

Exchange E-mail Username and Password Details

Login to e-mail at <https://staffmail.nuigalway.ie>

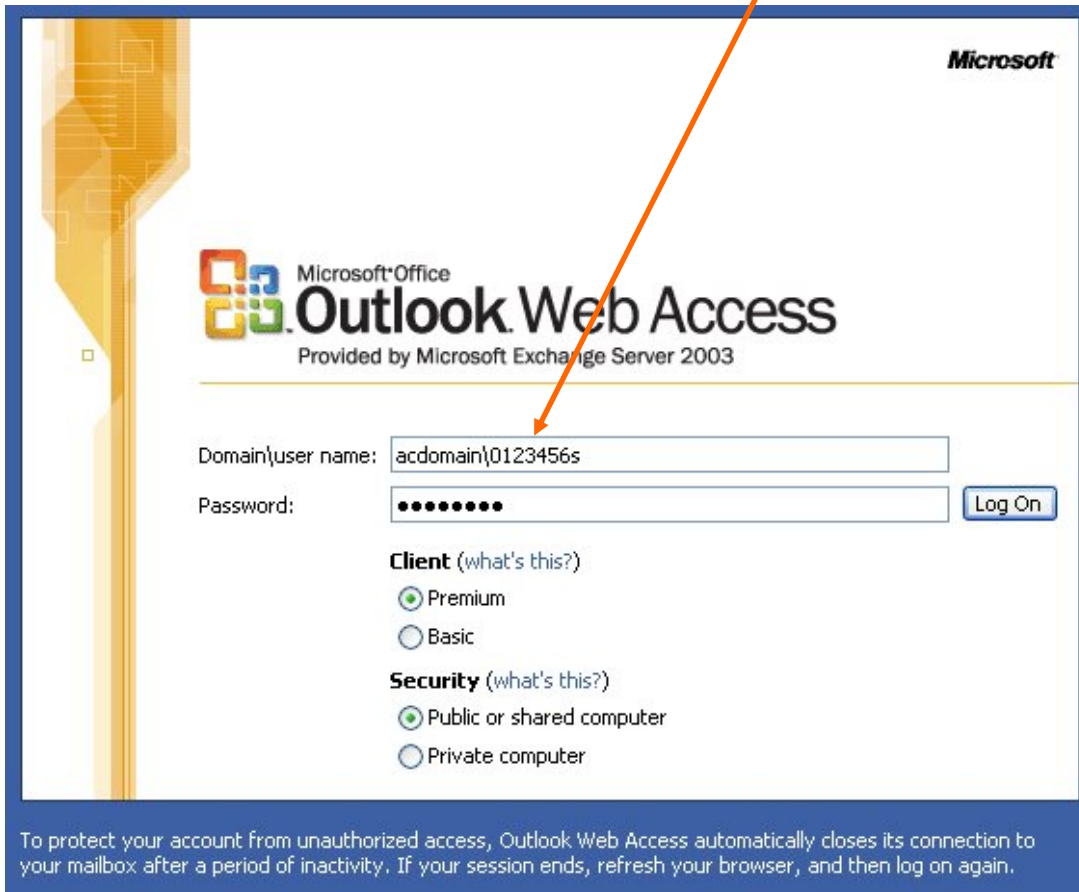
Username = **acdomain\Your Staff Login ID number**

The format for staff login ID number is derived from your staff/payroll number.
The format is 7 digits followed by s.

If your staff/payroll number is less than 7 digits, include zeros at the start.

Example: Staff/Payroll number = 123456, Staff Login ID number = 0123456s as shown in the image below.

Password = *Given to you by Computer Services*



Microsoft

Microsoft Office
Outlook Web Access
Provided by Microsoft Exchange Server 2003

Domain\user name:

Password:

Client (what's this?)

Premium

Basic

Security (what's this?)

Public or shared computer

Private computer

To protect your account from unauthorized access, Outlook Web Access automatically closes its connection to your mailbox after a period of inactivity. If your session ends, refresh your browser, and then log on again.

If you wish to change your e-mail password, instructions are available at
www.nuigalway.ie/cs/staff/email/email_changepassword1.html

Details about Exchange e-mail are available at www.nuigalway.ie/cs/staff/email/

Please contact the User Support Centre with any queries.
Tel. x3325 E-mail user_support@nuigalway.ie

One click to Outlook Web Access

Mark Outlook Web Access as a Favorite in Internet Explorer

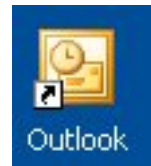
1. Go to <https://staffmail.nuigalway.ie>
2. From the **Favorites** menu, choose **Add to Favorites**
3. The next time you open Internet Explorer, click Favorites and simply click on Microsoft Outlook Web Access from the list that appears.



Optionally, in addition to using Outlook Web Access, you can set up e-mail client software on your computer to access your e-mail on-campus. Windows users should use Microsoft Outlook 2003 and Macintosh users should use Entourage 2004.

Information required to setup Outlook for on-campus use

- E-mail account type = **Microsoft Exchange Server**
- Server name = **EVS1.ac.nuigalway.ie**
- **Deliver new e-mail to the following location:** should read "**Mailbox, *username***" where username = your name.



Complete instructions to setup Outlook 2003 are available at:

www.nuigalway.ie/cs/staff/email/email_outlook2003_setup.html

Information required to setup Entourage for on-campus use

- Domain = **acdomain**
- Exchange server = **EVS1.ac.nuigalway.ie**
- LDAP server name = **scarlatti.ac.nuigalway.ie**



Complete instructions to setup Entourage 2004 are available at:

www.nuigalway.ie/cs/staff/email/email_entourage2004_setup.html