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.