

ACCESS OUTLOOK WEB APP

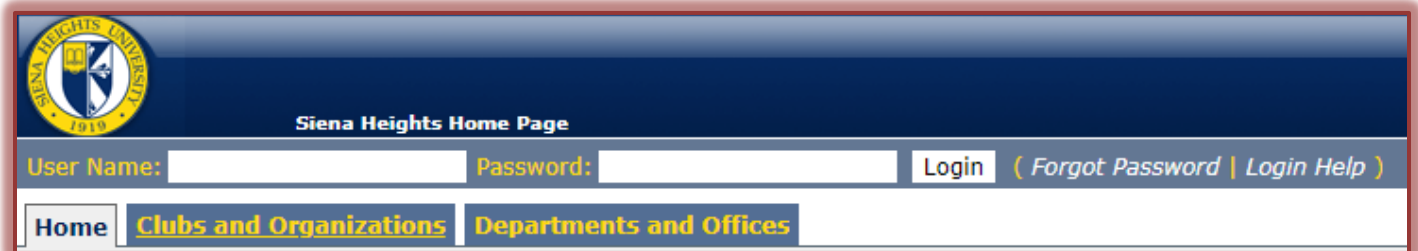
- † Open your **Internet** browser.
- † The **Siena Heights University** site will open with the **My Siena** page displayed.
or
- † Go to the **Siena Heights University** Web site (www.sienaheights.edu).
 - ✦ Click the **Menu** option on the right side of the window.



- ✦ Scroll down the page to locate the **My Siena** link.
- ✦ Click the **My Siena** link.



- † The **My Siena** page will display.

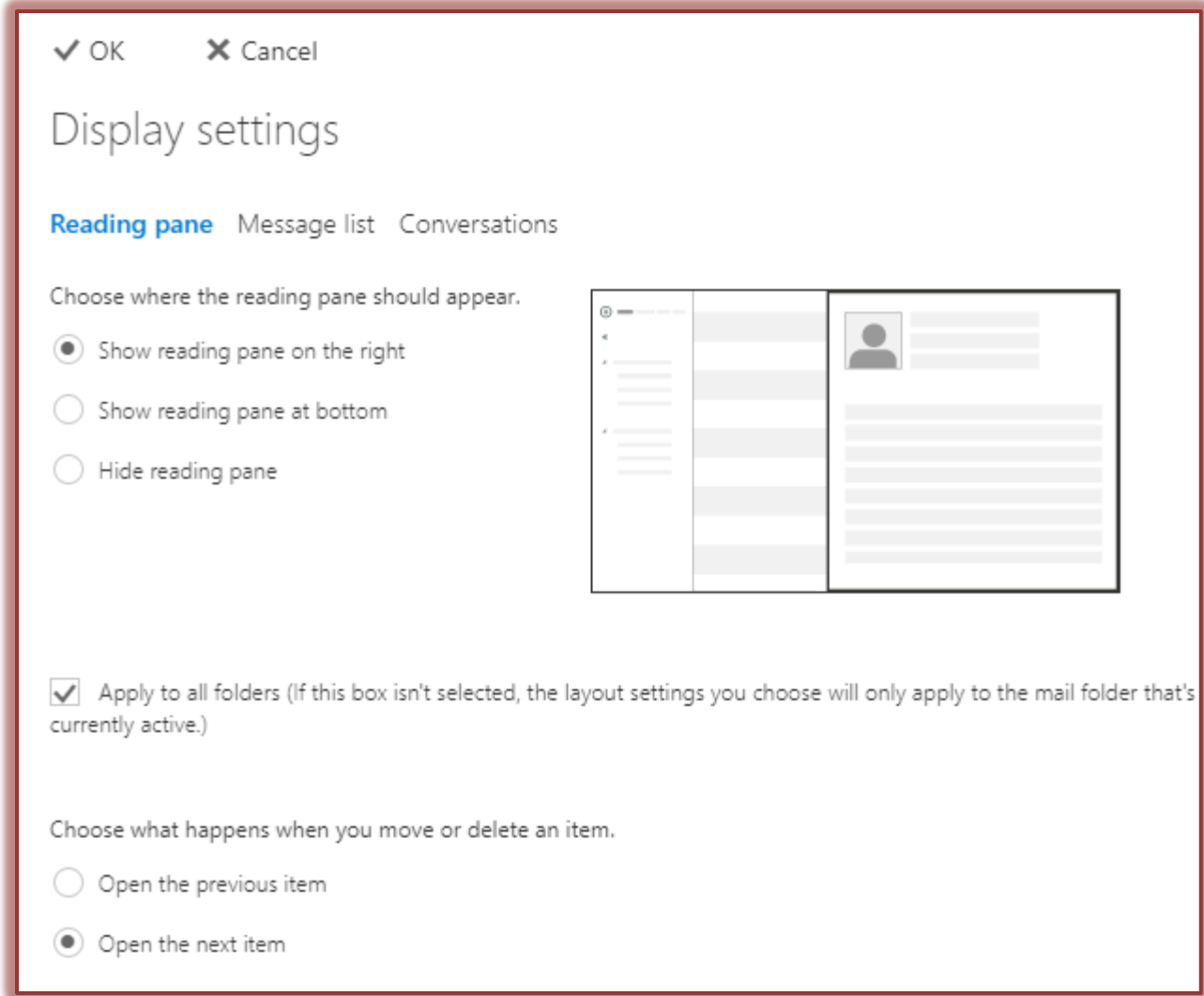


- † Input your username and password.
- † In the **My Tools** area, click the **Webmail** link.



- † 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 **Settings** button on the right side of the window.
 - ✦ Click the **Display Settings** option.
 - ✦ The **Display Settings** window will display with the **Reading Pane** options selected.



- ✦ Select the **Options** for displaying the **Reading Pane**.
- ✦ Click the **OK** button when the changes are completed.
- † 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.