

IT Information for Honorary Appointees, University of Melbourne, Department of Medicine RMH/WH: Mail

Purpose

As an Honorary member of the Department of Medicine (RMH/WH), you have access to certain services and resources provided by the University. The purpose of this document is to provide information about what IT services and resources you can access and how to use them.

Your University mail account gives you access to the library and therefore to SuperSearch. You must activate this account by resetting the password. This document provides instructions to do this.

Setting/Resetting your mail password

1. Open a web browser and navigate to the Accounts Registration System (ARS) website (<http://accounts.unimelb.edu.au>).
2. Select **Staff**.
3. Enter your staff details and click **Login**
 - You will need to provide your full name, employee number, date of birth, postcode and security PIN.
 - Your security PIN is set to your year of birth unless otherwise requested.
 - If your address as recorded by HR is not in Australia, your postcode will be blank
 - These details must match those in your HR record. If you get a "verification failure" and you are sure that the details you have entered are correct, you will need to contact HR (8344 6078).
4. Make a note of your username
5. Click on the **Set** or **Reset** button for your "mail" (Staff Central E-mail Service) account.
6. Enter and confirm your new mail password and click on the **Submit** button.
If your change has been successful you will receive a confirmation.

Reading your mail

1. Open a browser and navigate to <http://webmail.unimelb.edu.au>
2. Login using the username and password you have set for mail

Forwarding your mail to another address

1. Open a browser and navigate to <http://webmail.unimelb.edu.au>
2. Login using the username and password you have set for mail
3. Click **Options** then **Message Filters**.
4. Click **Add a New Rule**.
5. Select **All Messages** and click **Move on to Step 2**.
6. Select **Redirect** to the following email address and enter the address you wish to forward to.
7. Click **Move on to Step 4**, then click **Finished**.
8. Click **Save Changes**.

Services and resources you can access to with your staff mail account

SuperSearch: <http://search.lib.unimelb.edu.au>

SuperSearch is the gateway to tens of thousands of electronic journals, hundreds of scholarly databases and other resources subscribed to by the University of Melbourne Library. SuperSearch is a federated search tool that enables users to search across multiple databases simultaneously, browse resources and link through to the fulltext or print copy.

SPSS: http://www.infodiv.unimelb.edu.au/itp/licensing/stats_lic.html

Information Services holds site licences on behalf of the University for SPSS. This can only be used for the non profit research projects and teaching. The licence conditions are quite specific. More information can be found at the above link (University network only).

Other software programs:

The University has licences for other software that is available to paid staff only.

Getting Assistance

RMHIT Cluster IT Support

(Departments of Medicine, Surgery, Psychiatry, Radiology, Paediatrics, Obstetrics & Gynaecology)

Online support request form: <http://www.it.mdhs.unimelb.edu.au/rmhit/index.html>

Information Technology Services Service desk

Online support request form: <http://servicedesk.unimelb.edu.au/>

Human Resources

General Enquiries: 8344 6078

Faculty of Medicine, Dentistry and Health Sciences: Tracey Wilde 8344 5573, Ursula Winters 8344 4738

Library

Library telephone inquiry service: 8344 0444

Online support request form – Help & Support, library System: <http://servicedesk.unimelb.edu.au/>