

CJSM Transformation

Training Materials

**Issue: v1.0**

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**Mark Waghorn**

**11/10/17**

EG-CJSM-TM-0001

## History

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| --- | --- | --- | --- |
| **Version** | **Date** | **Author** | **Description** |
| 0.1 | 09/10/2017 | Morufat Alao | Initial Issue |
| 0.2 | 11/10/2017 | Mark Waghorn | Further updates |
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# Introduction

The Criminal Justice Secure Mail service is a secure email service provided by Egress that allows secure mail transfer between Criminal Justice departments and partners. The users of the system can either access a mailbox within CJSM, or be a member of an external mail service that has been approved for secure exchange with the service.

Egress became the Contractor for the CJSM service in December 2016 and became responsible for the infrastructure and applications running in the Vodafone data centre.

Egress are providing a replacement service (CJSM-3) which is being developed inhouse and hosted in Microsoft Azure to enable the service to be more flexible and adaptable to change in the future.

## Purpose of this document

For the existing CJSM service a number of training materials (videos and pdf guides) are available at http://cjsm.justice.gov.uk/training/index.html.

The purpose of this document is to confirm which training materials will be provided for the new CJSM3 system.

In the tables below, the existing materials are shown on the left-hand side while, on the right-hand side, the materials that will be provided for the new system are shown.

It can be seen that in most cases the same materials will be available in the new system as in the old, with a few exceptions.

# Landing page

**(http://cjsm.justice.gov.uk/training/index.html)**

|  |  |
| --- | --- |
| PDF: Quick reference PDF materials to download and print | |
| Current System | **New System** |
| * Organisation Administrator * Webmail Users | * Organisation Administrator * Webmail Users |
| Training Videos | |
| Current System | **New System** |
| * Training Demonstration * Online Training | * Introduction to CJSM3 * Online Training |

# Online Training Materials Page

**(http://cjsm.justice.gov.uk/training/training/index.html)**

## Section 1

|  |  |
| --- | --- |
| Quick Overview | |
| Current System | **New System** |
| * What is Secure eMail? * How to Join the Service * New format logins and email addresses * A tour of the screen | * What is a Secure email? * How to Join the Service |

## Section 2

**2.1**

|  |  |  |
| --- | --- | --- |
| Webmail | | |
| Section | **Current System** | **New System** |
| Getting started | * Logging in toWebmail * New passwords and locked passwords * Sending an introduction to a potential new user | * Logging in to and out of Webmail * New password and locked passwords |
| Mail | * Creating and sending an email * Working with attachments * Deleting email messages * Using the out of office message * Checking the spelling in an email * Setting email option * Setting email filters * Working with multiple email * Saving an email as a draft | * Creating and sending an email *(includes saving email as a draft, spell check and email setting)* * Working with attachments * Deleting email messages * Using the out of office message * Checking the spelling in an email * Setting email option * Setting email filters * Working with multiple email * Saving an email as a draft |
| Address Book | * Creating contacts * Creating and using personal groups * Using distribution lists * Using group mailboxes * Importing and exporting contacts | * Creating contacts * Creating and using personal groups * Using distribution lists * Using group mailboxes * Importing and exporting contacts |
| Searching | * Find messages * Find people * Finding organisation details * Finding community members | * Find messages * Find people * Finding organisation details * Finding community members |
| Mailbox management | * Updating personal details and password * Managing folders * Mailbox alerts * Manage Quota | * Updating personal details and password * Managing folders * Mailbox alerts * Manage Quota |

**2.2**

|  |  |  |
| --- | --- | --- |
| Administrator | | |
| Section | **Current System** | **New System** |
| Users and Organisations | * Creating single user accounts * Creating user accounts in bulk * Managing user details * Changing passwords * Managing inactive mailboxes * Adding and removing administrators * Updating organisation details * Creating and managing sub-organisations | * Creating single user accounts * Creating user accounts in bulk * Managing user details * Changing passwords * Managing inactive mailboxes * Adding and removing administrators * Updating organisation details * Creating and managing sub-organisations |
| Directory and Groups | * Exporting directory data * Creating and managing distribution lists * Creating and managing group mailboxes | * Exporting directory data * Creating and managing distribution lists * Creating and managing group mailboxes |

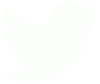
**2.3**

|  |  |  |
| --- | --- | --- |
| POP3 User | | |
| Section | **Current System** | **New System** |
| Getting Started | * Sending and receiving Secure email * Using the CJSM directory * Importing contacts to use offline * Setting up POP3 connection | * Sending and receiving Secure email * Using the CJSM directory * Importing contacts to use offline * Setting up POP3 connection |

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