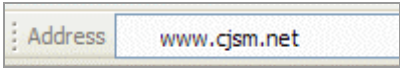


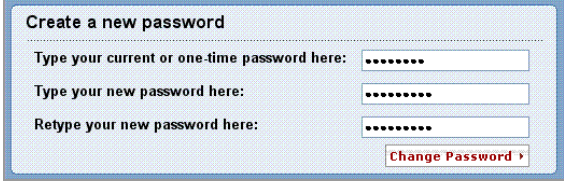
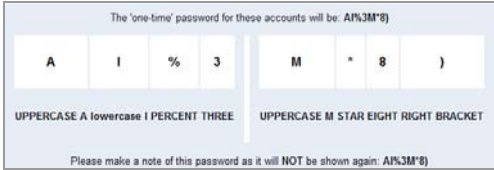

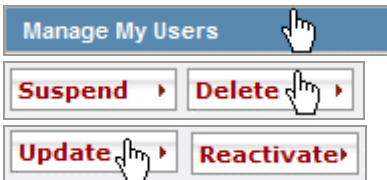


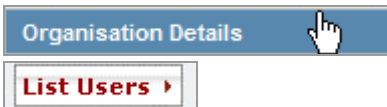




Organisation Administrator quick reference guide

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| <p>Display the Webmail screen Click in the Address Bar of the browser and type www.cjsm.net.</p> |  |
| <p>Make an application to join CJSM At the Login Screen, click the Apply Now ▶ button and complete the series of forms. Submit the application to CJIT.</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 ten characters Three consecutive wrong logins locks you out.</p> |  |
| <p>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</p> |  |
| <p>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.</p> |  |
| <p>Add or remove an administrator End users in a either parent or any sub-organisation can be promoted to administrators permanently or temporarily. From the Menu bar, click Assign Roles. Select the person and click the Confirm or the Remove button.</p> |  |
| <p>Change a user's status or details All status changes for end users can be performed from the same screen. The status actions include Delete, Undelete, Suspend, Reactivate and Update Details. From the Menu bar, click Manage My Users. Select the user's name and in the Person Details screen, click the action button required.</p> |  |
| <p>Reactivate a password Passwords are locked after three mistyped logins. If the user knows the password and wants to keep it, it can be reactivated. From the Menu bar, click Manage My Users. Select the user and click the Reactive ▶ button.</p> |  |
| <p>Change a mailbox quota The capacity of a mailbox can be changed for valid business reasons. From the Menu bar, click Manage My Users. Select the user and click the Quota ▶ button.</p> |  |
| <p>View all users in an organisation Ensure that the correct organisation is currently displayed. From the Menu bar, click Organisation Details. Click the List Users button.</p> |  |



Organisation Administrator quick reference guide

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| <p>User Status and user Type</p> <p>There are six icons. + - active user, ↑ - new user, →← - suspended user, 🔒 - locked user, 🔒📧 - locked user who requires a reset user action, X - deleted user. ⊙ - single user, ✳ - distribution list or mailbox group.</p> | |
| <p>Change an organisation's status or details</p> <p>All status changes for organisations can be performed from the same screen. The status actions include Delete, Undelete, Suspend, Reactivate and Update. From the Menu bar, click Organisation Details. Review all users before changing the status then click the action button required.</p> | |
| <p>Create a sub-organisation</p> <p>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 Menu bar, click Create Sub-Organisation. Enter the details and click the Create button.</p> | |
| <p>Create new user accounts</p> <p>End users can be added either individually or in bulk from a pre-created .csv file. From the Menu bar, click Create Accounts. Enter or retrieve the user(s) details and click the Continue button.</p> | |
| <p>Display and manage users in a sub-organisation</p> <p>Click the ▼ beside the Administrative Tools for drop-down list and click the required sub-organisation. Select a user and click the required action button.</p> | |
| <p>Export the directory</p> <p>Current directory data can be exported as a .txt file or an .ldif file. The data can then be used for other address books. From the Menu bar, display the organisation and click Directory Export. Click the required action button and save the file.</p> | |
| <p>Create a distribution list</p> <p>From the Menu bar, click Distribution Lists. Click the Create List button. Name the list and assign members then click the second Create List button.</p> | |
| <p>Create a group mailbox</p> <p>From the Menu bar, click Group Mailboxes. Click the Create Group Mailbox button. Name the list and assign members then click the Create button.</p> | |
| <p>Use a group mailbox</p> <p>Any group mailbox that a person belongs to are displayed in the Current mailbox: list in the mail screens. Click another item in the list to display the contents of that mailbox.</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> | |