OUTLOOK WEB MAIL

Log into My Siena

<header>OPEN YOUR INTERNET BROWSER WINDOW AND GO TO THE Siena Heights University WEB PAGE (www.sienaheights.edu).</header>

<header>CLICK THE My Siena LINK IN THE TOP FRAME OF THE WINDOW (SEE ILLUSTRATION BELOW).</header>

<header>The My Siena page may display instead of the Siena Home Page when you open the browser window.</header>

<header>If this happens, you don’t need to click the My Siena link.</header>

<header>The My Siena page should display.</header>

<header>INPUT YOUR Username AND Password IN THE APPROPRIATE BOXES (SEE ILLUSTRATION BELOW).</header>

<header>CLICK THE Login BUTTON.</header>

<header>Your User Name is the one assigned when you enrolled at Siena.</header>

<header>It is the same username that you use to access the Windows Network.</header>

<header>An example of a username would be wsmith.</header>

<header>The default password is your Student ID Number (Example: 123456).</header>

<header>If you changed your password from your Student ID Number, then you will use that password.</header>

Access Webmail

<header>IN THE My Tools AREA, CLICK THE Webmail LINK (SEE ILLUSTRATION BELOW).</header>

<header>The Navigation Pane will appear on the left side of the window.</header>

<header>The Message Pane will appear in the middle of the window.</header>

<header>The Message Toolbar will appear above the Message Pane.</header>

<header>The Reading Pane will appear on the right side of the window.</header>

<header>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.