

Adding Siena Heights email to your **Android Phone**



Open your device settings.

Look for the “Accounts” option in your settings. You may need to use the search bar to find it on older Android devices.

Add your email account.

Tap “Add Account” on the Accounts page. You’ll want to look for an “Exchange” option. Enter your personal details when asked. You’ll need to enter some additional details manually, so tap Advanced/Manual setup when given the option. You’ll Need to know the following when asked:

Server: **mail.sienaheights.edu**

Domain\Username: **sienanet\YourUsername**



You’re all set.

You’re good to go. Set up anything else to your own liking. If you ever need to check emails on a computer, you can always do so by visiting mail.sienaheights.edu.

Changed your password recently?

Whenever you change your MySiena password, you’ll need to change it on your phone too! You should be prompted to do so when opening your email app.

Adding Siena Heights email to your iPhone



Open the Settings app.

Once in settings, tap on Passwords & Accounts. From here, you'll want to tap on the "Exchange" option.

Add your email account.

Enter your Siena Heights email address and tap Next. You'll still need to enter some more details, so wait for the form to appear. The details you'll need to enter manually are the Server, Domain, and Username. If the Username field is already filled out, make sure it's not the full email address. The following are what you need to enter manually:

Server: **mail.sienaheights.edu** Domain: **sienanet**
Username: **YourUsername**



You're all set.

You're good to go. Set up anything else to your own liking. If you ever need to check emails on a computer, you can always do so by visiting mail.sienaheights.edu.

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