



# MONASH SOUTH AFRICA



Quick Start Guide

ITS Website: <http://its.msa.ac.za/>

## . Login to IT Services

Type in your **username & password** to login to your computer.

**Save** all your personal data onto the **Documents** (This saves to server home drive).

**Shared** data within your faculty in the **S DRIVE**, course information for **student data** access is saved to the **S DRIVE (UG-Subjects)**.

All data saved onto your C or Local Drive will not be backed up, only the “Documents” location.

## . Mail – access email via Webmail

**Google Mail, Calendar, Drive (cloud data store)**

Access webmail via any browser with the following address.

<http://my.monash.edu/> (use Authcate username and password)  
click on “**Email**” tab.

Direct link: <http://my.monash.edu/email>

refer to FAQ site: <http://intranet.monash.edu.au/esolutions/email-collab/>

## . Phone features



### Daily Login

Press Application Menu button

Select Login-Logout

Enter User ID (10 digits extension number)

Scroll down

Enter PIN number, default 12345, will force change after login

Press Submit

refer to FAQ site: <http://its.msa.ac.za/staff/assets/downloads/Telephone-Features-and-Voicemail-Service.pdf>

## . Teaching Venues – equipped with Audio Visual teaching equipment

**Need guidance?** For new teaching staff: please contact our helpdesk, on below contacts, to book an appointing with one of our staff to provide you with a tour and quick training on the teaching technology within our teaching venues, especially the venues you will utilise during the semester.

Email :

[sahelpdesk@monash.edu](mailto:sahelpdesk@monash.edu)

Ext (Helpdesk) :

4077