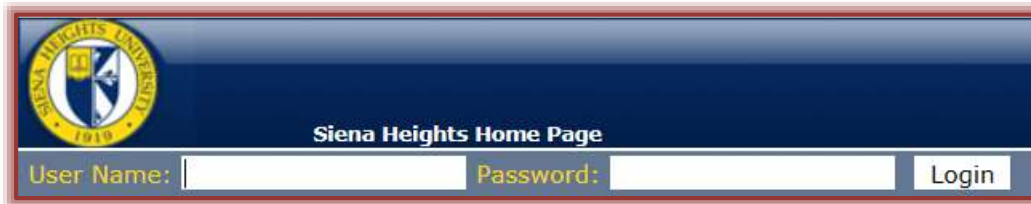


ACCESS OUTLOOK WEB APP

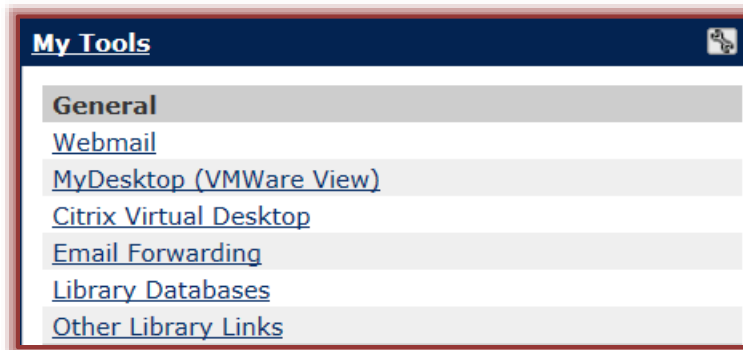
- † Open your **Internet** browser.
- † The **Siena Heights University** site will open with the **My Siena** page displayed.
or
- † Go to the **Siena Heights University** Web site (www.sienaheights.edu) and then click the **My Siena** link.



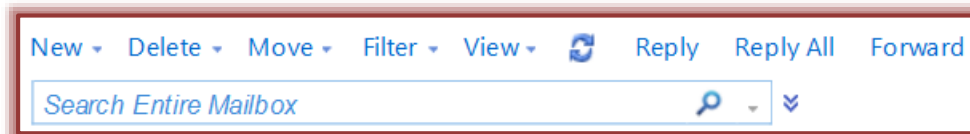
- † Input your username and password.



- † In the **My Tools** area, click the **Webmail** link (see illustration below).



- † The **Outlook Web App** window will appear with the **Inbox** displayed.
- † The **Navigation Pane** will appear on the left side of the window.
- † The **Messages** will appear in the middle column of the window.
- † The **Reading Pane** will appear on the right side of the window.
- † To close or change the location of the **Reading Pane**:
 - ✦ Click the **View** button (see illustration below) to display the list of options.



- ✦ Select one of the options from the list.
 - ☐ **Right** - This is the default. It displays the Reading Pane on the right side of the window.
 - ☐ **Bottom** - This choice is used to display the Reading Pane at the bottom of the window.
 - ☐ **Off** - This choice is used to close the Reading Pane so it is not viewed in the window.
- † After checking your **Email**, click the **Close Window** icon in the upper right corner of the browser window to return to the **My Siena** page.