

Helena College – University of Montana has supplied all Students accepted to the institution with an email account.

Your Helena College email account information is listed below.

A student can access their Helena College email account using their NetID. Email addresses are created as follows:

Email Address: firstname.lastname@mail.umhelen.edu

Students can login to their account by accessing the following link:

<http://outlook.com/mail.umhelen.edu>

Helena College Email Policies:

1. By default, Helena College employees and instructors are required to use their provided umhelen.edu account for all Helena College related email communications.
2. Students are also required to use their Helena College provided email when communicating through email. When private emails are used Helena College employees and staff are not required to respond.
3. All rules and regulations stated in the *Helena College Acceptable Use Policy* will pertain to any Helena College email account.
4. Please remember all email is the property of Helena College and is admissible in any United States court of law.
5. A user's email account will be closed when it has been determined that they have not followed the policies and procedures listed in this document.
6. Upon graduation a student email address will change from firstname.lastname@mail.umhelen.edu to firstname.lastname@alumni.umhelen.edu and the graduate can use this account indefinitely
7. When a student has not graduated and not attended Helena College within a year his/her email account and contents will be deleted.