

What is EMS?

In the event that Outlook is not available in the office, you can login to EMS and access your current and historical email (past 45 days). You can send and receive email from your Gowlings email address.

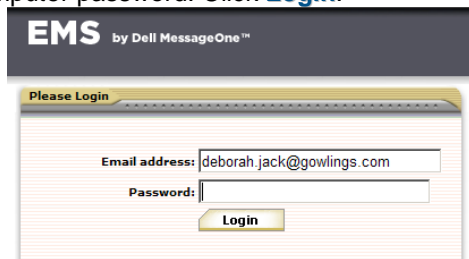
Note: Blackberry users. If you have the continuity agent installed on your blackberry, mail will continue to flow. You can respond and send email as usual.

How to Access EMS

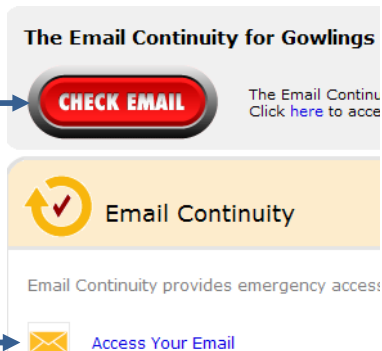
- 1 Open a web browser such as Internet Explorer, type in the following URL:

<http://ems.gowlings.com>

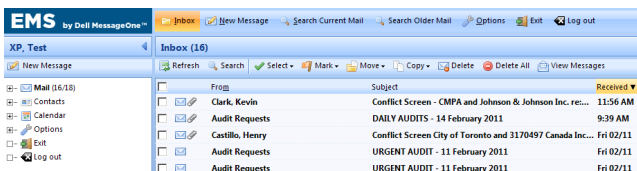
- 2 Login using your Gowlings email address and computer password. Click **Login**.



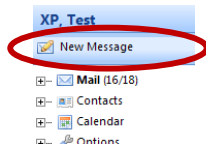
- 3 Click **Check Email** or **Access Your Email** to see your current email.



- 4 The **Inbox** displays received email since EMS has been activated.



- 6 Your contacts and calendar are available under the **Contacts** and **Calendar** folders.



Creating a New Message

- 1 From your Inbox, click on **New Message** located above the Mail folder icon.
- 2 Fill in the details and click **Send Message**.

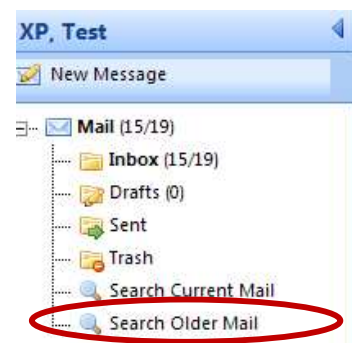
Note: Only documents saved outside of DM can be attached.

Note: Once EMS has been deactivated mail sent and received will be returned to your Outlook mailbox.

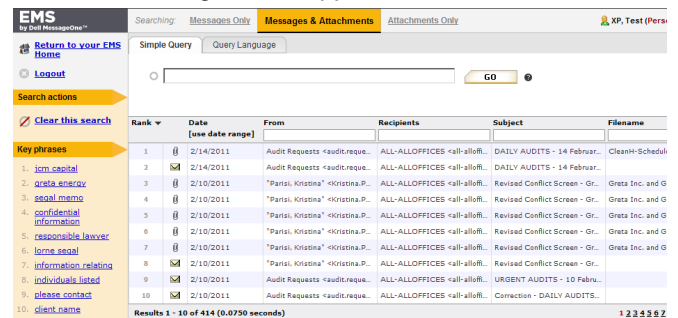
Attention: If you delete email in EMS it will not be returned to your mailbox after the system has been deactivated.

