration Menu, click on Edit Organisation Properties. Select Administrator, search for the person and click Add or the Remove button.

Organisation Details   Administrator

Change a user's status or details
All status changes for end users can be performed from the Administration page. The status actions include Edit Account Details, Move, Suspend, Reset, and Delete. From the Administration page, select the user then click on the menu icon for the drop-down list of actions.

Edit Account Details...
Move Account...
Suspend Account...
Reset Account...
Delete Account...

Change a mailbox quota
The capacity of a mailbox can be changed for valid business reasons. From the Administration page, select the user and click the Edit Account Details. Click on Account tab then select the size from Mailbox Quota.

Edit Account Details...   Account

Mailbox Quota

View all users in an organisation
Ensure that the correct organisation is selected from the left-hand side on the Administration page. The List of all users will then be display on the user tab screen.

Users

User Status There are eight icons. The Account Status column represents the different states of any user type.	New User 👤 Active ✔ Deleted 🗑 Reset ↺ Suspend ✕ Locked (reset) 🔒 Locked 🔒 Locked (new user) 🔒
Change an organisation's status or details All status changes for organisations can be performed from the same screen. The status actions include Move, Suspend Delete, and Edit organisation details. From the Administration page, on the right-hand side then click on the required action.	Edit Organisation Properties Create Child Organisation Move Organisation Suspend Organisation Delete Organisation
Create a sub-organisation An organisation can be divided into sub-organisations for administrative purposes. All sub-organisations must share the same domain as the parent organisation. Ensure that the correct parent organisation is currently displayed. From the Administration page, click Create Child Organisation. Enter the details and click the OK button.	Create Child Organisation
Create new user accounts End users can be added either individually or in bulk from a pre-created .csv file. From the Administration page bar, click Create User. Enter or retrieve the user(s) details and click the OK button.	Create User
Display and manage users in a sub-organisation Click the **+** icon beside the organisation for drop-down list and click the required sub-organisation. Select a user and click the required action button.	**+** 🗒 Peack Practice Firm

Create a distribution list From the Administration page, click Distribution Lists tab, Click the Create Distribution List on the right-hand side of the screen. Name the list, assign members and nominate a manager, then click the OK button.	Distribution Lists Create Distribution List
Create a shared mailbox From the Administration page, click Shared Mailboxes. Click the Create Shared Mailbox button. Name the list and assign members then click the Ok button.	Shared Mailboxes Create Shared Mailbox
Use a shared mailbox Any shared mailbox that a person belongs to are displayed at the top right-hand side list in the mail screens. Click another item in the list to display the contents of that mailbox.	Janet Jackson LegalTeam LegalTeam ∨ legalteam@egress
Log out To avoid compromises in security, always log out when Webmail is unattended. Logout will happen automatically after **30** minutes. Click the Logout button.	⏻ Logout