

Information to know when working off campus

Phone – Messages, Voicemail message

How to access your messages and message services from home:

1. Dial your office phone number e.g. for St Patrick's 9953 3000
2. When you hear your message press the star (*) key.
3. You will then be asked to enter your ID (extension number) followed by the hash (#) key e.g. 3000
4. Then enter your password (same as you would at work) followed by the hash (#) key e.g. 1234
5. Follow the prompts to access your voicemail and other services as you would if you were at work.

For more detailed information on voicemail go to: <http://www.acu.edu.au/35091>

Log into your ACU email via the ACU website

Click on this address: <https://webmail.acu.edu.au> Microsoft Outlook login page will appear.

Login as you would your computer at work e.g. User name for Joan Smith would be: josmith. Password: Network password

Log into server (personal work folders) from home

For login access copy this address into the address box of your web browser: <http://my.acu.edu.au/35283> and then follow links to the access you are after.

Cisco Meeting Place (CMP) – Teleconference system

If you require a booking please contact Service Desk, ph: (07) 3623 7272 or email: servicedesk@acu.edu.au

How to set up a meeting via CMP from outside ACU:

1. Dial local access number:
Melbourne: (03) 9953 3600
Sydney: (02) 9739 2580
Canberra: (02) 6209 1280
Brisbane: (07) 3623 7580
2. Enter "1#"
3. Enter your 4 digit profile number (same as your ACU extension number)
4. Enter your 6 digit password

How to join a meeting via CMP from outside ACU:

1. Dial local access number: see above
2. Enter the 4 digit profile number given to you by the meeting organiser

If you also want desktop sharing login to: <https://acu-mpx.acu.edu.au> place meeting ID (4 digit profile number) in box or click on the meeting if you can see it in the list. Follow the prompts.

ACU IT User Guides

Click on this address: <http://my.acu.edu.au/35091> . Click on the appropriate guide link which includes:

- Software Training Guides
- Email Guides
- SmartBoard (Electronic Whiteboard) Quick Reference Guide (PDF, 1.7Mb)
- User Guides for New Staff
- Guides for Students
- Tips and Tricks

Note: This information is for staff with approval from their Supervisor to work from home or off Campus.