Accessing Historical Email (past 45 days)

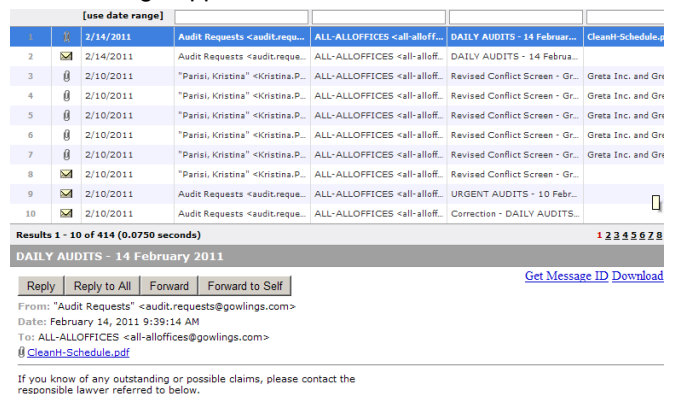
- 1 Expand the **Mail** folder and click **Search Older Mail**.



- 3 The following screen appears:



- 4 To view a message, single click on the message. The message appears in the window below.



⑥ You can **Reply**, **Reply to All** and **Forward** email.

Note : Forward to Self is not available.



Searching Historical Email

One method of searching is using **Key phrases**. This type of search finds all emails that match the selected key phrase.

① Click on a key phrase.

The screenshot shows the EMS search interface. On the left, there is a sidebar with a 'Key phrases' section highlighted in yellow and circled in red. The list of key phrases includes: 1. [you@redtel](#), 2. [greta_energy](#), 3. [seagal_memo](#), 4. [confidential_information](#), and 5. [responsible_lawyer](#). The main search area shows a table of results with columns for Rank, Date, and From.

Rank	Date	From
1	2/14/2011	Aud
2	2/14/2011	Aud
3	2/14/2011	Aud
4	2/10/2011	"Pa
5	2/10/2011	"Pa
6	2/10/2011	"Pa

② To clear the search, click **Clear this search** located under **Search actions**.

Another method of searching is using a **Simple Query**.

① Type in the word(s) you wish to search. The search results will appear below.

The screenshot shows the EMS search interface with a 'Simple Query' section. A red circle highlights the search input field containing the word 'conflict'. Below the search bar is a table of search results with columns for Rank, Date, From, Recipients, and Subject.

Rank	Date	From	Recipients	Subject
1	1/28/2011	"Clark, Kevin" <Kevin.Clark@gowlings.com>	ALL-ALLOFFICES <all-allocices@gowlings.com>	Conflict Screen Canadian Air Transport Sec...
2	1/19/2011	"Clark, Kevin" <Kevin.Clark@gowlings.com>	ALL-ALLOFFICES <all-allocices@gowlings.com>	REVISED - Conflict Screen Harcross Chemi...
3	1/19/2011	"Clark, Kevin" <Kevin.Clark@gowlings.com>	ALL-ALLOFFICES <all-allocices@gowlings.com>	Conflict Screen Harcross Chemicals Canad...
4	1/19/2011	"Clark, Kevin" <Kevin.Clark@gowlings.com>	ALL-ALLOFFICES <all-allocices@gowlings.com>	REVISED - Conflict Screen Harcross Chemi...

② To clear the search, click **Clear this search** located under **Search actions**.

Returning to Current Email

① Click on **Return to your EMS Home**.

The screenshot shows the EMS interface with the 'Return to your EMS Home' button circled in red. Other visible elements include the 'Logout' button and search options like 'Messages Only', 'Messages & Attachments', and 'Attachment'.

② Click **Check Email**.

The screenshot shows a button labeled 'CHECK EMAIL' with the text 'The Email Continuity for Gowlings' and 'Click here to access'.

Logging Out of EMS

① To log out from **current email**.

② Click **Log out**.

The screenshot shows the EMS interface with the 'Log out' button circled in blue. The interface displays 'XP, Test' and a list of navigation options including Mail, Contacts, Calendar, Options, Exit, and Log out.

① To log out from **historical email**.

② Click **Logout**.

The screenshot shows the EMS interface with the 'Logout' button circled in red. The interface displays 'Return to your EMS Home' and 'Logout' buttons.