Advisor Tools-Advisee Email Address Forward

Use this option to set up a forward for an advisee’s email. This is the same as the Email Forwarding link under the My Tools area on the Home page of My Siena. The only difference is that the advisor can set up the forward for an advisee.

† In the Advisee List, click on the student’s name.
† The Advisee Details window will display.
† Under Advising, click the Email Addresses link (see illustration below).

† The Email Maintenance window will display.
† The student’s current Email Address will appear at the top of the window.
† The current Forwarded Email Address will display in the next line of text.
† The Messages shown in the illustration below will appear in the middle of the window.
† In the Email Address box, input the new email address (see illustration below).

† To make the new address the default one, click the Make Default check box.
† Click Add to set the new email address as the default.
† To select the Siena Heights Email Address as the default, click the Set as Default link beside that address.
† An asterisk will appear beside the new default address.