

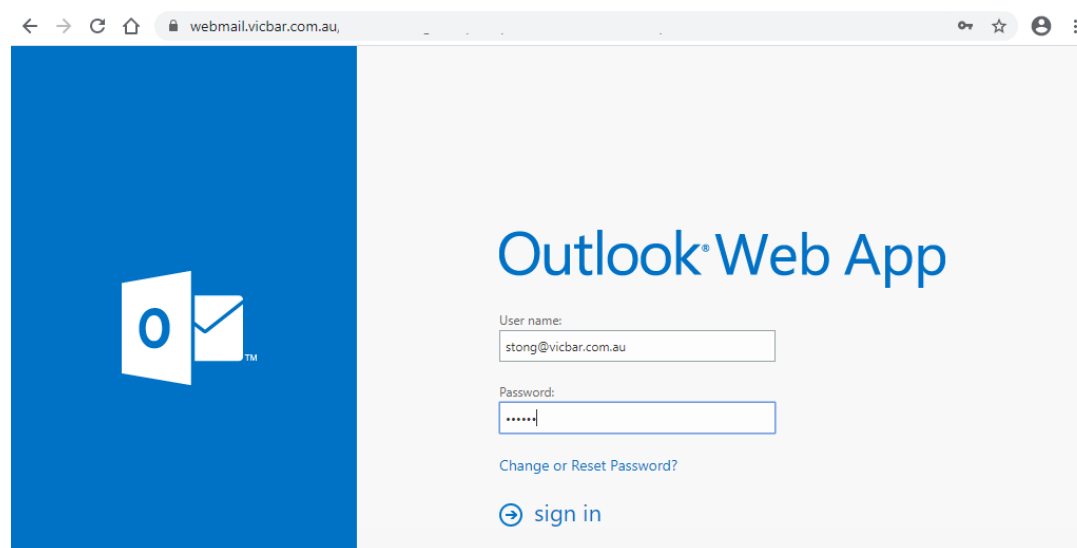
Accessing vicbar.com.au email remotely.

Please note, the preferred long-term method to access emails is with a supported email application such as Microsoft Outlook. For licensing and support queries for email software, please contact the BCL Service Desk.

All barristers can access their vicbar.com.au emails remotely through a webpage, without any other software.

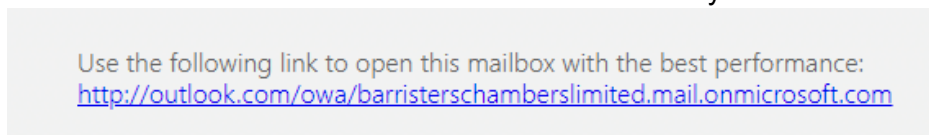
Step 1 - Go to <http://webmail.vicbar.com.au>

Enter your email address and password and click “Sign In”.

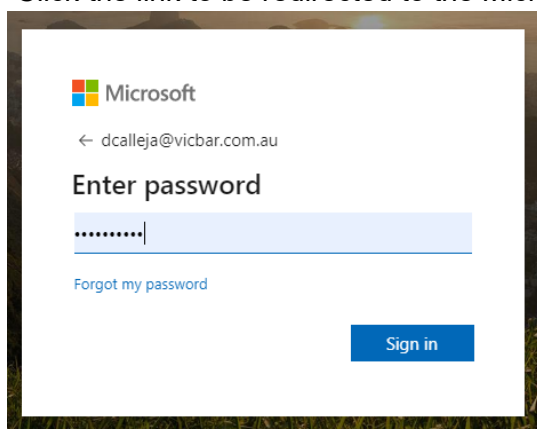


Step 2 -

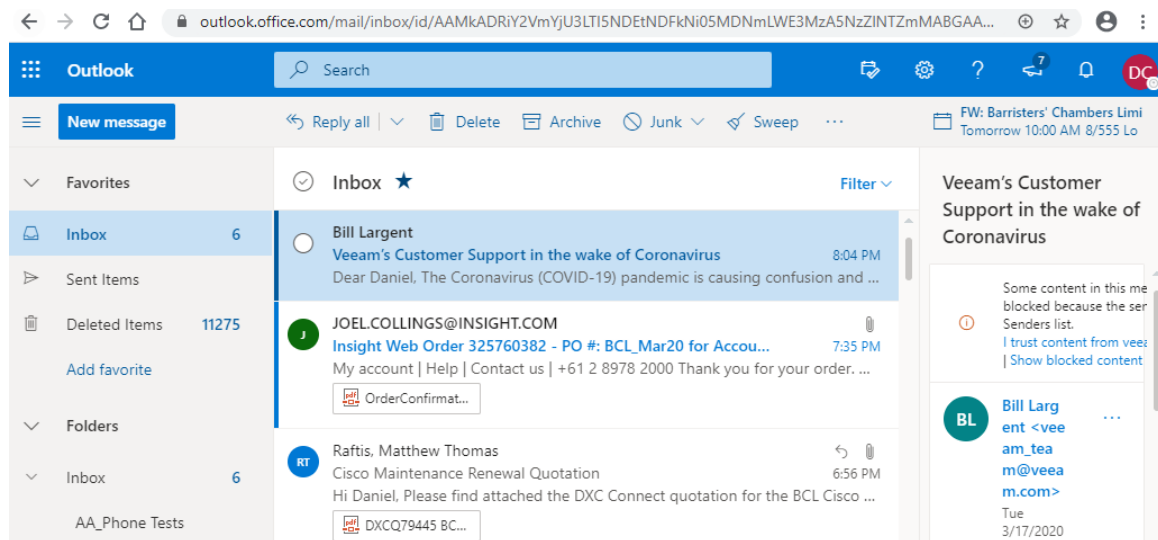
a) Barristers who use BCL's Office 365 email service may receive the following screen:











Click the link to be redirected to the Microsoft Office 365 page to login again.



b) Emails are now accessible from the webpage:



General email user tips:

	BCL Email System	Microsoft Office 365 System
1.1 Compose a new email	Top left corner – “New mail” button  New mail	Top left corner – “New message” button 
1.2 Check your calendar	Blue bar along the top – Calendar  Mail Calendar People	Dotted icon in top left corner – Calendar  Office 365 → Apps Outlook  Calendar
1.3 Lookup your contacts	Blue bar along the top – People  Mail Calendar People Task	Dotted icon in top left corner – People  Office 365 Apps Outlook Calendar  People Tasks To Do Add-Ins