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.