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).

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.