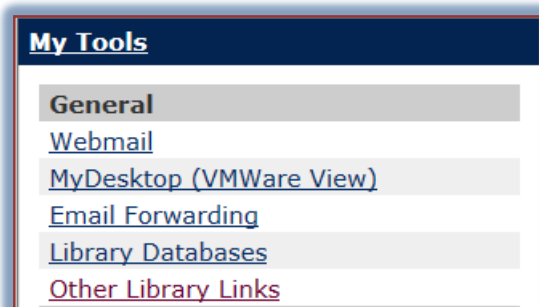


## GENERAL-FACULTY

This area of My Siena is used to connect you to Webmail and Library materials without the need to log in to each one separately. It is also the area where faculty can set up options for forwarding their email from their Siena account to a different email address.



### Webmail

This will take you to the Outlook Web Access page. This is the Email package that allows Siena faculty and staff to access their Siena email accounts through the Internet.

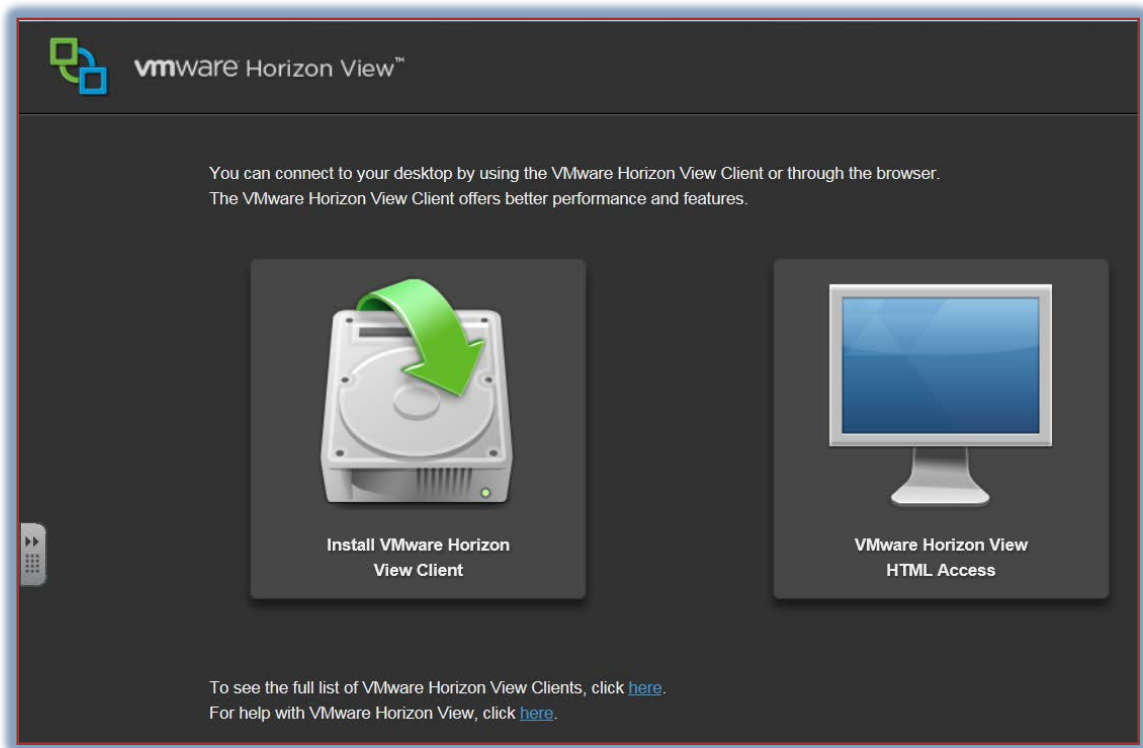


- ✦ Click the **Webmail** link in the **General** category under **My Tools**.
- ✦ You will be logged into **Outlook Web Mail**.
- ✦ You will be able to access your email, calendar, and contacts through this page.
- ✦ It will display the same information that you have in your Outlook client account on your computer in your office or on your laptop.

### My Desktop (VMWare View)

This is a Web-based program that faculty can use to access any of the computer programs that are available to Siena faculty such as the Microsoft Office suite of programs as well as other programs. Documents are automatically saved to your Siena Network Folder so that you can access them when you come back to campus or at any location where you have Internet access. The link on the My Siena page allows you to install VMWare on your local computer. Once the program is installed, you can access it through the Start menu or through an icon on your desktop.

- ✦ Click the **My Desktop (VMWare View)** link in the **General** category under **My Tools**.
- ✦ The VMWare View window will display (see illustration on next page).
- ✦ Click the image on the left side of the window to install the program.
- ✦ Click the image on the right side of the window to access VMWare View from the Internet.
- ✦ For information on installing and working with VMWare view, go to the Division of Information Technology FAQs page. You can access this page by going to the Quick Links area on the My Siena page.



## Email Forwarding

This link is used to change your default email address.

- ✦ Click the **Email Forwarding** link in the **General** category under **My Tools**.
- ✦ The **Communication Preferences-Email Preferences** window will display (see illustration below).

- ✦ Input the new **Email Address** into the appropriate box.
- ✦ Click the **Make Default** button to make this address the default email; the address that your email will be forwarded to.
- ✦ Click the **Add** button.
- ✦ The address will be added under **Email Addresses** at the top of the window.

✚ To make the **Siena Email Address** the default, click the **Set Default** button beside the **Siena** address.

### **Library Databases**

This area can be used to access the Library Databases such as First Search that are available through the Siena Heights Library.

### **Other Library Links**

This link will take you to the Siena Heights University Library page. On this page faculty will have access to the Library Catalog, Library Databases, and the Interlibrary Loan Request form.