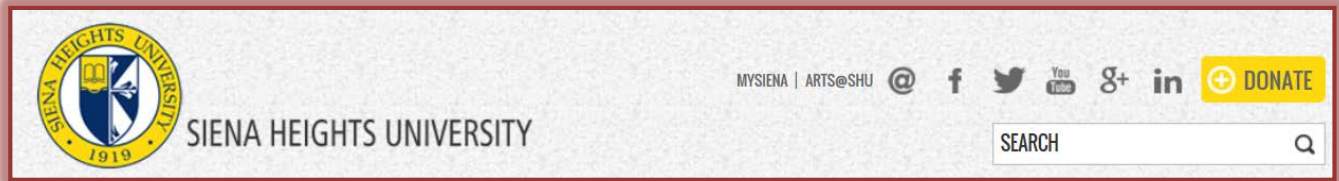


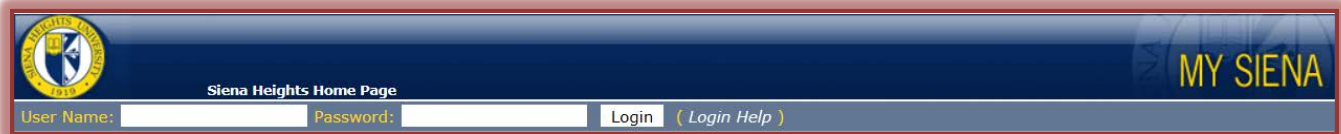
OUTLOOK WEB MAIL

Log into My Siena

- ✦ Open your Internet browser window and go to the **Siena Heights University** web page (www.sienaheights.edu).
- ✦ Click the **My Siena** link in the top frame of the window (see illustration below).



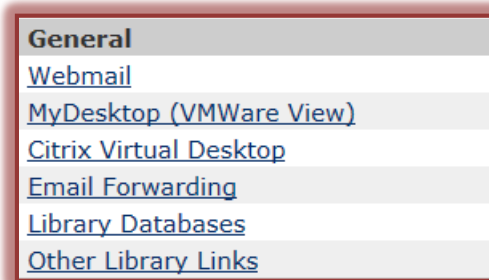
- ✦ The **My Siena** page may display instead of the **Siena Home Page** when you open the browser window.
- ✦ If this happens, you don't need to click the **My Siena** link.
- ✦ The **My Siena** page should display.
- ✦ Input your **Username** and **Password** in the appropriate boxes (see illustration below).



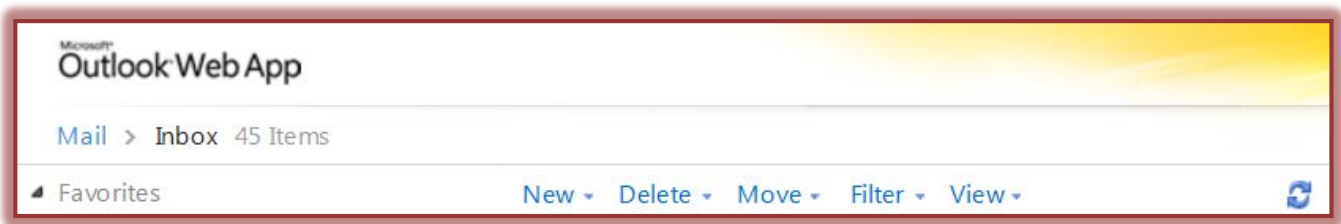
- ✦ Click the **Login** button.
 - ✦ Your **User Name** is the one assigned when you enrolled at Siena.
 - ☐ It is the same username that you use to access the Windows Network.
 - ☐ An example of a username would be wsmith.
 - ✦ The default password is your **Student ID Number** (Example: 123456).
 - ✦ If you changed your password from your Student ID Number, then you will use that password.

Access Webmail

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



- ✦ The **Navigation Pane** will appear on the left side of the window.
- ✦ The **Message Pane** will appear in the middle of the window.
- ✦ The **Message Toolbar** will appear above the **Message Pane**.
- ✦ 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 on the **Inbox** toolbar (see illustration below).



- ✦ Under **Reading Pane** select one of the three options.
 - ✦ **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** button in the upper right corner of the screen to return to the **My Siena** page.