How to login to your ANU personal email on a shared resource computer (eg Library Resource Desk).
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Purpose

This document is designed to assist a user with how to login to their ANU personal email on a shared resource computer (eg Library Resource Desk).

Examples used in this document

We have used examples throughout this document for usernames and email addresses.

- Where email address is asked for, please enter your ANU email address.
- Where username is asked for please enter it in the format listed below
  
  Uni-id@uds.anu.edu.au (for example u1234567@uds.anu.edu.au).
How to access your ANU personal email on a shared resource computer

On a shared resource computer, access to your ANU personal email will not be available via the local installed mail client (Outlook, Thunderbird etc).

To access your ANU personal email you will need to login through Webmail using Only the Firefox web browser.

If Firefox isn't installed on the computer

If Firefox isn't installed, please log a request through the ITS Help Desk.

Instructions

1. Launch Firefox web browser.
2. Enter the Webmail OWA address https://outlook.com/owa/anu.edu.au.
3. The following authentication screen will appear.

Your logon credentials for Webmail are:

- User Name (eg u1234567@uds.anu.edu.au)
- Password: your ANU password

Important: Don’t select Remember Password when prompted as this will allow other users to sign into your email account.
Another staff member needs to access webmail on the resource PC

1. Select **Signout** in the top right of the webmail interface.

2. Close the Firefox web browser completely.
3. Open a new session of the Firefox web browser.
4. Enter the Webmail OWA address [https://outlook.com/owa/anu.edu.au](https://outlook.com/owa/anu.edu.au)
5. Then they may login to access their own ANU personal email.

When finished accessing your ANU personal mail in Firefox through Webmail

1. Select the Signout in the top right of the webmail interface.

2. Close the Firefox web browser completely.