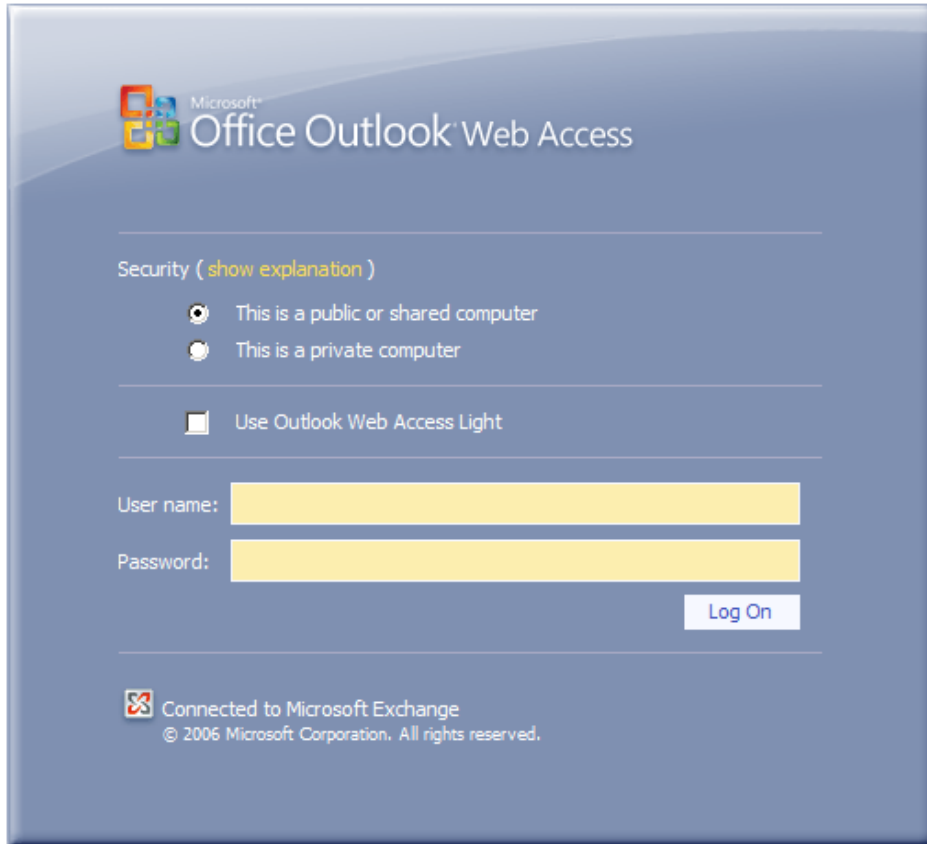


## LOGGING ON TO THE EXCHANGE NETWORK:

- ❖ Open your **Internet** browser.
- ❖ Do one of the following:
  - In the address line of the browser, input <http://mail.sienaheights.edu/owa>.
  - Go to the **Siena Heights University** Web site ([www.sienaheights.edu](http://www.sienaheights.edu)) and then click the **Webmail** link.
- ❖ 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, My Siena and/or the Windows Network.
  - An example of your username would be wsmith.
- ❖ The default password is your **CARS/Student ID number** (Example: 123456).
  - If you changed your password for your Windows Network 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.
- ❖ Click the **Log On** button under the **Password** box.
- ❖ When you first log in, the window will look similar to the illustration at the end of this document.
- ❖ 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:



- **Off** - This choice is used to close the Reading Pane so it is not viewed in the window.
- **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.

