

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

To apply for access, please contact the Help Desk [helpdesk@adfa.edu.au](mailto:helpdesk@adfa.edu.au)

### Step 1 – Log-in to your UNSW Canberra email account

Click on the provided web link below

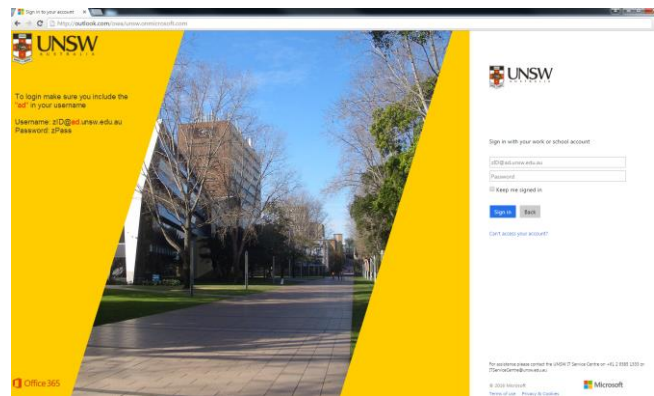
<http://outlook.com/owa/unsw.onmicrosoft.com>

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

**Username:** [zID@ad.unsw.edu.au](mailto:zID@ad.unsw.edu.au)

**Password:** zPass

Click the **Sign in** button



Sign in with your work or school account

z1234567@ad.unsw.edu.au

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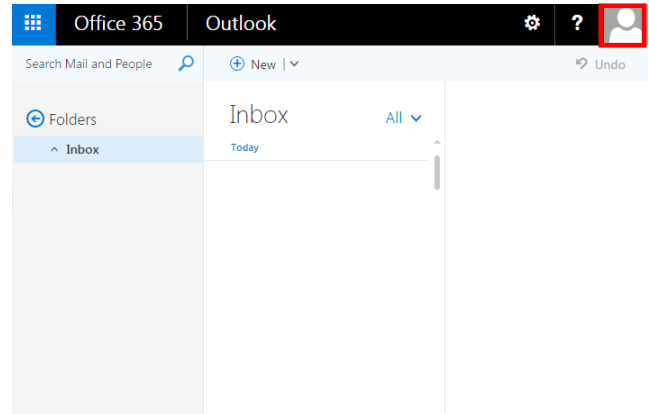
Keep me signed in

Sign in

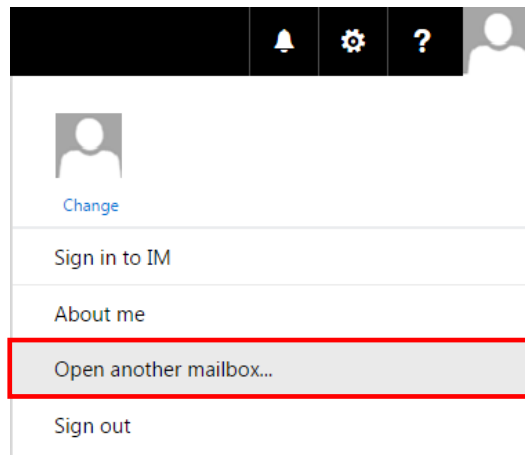
Back

## Step 2- Open Shared Mailbox

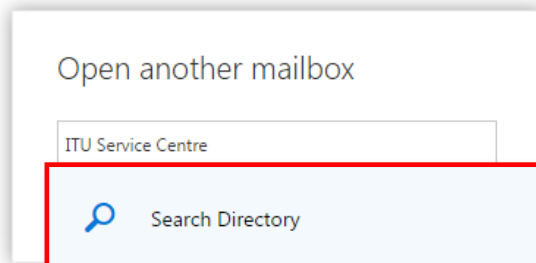
After you have logged in, click on the profile icon on the top right hand corner



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



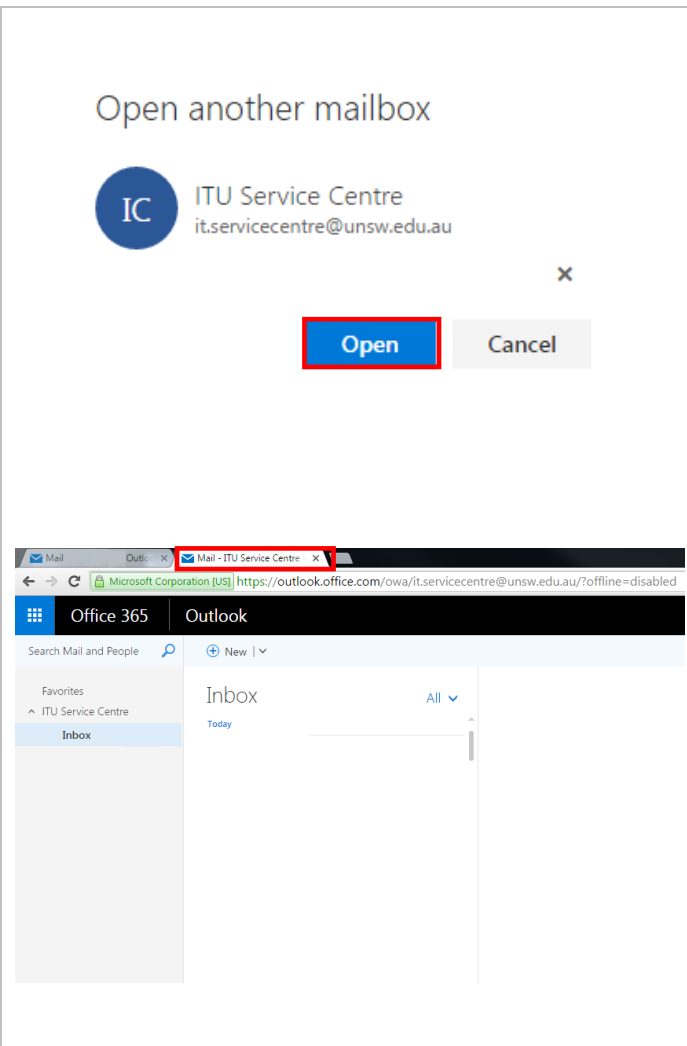
Search the name of the shared mailbox e.g. ITU Service Centre and then select **Search Directory**



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 Help Desk - Tel: + 61 (02) 6268 8140

Email: [helpdesk@adfa.edu.au](mailto:helpdesk@adfa.edu.au)