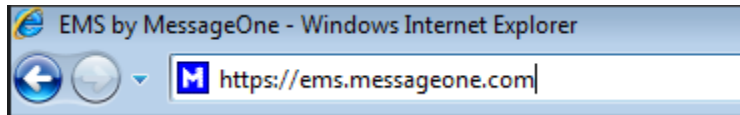


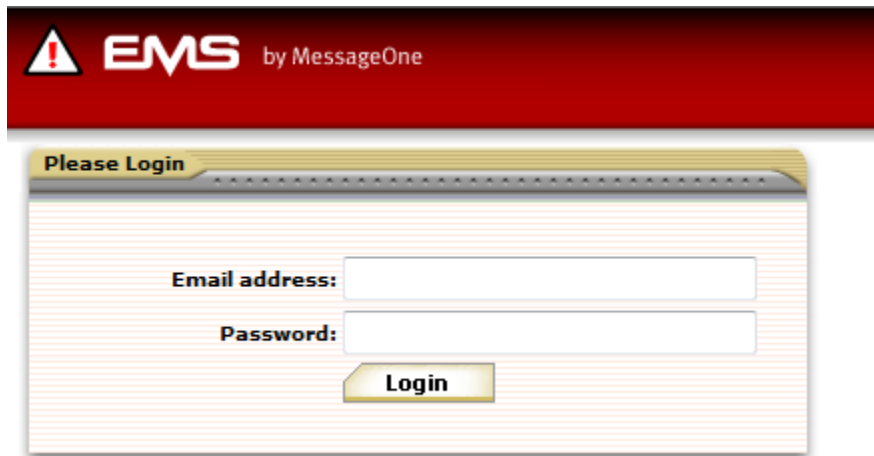
## ACCESSING EMS

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To access EMS you can type the URL <https://ems.messageone.com> in your pc's web browser



Once the page loads log in with your primary e-mail address (for example [nge@ngelaw.com](mailto:nge@ngelaw.com)) and the password you have chosen.



Before any downtime you can always refer to the instructions of how to check your password on the EMS system at <http://accessnge/departments/mis/email/ems.aspx>.