

CHANGE YOUR EMAIL ADDRESS

Upon enrollment, all Siena Heights students receive a university email account. All official communications, including email from professors and administrators, will be directed to the Siena Heights email address. It is the student's responsibility to check this email address regularly.

As a service, you can choose to forward all email from your Siena Heights account to another 3rd party email account by following these instructions. Siena Heights guarantees delivery to the official Siena Heights account, however it is not responsible for failure to deliver email addresses to a 3rd party account.

The Email Address should be changed when you are using a different address than the one provided by Siena Heights University. In order to change the email address, it is necessary to go to the My Siena link and the Email Forwarding link under My Tools. This address should be changed using this system every time you change your email address.

Log into My Siena

- ✦ Open your Internet browser window and go to the **Siena Heights University** web page (www.sienaheights.edu).
- ✦ Click the **My Siena** link in the top frame of the window (see illustration below).



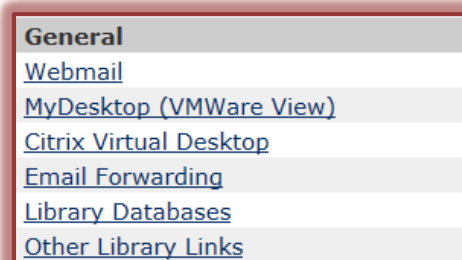
- ✦ The **My Siena** page may display instead of the **Siena Home Page** when you open the browser window.
- ✦ If this happens, it is not necessary to click the **My Siena** link.
- ✦ The **My Siena** page should display.
- ✦ Input your **Username** and **Password** in the appropriate boxes (see illustration below).



- ✦ Click the **Login** button.
- ✦ Log into **My Siena**.

Forward Email

In the right frame of this window, click the **Email Forwarding** link under **My Tools** on the right side of the window (see illustration below).



✦ The **Communication Preferences** window will display (see illustration below).

Communication Preferences

Email Address [Set as Default](#)

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.

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.

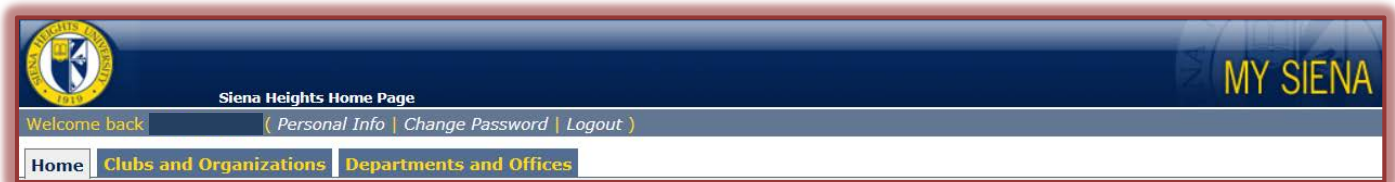
* denotes default email address.

Add Email Address to List:

Email Address:

Make Default

- ✦ In the **Email Address** box, input the address that will be used.
- ✦ If you would like your **Siena email forwarded** to this address, click the **Make Default** check box.
 - ✦ If the email address that you want your email sent to is already in the list, you may click the **Set as Default** link next to the address to make that address the default.
 - ✦ If you want to stop forwarding your email, set your **Siena Heights** address as the default.
- ✦ Click the **Add** button to add this email address to the list.
- ✦ Once the default is set, an **Asterisk** will appear next to the default address.
- ✦ To return to the **Home** page, click the **Home** tab at the top of the **My Siena** window (see illustration below).



✦ Please allow up to 24 hours for this change to take effect.