

Domino Web Access (DWA) is the fully-featured web version of the Lotus Notes desktop client. It can be used to access the following tools via a web browser:

- Mail
- Calendar
- Contacts, and
- To do.

### When might I use Monash Webmail (DWA)?

You may choose to use Monash webmail when you want to:

- access your mail and calendar from home, or
- access your mail and calendar from a Monash computer that is not your own.

### Full vs. Lite webmail

DWA can be accessed via a **Full** or **Lite** version.

- The **Full** version provides access to all Lotus Notes tools and features.
- The **Lite** version provides access to Mail and Contacts. It is better suited to a slower Internet connection.

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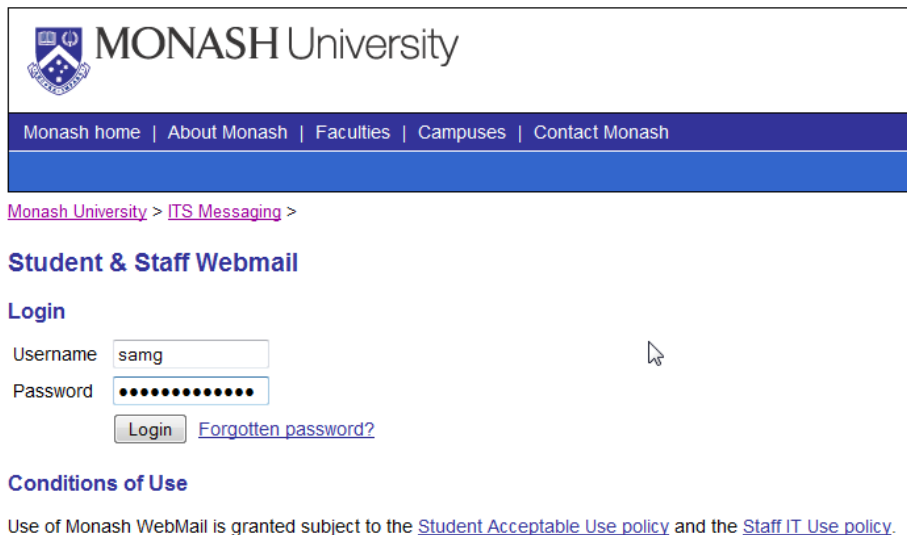
**Note:** The remainder of the Domino Web Access documentation will be based on the **Full** version.

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### Logging into Monash Webmail (DWA)

#### Option 1

1. Access the website <http://mail.monash.edu.au> from your web browser.
2. Enter your authcate username and password and select **Login**.



The screenshot shows the Monash University website. At the top left is the Monash University logo. Below it is a navigation bar with links: Monash home | About Monash | Faculties | Campuses | Contact Monash. Below the navigation bar is a breadcrumb trail: Monash University > ITS Messaging >. The main heading is "Student & Staff Webmail". Underneath is a "Login" section with a "Username" field containing "savg" and a "Password" field with masked characters. There is a "Login" button and a link for "Forgotten password?". Below the login section is a "Conditions of Use" section with a link to "Student Acceptable Use policy" and another link to "Staff IT Use policy".

