Accessing the Quality Management System or Webmail Externally
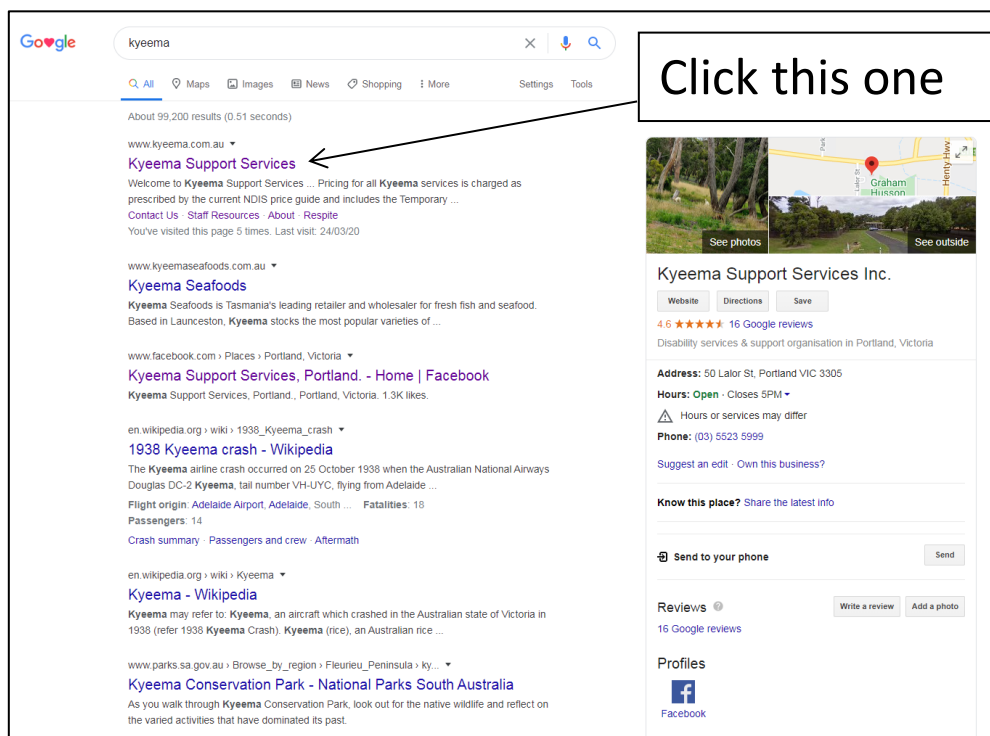
The Quality Management System (QMS) and your email can be accessed externally via the internet when required.

To access the QMS or your email please use the following instructions:

Open your preferred web browser i.e. Microsoft Edge/Mozilla Firefox/Google Chrome (Google chrome will likely be your best option).

Navigate to the Kyeema Support Services website.

You can manually type "kyeema.com.au" into the address bar or Google search "Kyeema". Google searching "Kyeema" will give you the correct website as the first result.

Scroll to the bottom of the Kyeema home page and find the "Staff Resources" category.

Staff Resources

From here you can access both the QMS and your email by selecting the correct link.

See Pg. 3 for further instructions for accessing the **QMS**.
See Pg. 4 for further instructions for accessing **your emails**.

Quality Management System

This page is password protected.

