Outlook Windows Security window

With moving to Microsoft 365, you wont find any significant differences with Outlook though how you when you are migrated across you will need to re-enter your details in the popup box, this is a once-off occurance as it remembers thereafter.

Type in the full path name associated with your email: u1234567(UniID)@uds.anu.edu.au and your HORUS password. Click OK

Webmail client

Outlook Web Access provides a web interface to your University email account. Microsoft's Internet Explorer is required for some of the more advanced features, but you will be able to use other web browsers such as Firefox.

Open a web browser and in the address field type http://outlook.com/owa/anu.edu.au

The screen below will appear in which you will need to enter your UniID and HORUS password.

Please also remember to click the Sign out button (top right corner) when finished.
Skype for Business

With the migration to Microsoft 365 you will have access to Skype for Business 2015, which is an instant messaging tool. You can choose to use this feature, to do this type in your credentials as follows:

Sign-in address: u1234567(UniID)@uds.anu.edu.au | click Sign In

If you wish not to sign in click on the cog drop-down symbol in the right-hand corner | click File | click Exit
Add contacts in Skype for Business

Type the person that you would like to add as a contact in the Find a contact search box. The person will get notification and will accept/decline your invitation.