#### Option 2

1. Login to the **my.monash portal** with your authcate username and password.
2. Click on the **Email** tab.

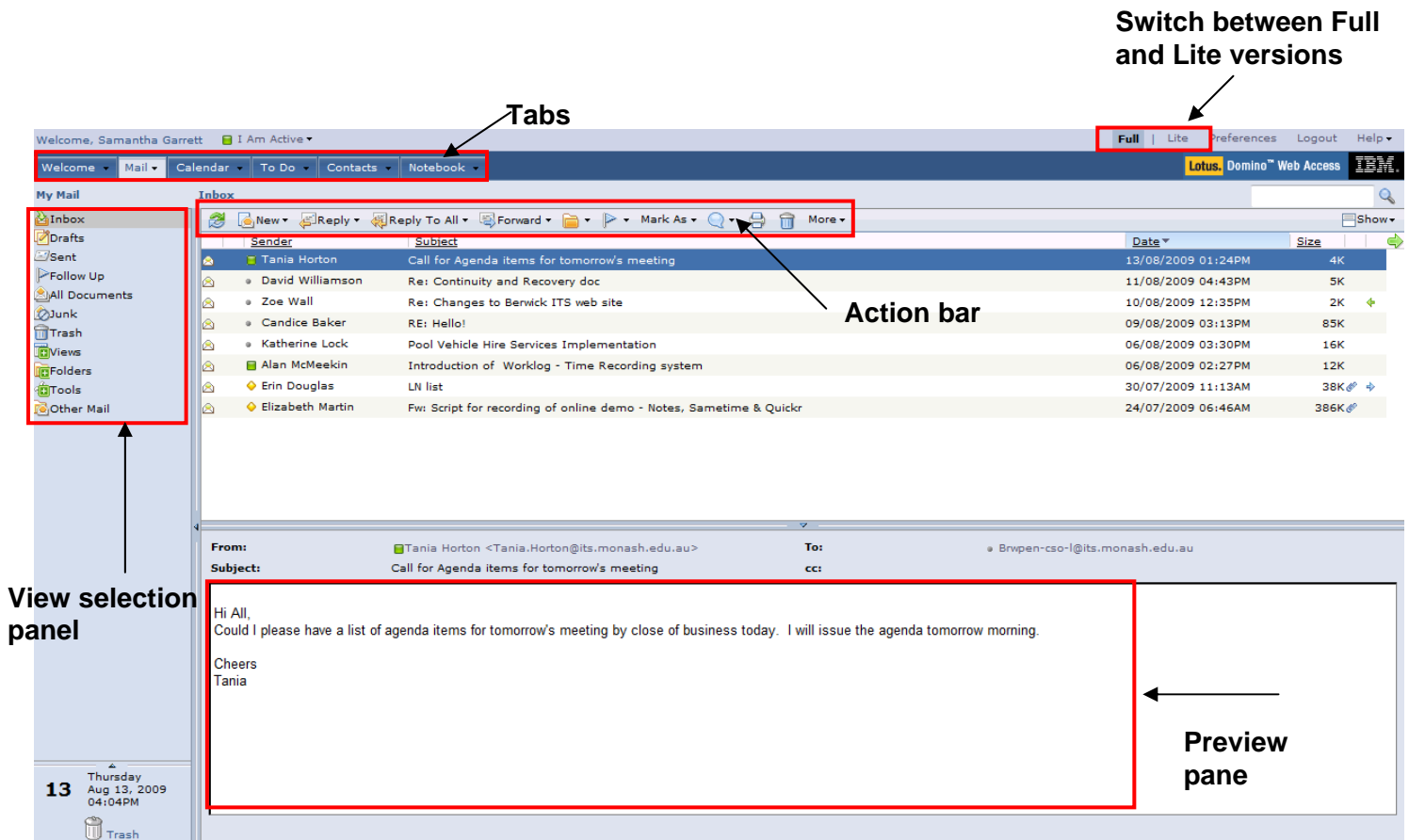


The screenshot shows the my.monash portal. At the top left is the "my monash" logo. To the right is a welcome message: "Welcome Samantha Garrett". Below the welcome message is the date "Monday, 22nd September 2008" and a weather forecast: "Weather forecast: Today: 23°C". At the bottom is a navigation bar with tabs: Home, Email, Teaching, Research, Staff resources, Library, Campus and community, News and events. The "Email" tab is highlighted with a red box.

**The Monash Webmail window**

The layout of the DWA client is very similar to the Lotus Notes desktop client.

- The **tabs** at the top of the screen are used to move between tools. These include mail, calendar, contacts and to do.
- The **view selection panel** is used to change the folder or view. Its functions vary depending on the tool that is being used.
- The **action bar** is used to perform common tasks associated with a tool. Its functions vary depending on the tool that is being used.
- The **preview pane** displays a preview of the selected document.


**Where to now?**

For information on DWA	See
Mail	Domino Web Access – Mail (DWA02)
Calendar	Domino Web Access – Calendar
Contacts	Domino Web Access – Contacts
To do	Domino Web Access – To Do