

Quick Reference Guide

The following instructions will walk you through the process for accessing a UNSW Shared Mailbox via Outlook Web Access (OWA)

Prior to the setup, please ensure that you have been provided with full access to the Shared Mailbox. To apply for access please contact the IT Service Centre (it.servicecentre@unsw.edu.au)

Step 1 – Log-in to UNSW email account

Click on the provided web link below

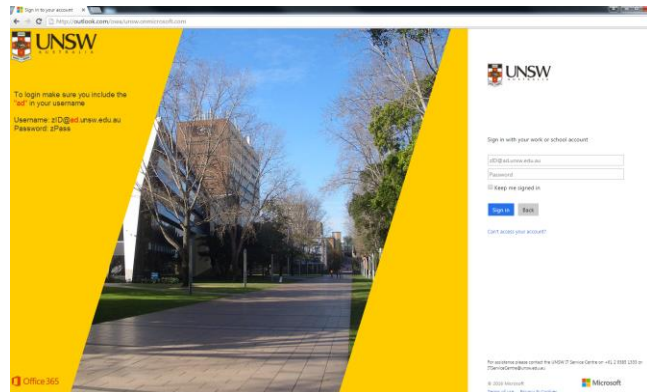
<http://outlook.com/owa/unsw.onmicrosoft.com>

Log-in to your UNSW email account using the following credentials:

Username: z1D@adunsw.edu.au

Password: zPass

Click the **Sign in** button



Sign in with your work or school account

z1234567@ad.unsw.edu.au

zPass

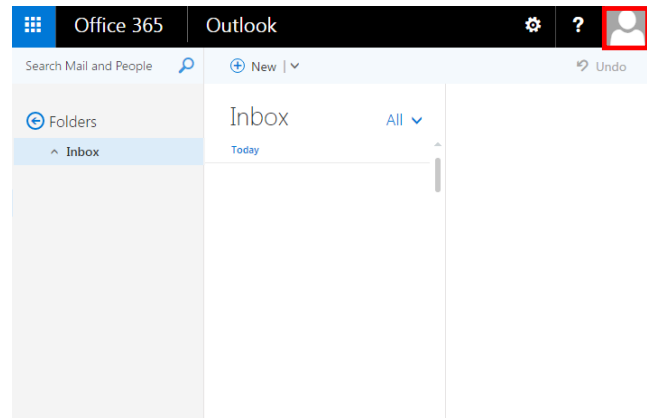
Keep me signed in

Sign in

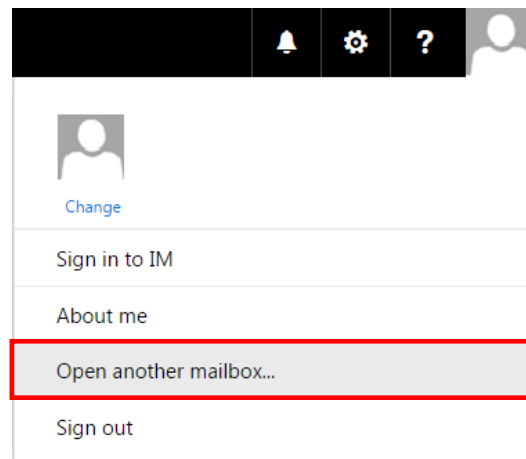
Back

Step 2- Open Shared Mailbox

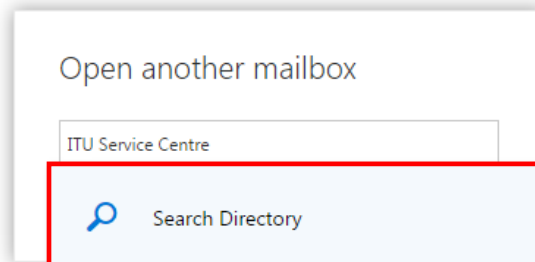
After you have logged in, click on the profile icon on the top right hand corner



Select **Open another mailbox** from the drop down menu



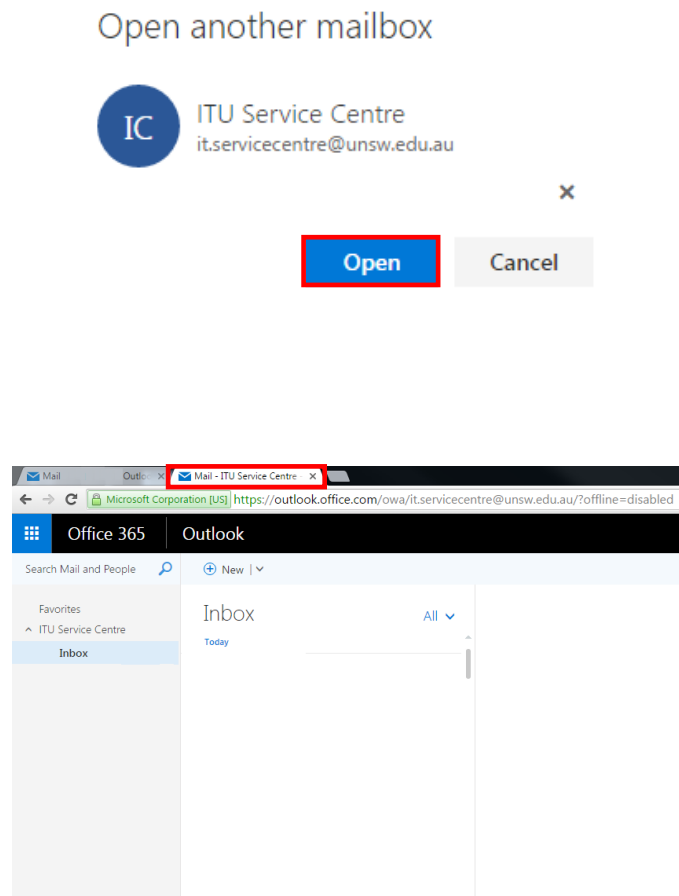
Search the name of the shared mailbox e.g. ITU Service Centre and then select **Search Directory**



Once selected click the **Open** button

The shared mailbox will now open in a new tab
or window

You will now be able to read and respond to
messages from the shared mailbox.



If you require any additional assistance please contact the IT Service Centre - Tel: 9385 1333
Email: ITServiceCentre@unsw.edu.au