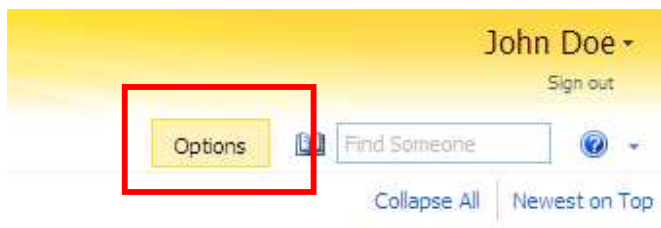


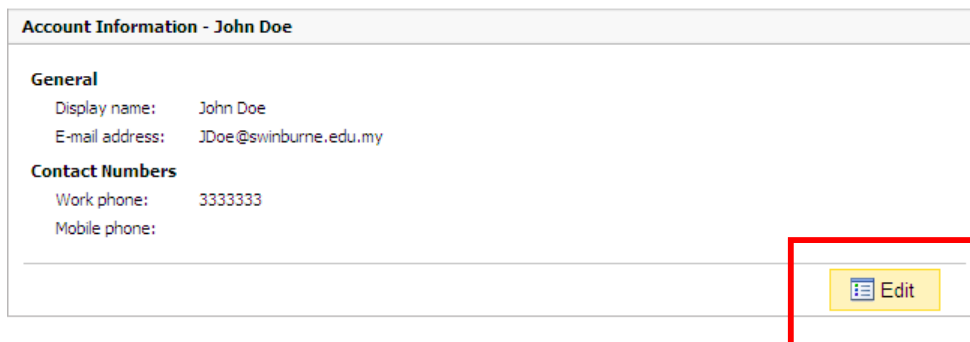
How-To: Change your Contact Location and Contact Numbers

Note: At the moment this is only possible in Webmail.

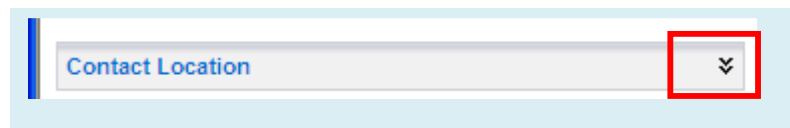
1. Logon to your Swinburne Webmail
2. Click on **Options**



3. Click on **Edit**



4. To change Office location, first show the **Contact Location** details by clicking the down arrow



5. Next, change your contact location accordingly.

Account Information - John Doe

Last Name:
Doe

* Display name:
John Doe

E-mail address:
JDoe@swinburne.edu.my

Contact Location

Street:
Swinburne University of Technology,
Jalan Simpang Tiga

City:
Kuching

State/Province:
Sarawak

ZIP/Postal code:
93350

Country/Region:
Malaysia

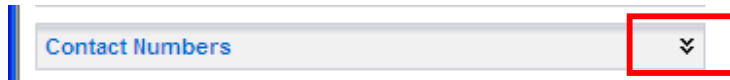
Office:
G003

Contact Numbers

Save Cancel

Done Local intranet 100%

6. To change contact numbers, first click the down arrow next to the **Contact Numbers**



7. Next, change your contact numbers accordingly.

Account Information - John Doe

General

First name: John

Initial:

Last name: Doe

* Display name: John Doe

E-mail address: JDoe@swinburne.edu.my

Contact Location

Contact Numbers

Work phone: 123456

Fax:

Home phone:

Mobile phone:

Save Cancel

Done Local intranet 100%

8. When you are done, click Save.



The change should reflect immediately in Webmail, but it may take several hours for the change to reflect in Microsoft Outlook 2003's Address Book.