



## GETSIA ZAZO

*Criminal Procedure Lecturer, shares her working remotely experience with us...*



**GETSIA SEND AN EMAIL TO TALK2IT@NWU.AC.ZA WITH THE FOLLOWING REQUEST**

"How do I change my email address from 18008615@nwu to Getsia.Zazo@nwu?"

## HOW TO GO ABOUT

1. VPN needs to be installed on your device if not visit the following link to view the installation setup video:

 <http://www.nwu.ac.za/VPNguide>

2. Go to the following url to personalise your email address:

 <https://koste.nwu.ac.za/newemail/>

### Alternatively visit our Service Catalogue

 <http://services.nwu.ac.za/information-technology/it-service-catalogue>

- Navigate to the heading > *Communication & Collaboration*
- Click > *Email & Calendaring*
- Allocate the headings > *Service > Personalized*
- Click the link > *click here*



### OTHER USEFUL WEBLINKS

*The following links will provide you with guidelines on working remotely.*

 [http://services.nwu.ac.za/sites/services.nwu.ac.za/files/files/information-technology/work-remotely/WorkFromHomeV4\\_28March2020.pdf](http://services.nwu.ac.za/sites/services.nwu.ac.za/files/files/information-technology/work-remotely/WorkFromHomeV4_28March2020.pdf)

 <http://services.nwu.ac.za/it/sc/vpn>

 <https://intranet.nwu.ac.za/it/app>



*" I came right. Thank you once more... The instructions were fairly easy to follow. I am happy with your service..."*