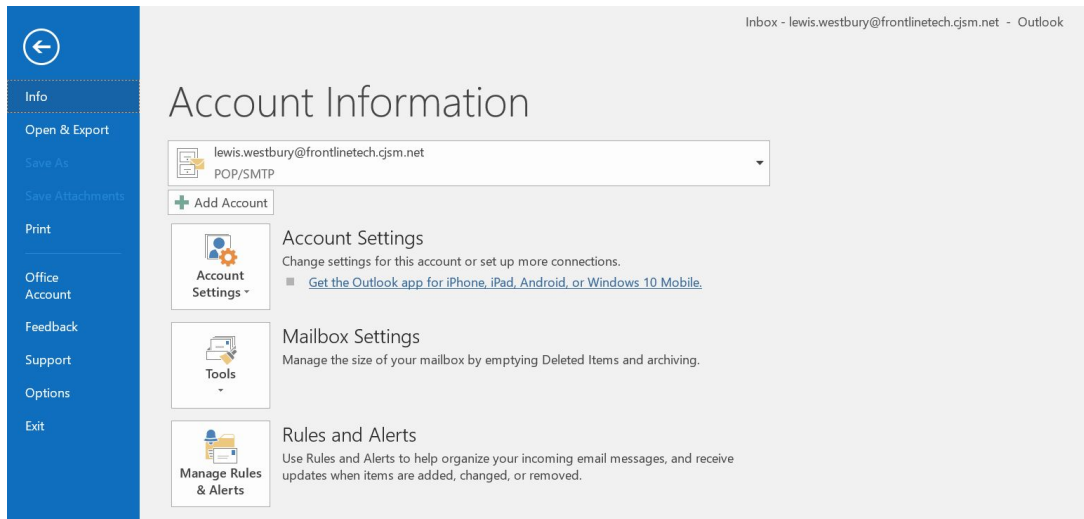




CJSM account setup

Outlook, Windows

- Apply the [add-MD5-to-SSL-configuration.reg](#) registry file, by downloading and double clicking it. *CJSM currently supports outdated (and unsafe) MD5 . The world moved on, and windows does not support this by default - so to use CJSM you will need to re-enable this at your own risk.*
- Use the **File** menu, and choose **Add Account**



- Choose **Manual setup**, and press **Next**

- In the **POP and IMAP Account Settings** screen, enter the following details:

Add Account

POP and IMAP Account Settings
Enter the mail server settings for your account.

User Information

Your Name: Lewis Westbury

Email Address: lewis.westbury@frontlinetech.cj

Server Information

Account Type: POP3

Incoming mail server: mail.cjsm.net

Outgoing mail server (SMTP): smtp.cjsm.net

Logon Information

User Name: westbury@frontlinetech.cjsm.net

Password: *****

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

We recommend that you test your account to ensure that the entries are correct.

Test Account Settings ...

☒ Automatically test account settings when Next is clicked

Deliver new messages to:

☒ New Outlook Data File

☐ Existing Outlook Data File

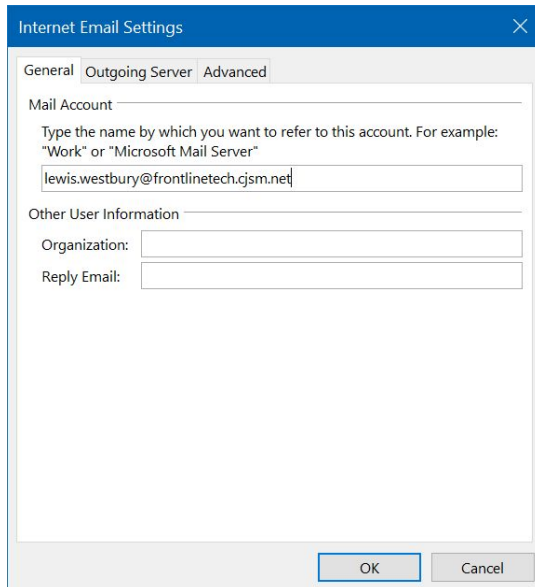
Browse

More Settings ...

