

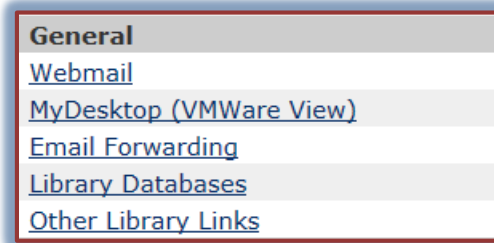
General-Students

This area of My Siena is used to connect you to Webmail and Citrix without having to login to them. In this area, you can also specify if you want your email forwarded to a different address.

Webmail

This will take you to the Outlook Web Access page. This is the Email package that allows Siena students to access their Siena email accounts through the Internet.

- ✦ Click the **Webmail** link in the **General** category under **My Tools**.

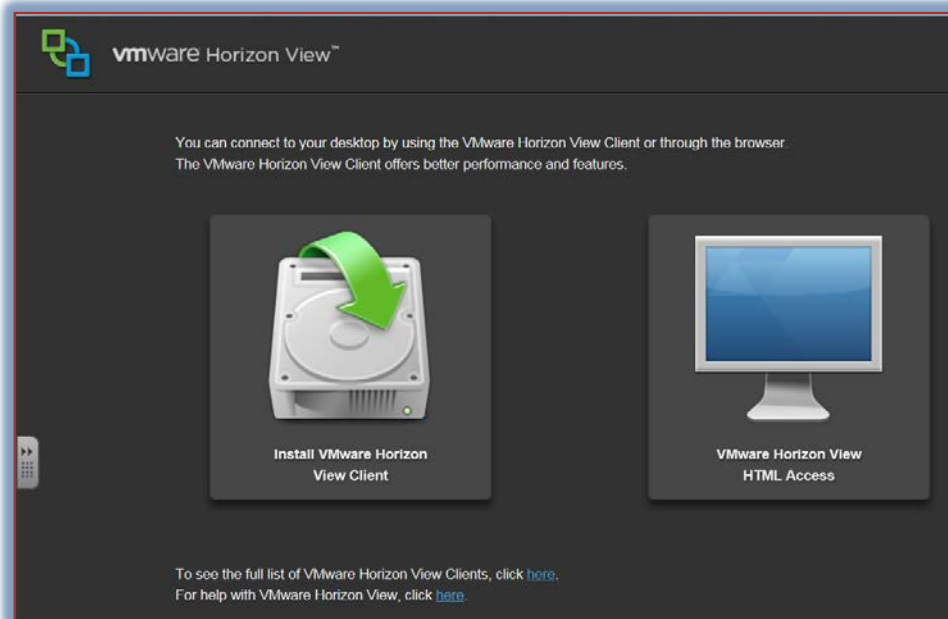


- ✦ You will be logged into **Outlook Web Mail**.
- ✦ You will be able to access your email, calendar, and contacts through this page.

My Desktop (VMWare View)

This is a Web-based program that students can use to access any of the computer programs that are available to Siena students such as the Microsoft Office suite of programs as well as other programs. Documents are automatically saved to your Siena Network Folder so that you can access them when you come back to campus or at any location where you have Internet access. The link on the My Siena page allows you to install VMWare on your local computer. Once the program is installed, you can access it through the Start menu or through an icon on your desktop.

- ✦ Click the **My Desktop (VMWare View)** link in the **General** category under **My Tools**.
- ✦ The VMWare View window will display (see illustration below).



- ✦ Click the image on the left side of the window to install the program.
- ✦ Click the image on the right side of the window to access VMWare View from the Internet.
- ✦ For information on installing and working with VMWare view, go to the [Division of Information Technology FAQs](#) page. You can access this page by going to the Quick Links area on the My Siena page.

Email Forwarding

This link is used to change your default email address.

- ✦ Click the **Email Forwarding** link in the **General** category under **My Tools**.
- ✦ The **Communication Preferences** window will display (see illustration below).

The screenshot shows the 'Communication Preferences' window. At the top, there is a title bar with 'Communication Preferences' and icons for settings, help, and print. Below the title bar, there is a section for 'Email Address' with a text input field containing an asterisk (*) and a 'Set as Default' button. A large grey box contains the text: 'Your email is being forwarded to:'. Below this, a notice states: 'If you set an email address other than your Siena Heights email address as the default, then all messages sent to your Siena Heights email address will be forwarded to the default address. Please allow 24 hours for forwarding changes to take effect. NOTICE: Siena Heights University cannot assure delivery to other email providers. By creating a forward, you hereby assume all responsibility for lost messages and for confidential data forwarded to this account. To help ensure delivery of your mail to your forwarded address, don't forget to make sure that sienaheights.edu is whitelisted or set to not be flagged in your spam filter.' Below the notice, it says '* denotes default email address.' At the bottom, there is a section 'Add Email Address to List:' with an 'Email Address:' label, a text input field, a 'Make Default' checkbox, and 'Add' and 'Reset' buttons.

- ✦ Input the new **Email Address** into the appropriate box.
- ✦ Click the **Make Default** button to make this address the default email; the address that your email will be forwarded to.
- ✦ Click the **Add** button.
- ✦ The address will be added under **Email Addresses** at the top of the window.
- ✦ To make the **Siena Email Address** the default, click the **Set as Default** button beside the **Siena** address.

Library Databases

This area can be used to access the Library Databases such as First Search that are available through the Siena Heights Library.

Other Library Links

This link will take you to the Siena Heights University Library page. On this page students will have access to the Library Catalog, Library Databases, and the Interlibrary Loan Request form.