



LOGGING ON TO THE EXCHANGE NETWORK:

- ❖ Open your **Internet** browser.
- ❖ In the address line of the browser, input <http://mail.sienahts.edu/exchange>
- ❖ Press the **Enter** key or click the **Go** button.
- ❖ The **Microsoft Office Outlook Web Access** window will appear (see illustration below).



- ❖ Your **User name** is the one assigned when you enrolled at Siena.
 - It is the same username that you use to log into Blackboard and/or the Windows Network.
 - Examples of your username would be wsmith or ws105466).
- ❖ Your password is your **CARS/Student ID number** (Example: 123456).
 - If you changed your password for your Windows Network login or for your Blackboard login, then you will use that password.
 - When your password for logging into the Windows Network or for Blackboard is changed, it automatically changes your e-mail password.
- ❖ Under **Client** leave the choice as **Premium**.
- ❖ Under **Security** leave the option as **Public or shared computer**.
- ❖ Click the **Log On** button at the end of the **Password** box.
- ❖ The username box will default to **SIENANET/[username]**.
- ❖ When you first log in, the window will look similar to the illustration at the end of this document.
- ❖ To display your list of folders, click the down arrow next to the word **Folders** in the **Navigation Pane** (the frame on the left). 
- ❖ The **Reading Pane** will appear on the right side of the window.
- ❖ To close or change the location of the **Reading Pane**, click the **Show/Hide Reading Pane** button on the **Inbox** toolbar (see illustration at right). The options here are: 
 - **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.

