

# New Employee Information

## General Information

All Siena employees are given a network login and e-mail address. If you haven't received one already, please have your supervisor complete the Account Request Form. You will receive initial account information via a hardcopy letter, including a temporary password.

Usernames are generated using the first letter of your first name and your last name: for example, **gWashington**. To change your initial password, follow the [password change instructions](#).

## E-mail

Your e-mail address is your username with "@siena.edu": **gWashington@siena.edu**

Siena College uses Google Apps for Education for email, calendaring, and contacts. There are a number of ways to access Google Apps but the easiest is through the web using any web browser (Chrome, Firefox, Safari, etc.). Chrome is the recommended browser for Google Apps.

To access, go to <https://imail.siena.edu> and click on the link for Google Apps. Log in using your full e-mail address and password. [Instructions](#) are available to help you.