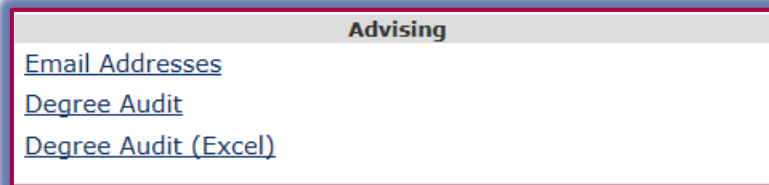


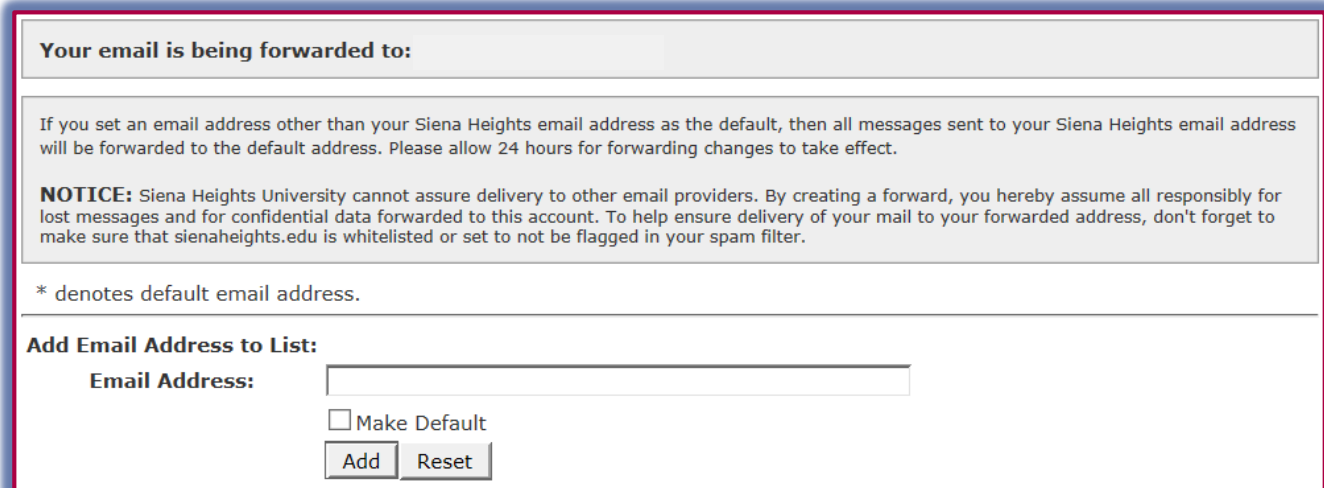
## Advisor Tools-Advisee Email Address Forward

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).

A screenshot of a web form titled "Your email is being forwarded to:". Below the title is a paragraph of text: "If you set an email address other than your Siena Heights email address as the default, then all messages sent to your Siena Heights email address will be forwarded to the default address. Please allow 24 hours for forwarding changes to take effect." Below this is a **NOTICE**: "Siena Heights University cannot assure delivery to other email providers. By creating a forward, you hereby assume all responsibility for lost messages and for confidential data forwarded to this account. To help ensure delivery of your mail to your forwarded address, don't forget to make sure that sienaheights.edu is whitelisted or set to not be flagged in your spam filter." Below the notice is a line of text: "\* denotes default email address." Below that is a section titled "Add Email Address to List:" with a label "Email Address:" followed by a text input field. Below the input field is a checkbox labeled "Make Default". At the bottom of this section are two buttons: "Add" and "Reset".

- ✦ 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.