< Back Next > Cancel Help

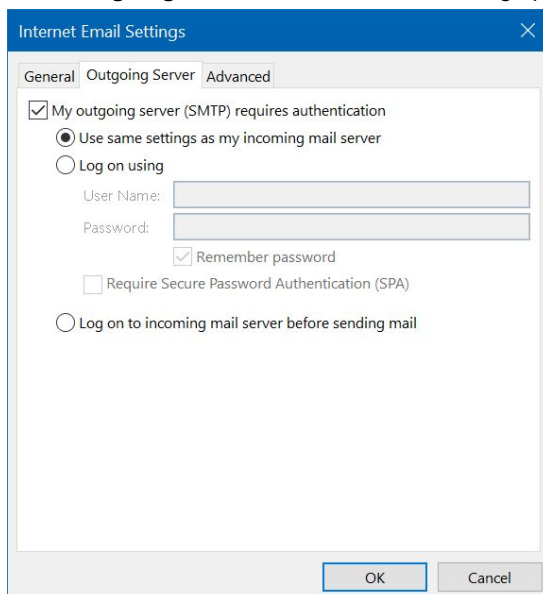
- Your name: (as you wish to appear)
 - Email address: your.name@yourcompany.cjsm.net
 - Account type: POP3
 - Incoming mail server: mail.cjsm.net
 - Outgoing mail server (SMTP): smtp.cjsm.net
 - User Name: your.name@yourcompany.cjsm.net
 - Password: your CJSM password
 - Remember password: checked
- Tap **More Settings...**

- In the **General** tab, give the account a name.



The screenshot shows the 'Internet Email Settings' dialog box with the 'General' tab selected. The 'Mail Account' section has a text box containing 'lewis.westbury@frontlinetech.cjsm.net'. Below it, the 'Other User Information' section has empty text boxes for 'Organization:' and 'Reply Email:'. At the bottom are 'OK' and 'Cancel' buttons.

- In the **Outgoing Server** tab, select the following options:



The screenshot shows the 'Internet Email Settings' dialog box with the 'Outgoing Server' tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Under this, the 'Use same settings as my incoming mail server' radio button is selected. There are also options for 'Log on using' (with User Name and Password fields), 'Remember password' (checked), 'Require Secure Password Authentication (SPA)' (unchecked), and 'Log on to incoming mail server before sending mail' (unchecked). At the bottom are 'OK' and 'Cancel' buttons.

- My outgoing server (SMTP) requires authentication: checked
- Use same settings as my incoming mail server: selected

- In the **Advanced** tab, enter the following details:

The screenshot shows the 'Internet Email Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3)' set to 995, 'Outgoing server (SMTP)' set to 25, and 'Use the following type of encrypted connection' set to 'Auto'. The 'This server requires an encrypted connection (SSL)' checkbox is checked. The 'Server Timeouts' section shows a slider between 'Short' and 'Long' (1 minute). The 'Delivery' section has 'Leave a copy of messages on the server' checked, 'Remove from server after 14 days' checked, and 'Remove from server when deleted from 'Deleted Items'' unchecked. 'OK' and 'Cancel' buttons are at the bottom.

- Incoming server (POP3): 995
 - This server requires an encrypted connection (SSL): checked
 - Outgoing server (SMTP): 25
 - Use the following type of encrypted connection: Auto
 - Leave a copy of messages on the server: (optional - probably checked)
 - Remove from the server after XX days: optional
 - Remove from the server when deleted from 'Deleted Items': optional
- Press **OK**, and **Next**. Outlook will test your settings.
You will be asked to approve use of the CJSM server despite the security certificate.



- **Get used to this: the CJSM certificate is not verifiable.**
 - Press **Yes** to continue.
- Congratulations! You have set up your CJSM email account.

The screenshot shows the 'Test Account Settings' dialog box. It displays a message: 'Congratulations! All tests completed successfully. Click Close to continue.' Below this is a table showing the results of the tests:

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test email message	Completed

'Stop' and 'Close' buttons are at the top right.