

HealthShare NSW Outlook Project

Northern Sydney and Central Coast LHDs Migration

Launching Outlook Web App

You can use either of the following techniques to launch Outlook Web App.

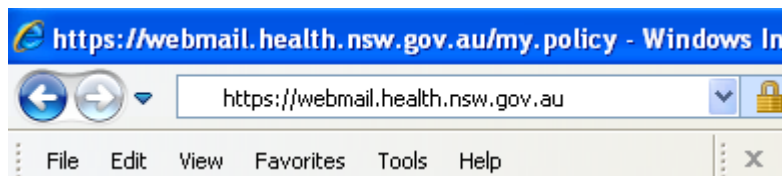
Method 1 - Using the Intranet

You can access the link from the Intranet Applications page under Outlook Web Access

The screenshot shows the top of the Health Central Coast Local Health District Intranet. It features the NSW Government logo and the text 'Health Central Coast Local Health District'. Below this is a date bar for 'Tuesday, 16 April 2013'. A navigation menu includes 'CCLHD Intranet', 'Forms', 'Policies and Procedures', 'Phone Book', 'Noticeboard', and 'Intranet Applications'. The 'Intranet Applications' section is expanded, showing a list of links: 'Ordering Systems Online' (with sub-links for OFFICEMAX Stationery Ordering and Fuji Xerox (EPOD) Print Ordering), 'Oracle Financials' (with sub-links for ECM Invoice Enquiry IE8, ECM Invoice Approval IE8, ISAP Quick Reference Guide for Health Agency Users (pdf), Oracle Application Form, Oracle Financials & WebReq - New System, Oracle Financials - Old System (Before 1-Oct-08), and Pegasus - VRM onLine - (Pressure Matress)), 'Outlook (Groupwise to MS Outlook)', and 'Outlook Web Access'.

Method 2 - Using your web browser

Open your browser. In the address bar, type <http://webmail.health.nsw.gov.au>



You can use this technique from anywhere you are connected to the internet including home.

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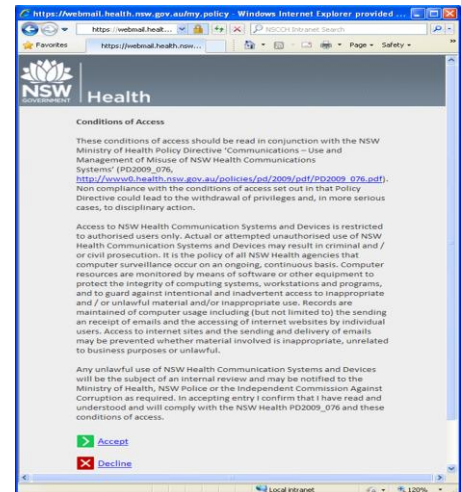
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Logging in to Outlook Web App

Conditions of access

Once you have launched the application you will be presented with the “Conditions of Access” screen

1. Read the conditions and click *Accept* to proceed.



Logging in

2. In the Username field, type your State-Wide ID
3. In the password field, type your password (the password you use to log into your PC/Citrix/Internet).
4. Click on *Logon* to continue.
5. If you have successfully logged on then you should see the Outlook Web App window containing your mailbox.

