

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.