

## Adjunct Computer and Email Access

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Each of our adjunct instructors is issued a UM – Helena Outlook email account. This account is our official method of communicating with you. Below is the procedure on how to use our system. If you have concerns, please contact one of the following IT support specialists:

Jeff Block	444-5560 or 439-5058
Danny Straw	444-5560 or 465-5321
Rick Odermann	444-5560 or 461-0843
Tim Wunderwald	444-5560 or 207-1233

### Using the Computers on Campus

**Username:** firstname.lastname

**Password:** The password will be adjunct and the year your account was created. For example an adjunct account created in 2012 will be adjunct12

### Accessing Your UM-Helena email account:

- 1.) Type in messaging.umt.edu in any Internet Browser.
- 2.) In the **On the Outlook Web App page**, enter the requested information in the fields:

**User Name:** helena\firstname.lastname

For example, Jane Doe would enter **helena\jane.doe**

**Password:** The password will be adjunct and the year your account was created. For example an adjunct account created in 2012 will be adjunct12

### Or (Alternate instructions)

- 1.) Go to our website: [www.umhelena.edu](http://www.umhelena.edu).
- 2.) Point to Faculty/Staff and select Outlook Web Access from the menu options.
- 3.) Type in messaging.umt.edu in any Internet Browser.
- 4.) In the **On the Outlook Web App page**, enter the requested information in the fields:

### Wireless Networks Available

**Select the UMH-Guest network** from available networks on your computer. A box should pop-up asking for a key, enter umhguest and click connect.

*The UMH-Guest Wireless network is internet access only.*