

Memo

To: Adjunct Instructors
From: Brandi Foster, Associate Dean of Academic Affairs
Subject: UM – Helena Email Accounts

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 feel free to call my assistant at 444-1221. If you have technical questions, please contact one of the following IT support specialists:

Jeff Block	444-5560 or 439-0428
Shelly Kaiser	444-0819 or 439-0409
Danny Straw	444-5560 or 459-2772

Before accessing your UM-Helena email account, you must login to a computer on campus using the credentials below to update your password.

Accessing Your UM-Helena email account:

- 1.) Type in messaging.umt.edu in any Internet Browser.
- 2.) In the **Connect to messaging.umt.edu** box, enter the requested information in the fields:

User Name:	helena/firstname.lastname For example, Jane Doe would enter helena/jane.doe
Password:	The first time you access your email, this is your six-digit birth date. If you need help with your password, please call one of the IT support specialists above.

Or (Alternate instructions)

- 1.) Go to our website: www.umhelena.edu.
- 2.) Point to Faculty/Staff with your cursor. (Do not click.)
- 3.) Click on Information Services.
- 4.) Click on the UM-Helena Outlook Web Access link on the left side of the screen.
- 5.) Continue with number 2.) in the above instructions

We realize that it may be inconvenient for some of you to have another email to check. However, we request your cooperation as this is our official venue of keeping you up to date with important information.

Thanks much and have a great semester!