To access the QMS; enter the password in the popup below and press enter.
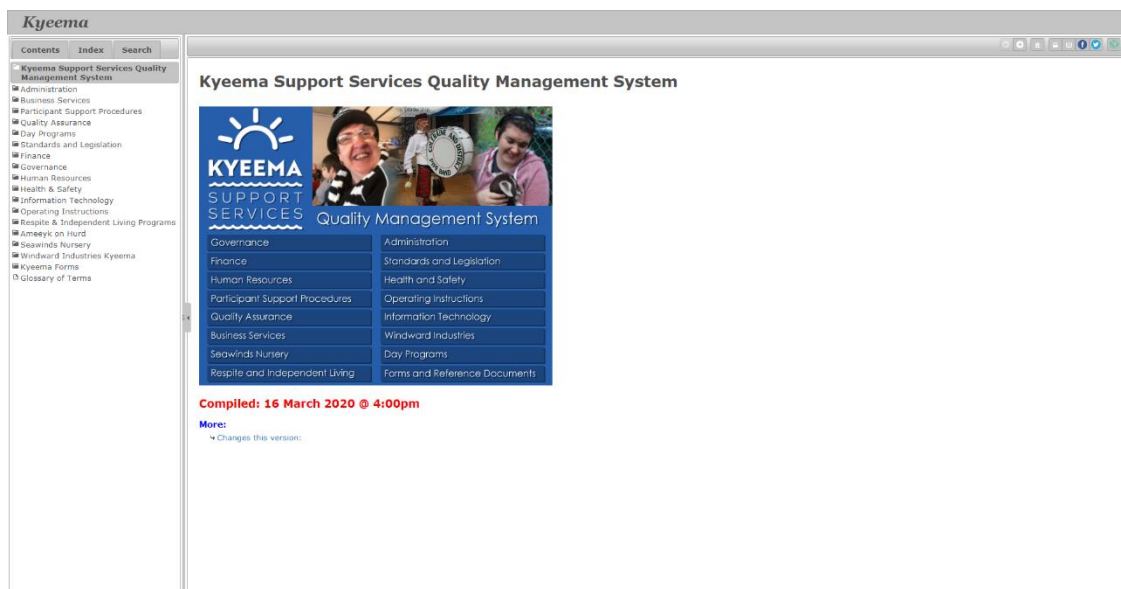Please ask your manager or reception for this password if you do not have it.

Please enter the password to unlock the link.

PASSWORD

Unlock link

Enter password here

Accessing the QMS externally will look and function identically to when it is accessed from the Lalor St. centre.
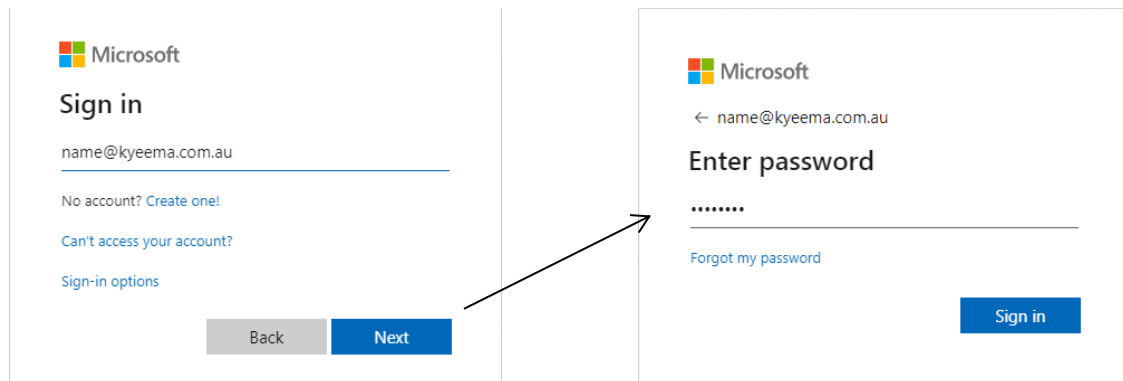

For Board of Management information: you do not need to go any further as you have now accessed the Quality Management System.
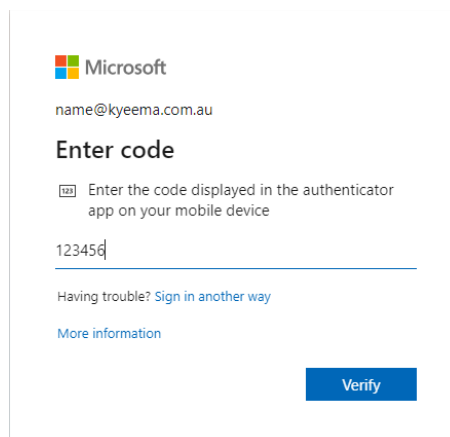
Emails

After clicking on the email link, you will be taken to a Microsoft login page.

To access your email you need to enter your full Kyeema email address and password. Your password will be the same as the one you use to login to a computer at Lalor St.

You will then need to enter the code from either the text message sent to your phone or your authenticator app depending on which multi-factor authentication method is set up for your account.

Accessing your email externally will appear slightly different to regular Microsoft Outlook at first however most things are in the same place.

If you are accessing your email from a Lalor St. computer it is recommended that you use the Microsoft Outlook program rather than accessing it via a web browser.

If Outlook has not been set up for you on the computer you are using please ask the Receptionist for assistance.

For security reasons please make sure you log out when you are finished.