

Forwarding Your Siena Heights Email

Upon enrollment, all Siena Heights students receive a university email account. All official communications, including email from professors and administrators, will be directed to the Siena Heights email address. It is the student's responsibility to check this email address regularly.

As a service, you can choose to forward all email from your Siena Heights account to another 3rd party email account by following these instructions. Siena Heights guarantees delivery to the official Siena Heights account, however it is not responsible for failure to deliver email addresses to a 3rd party account.

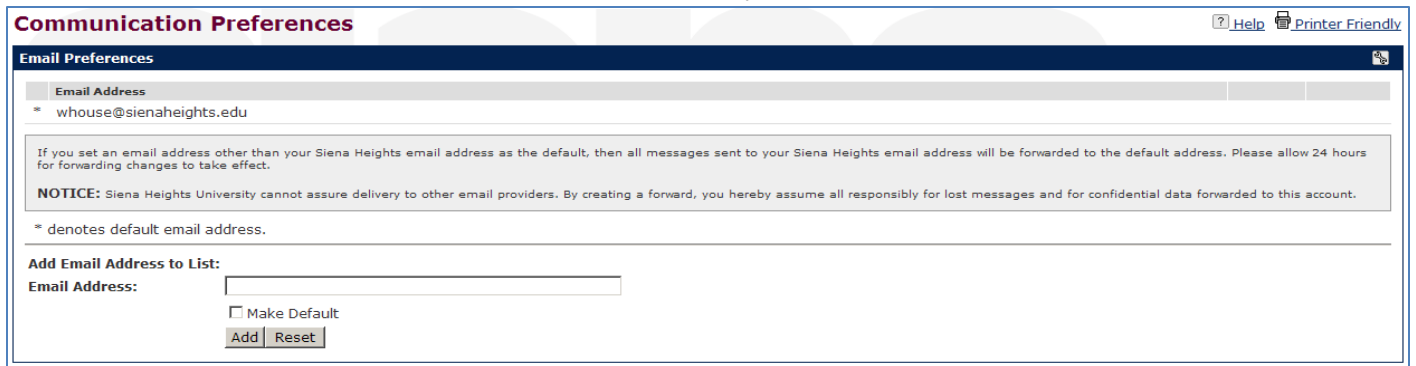
- ❖ Access the Siena Heights University Home Page (www.sienaheights.edu).
- ❖ Once in the Home Page, click **My Siena** (see illustration below). This link appears near the top of the Web Page window.



- ❖ The **My Siena** window will display.
 - ❖ In the upper left corner of the window, click in the **User Name** box (see illustration below).
- User Name: Password:
- ❖ Input your **User Name**. This is the same name that you use for eCollege and the Windows Network.
 - ❖ Input your password. This is the same password that you use for eCollege and the Windows Network.
 - ❖ Click the **Login** button.
 - ❖ The **My Siena** window will display.
 - ❖ In the **General** category under **My Tools** on the left side of the window, click the **Email Forwarding** button (see illustration below).



- ❖ The **Communications Preferences** window will display (see illustration below).



- ❖ In the **Email Address** box, input the address that will be used.

- ❖ If you would like your Siena email forwarded to this address, click the **Make Default** check box.
 - If the email address that you want your email sent to is already in the list, you may click the **Set Default** link next to the address.
 - If you want to stop forwarding your email, click the **Set Default** link next to your Siena email address.
- ❖ Click the **Add** button to add this email address to the list.
 - The email will not be forwarded to the new address immediately.
 - Approximately an hour after this process is completed, any email sent to the Siena address will be forwarded to the specified account.