# CJSM

# Accessing old email messages

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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.

# Accessing your old email messages

You can access your old email messages in one of two ways:

- Go to the CJSM homepage by navigating to **www.cjsm.net** in your web browser.

- On the homepage in the **'Need Help?'** section you will see the following: "If you are looking for the legacy CJSM, click here."

- Click on the **'click here'** link.

- This will redirect you to the old CJSM homepage platform on https://legacy.cjsm.net

- Enter your existing CJSM **'Username'** into the username field.

- Enter your existing **'Password'** into the password field.

- Click on **'Login'** and this will take you to your secure email mailbox.

- If you have forgotten your password, click on the **'Forgotten password?'** link. The **'Advice and Assistance'** screen is displayed, follow the advice on whom to contact.

- Alternatively, go to the CJSM homepage by navigating to www.cjsm.net in your web browser.

- Enter your CJSM **'Username'** into the username field.

- Enter your **'Password'** into the password field.

- Click on **'Login'**. This will take you to your secure email mailbox

- Click on **'Access Legacy Mail'** on the bottom left-hand side of the screen.

- This will redirect you to the old CJSM homepage platform on https://legacy.cjsm.net

- Enter your existing CJSM **'Username'** into the username field.

- Enter your existing **'Password'** into the password field.

- Click on **'Login'** and this will take you to your secure email mailbox.

- If you have forgotten your password, click on **'Forgotten password?'** link. The **'Advice and Assistance'** screen is displayed, follow the advice on whom to contact.

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The functionality of the old/legacy system (CJSM 2) remains the same, however there are a few things to note,

- If you create a contact on the old system, or update a directory, this will not be ported over to the new system (CJSM 3).
- You won't be able to receive email in your old mailbox.

However, you will be able to:

- Forward your old emails to yourself to your new CJSM mailbox.
- Forward your old emails to other CJSM mailbox users that you have access to.
- Compose an email in your old webmail client and send it to your new CJSM mailbox.
- Save attachment(s).