How to access functional accounts from Outlook Webmail

The following instructions outline how to access functional accounts from Outlook Webmail:

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

The login screen will appear in which you will need to enter your UniID and HORUS password. The credentials you will need to input are as follows:

- **User Name:** UniID@uds.anu.edu.au (eg. u1234567@uds.anu.edu.au)
- **Password:** HORUS password

Once logged in click on the drop down arrow next to your name and select **Open Other Mailbox**

Under **Select mailbox:** type the email address of the mailbox you wish to access eg. fs.helpdesk@anu.edu.au | click **Open** (Note: may need to click Open twice)

You are now in the mailbox.

To go back to your mail box click on the drop down arrow next to the mailbox account | click to select **Open Other Mailbox**
Under **Select mailbox**: type your email address eg. karen.roberts@anu.edu.au | click **Open** (Note: may need to click Open twice)

You are now in your mailbox.