Phone – Messages, Voicemail message
Access your voice messages 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/35083

Log into your ACU email via the ACU website

1. Go to this address: https://webmail.acu.edu.au
2. The Microsoft Outlook login page will appear
3. Login as you would your computer at work e.g.
   - User name for Joan Smith would be: acustaff\josmith
   - Password: Network password

For more information on Webmail go to: http://www.acu.edu.au/310140

Log into ACU server (VPN) from home
For login access copy this address into the address box of your web browser: http://www.acu.edu.au/35283 and follow the appropriate link to the access you are after.

ACU IT User Guides
The IT User Guides are available for all staff and students. Clicking on the appropriate link will take you to a multitude of guides, online training courses and videos, including:

- Software User Guides
- Hardware User Guides
- IT Guides for All Staff
- Web Content Guides and Workshops
- Tips and Tricks
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 setup 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 (as given to you by Service Desk)

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

Desktop sharing can be accessed by

1.  Logging onto: https://acu-mpx.acu.edu.au
2.  Place meeting ID (4 digit profile number) in box or
3.  Click on the meeting if you can see it in the list
4.  Follow the prompts

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