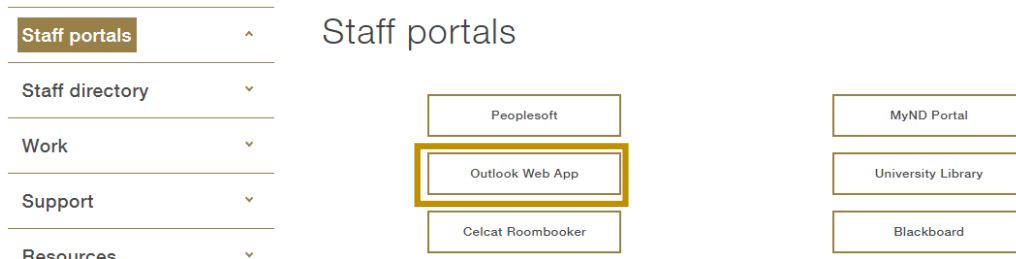


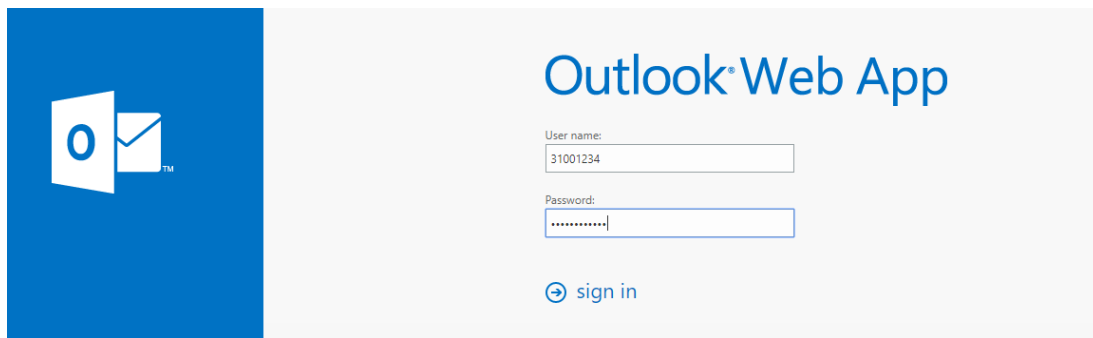


IT Services **does not** support customisations to your mailbox as it may affect the delivery of mail. IT Services may remove customisations or ask you to re-create your local mailbox when troubleshooting issues.

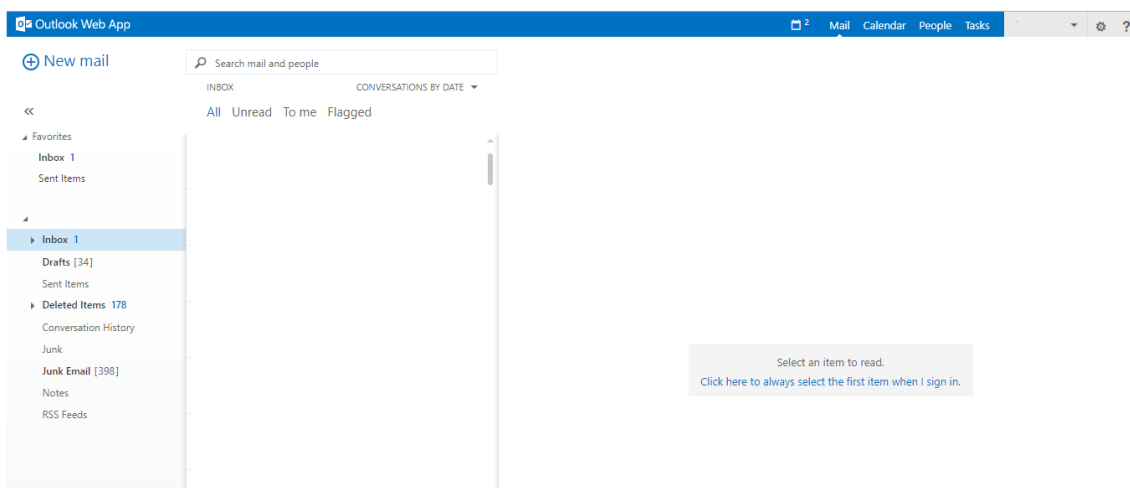
1. Access the **Staff Portals** page on the ND website:
<https://www.notredame.edu.au/staff/staff-portals>
2. Click on **Outlook Web App**



3. Enter your **Staff ID** and **password** to access the portal e.g.
Username: 31001234
Password: *Same password you access a campus machine with*



4. Click **Sign In**
Your mailbox will load with the same features as Outlook on a campus machine.



Please kindly contact your campus Service Desk if you require assistance accessing your mailbox online.