

UAM Student Email Welcome Letter

Welcome to UAM and Congratulations on accessing your new email account. You may already know some of the information provided in this welcome letter; however, there is more you need to know:

1. Passwords need to be changed
2. Passwords expire every 90 days
3. Inbox emails are deleted every 90 days
4. How to store important emails
5. Where to find help (tutorials)

Each UAM student is provided an UAM Email account upon completion of UAM registration. Initially, your UAM Student Email password is set to use a designated password (initial password). You should change your email password to a new customized password. The new password should be a combination of letters and numbers. It must be at least eight characters in length (can be more), is case sensitive (capital and lower case letters) and is known only to you (I.T. cannot view your password).

To change your email password you must be logged into your email account:
Log on to your email account.

At your first email screen click on Options (top right section of your email page)
At the Options page, look toward the right side and toward the bottom of the list for:
Change your password. Click on that link. Change Password screen displays.

At this screen you will key in required information in the fields:

- * Old password = myprevious1 (password you used to log in)
- * New password = newpassword2 (your new customized password)
- * Confirm new password = newpassword2 (exact same thing you typed in New password field)
- * Click on Save

Password was successfully changed.

* * OR * *

Error message might display, suggesting the possible problem, with instructions how to resolve. Common errors are that the new password you are trying to use may have been used before or new password is not at least 8 characters. The system remembers your past 10 passwords and they cannot be repeated, another security measure.

The instructions to change your email password can also be found on UAM web site, Student Email page: Instructions for Changing Password in Student Email

Your password must be changed every 90 days. If not changed before the 90 day period is up, the password expires and you will have to take steps to reset your password. (At this time, the only option is to call **UAM I.T. Call Center, 460-1820, 8:00 AM – 4:30 PM**, weekdays, and request your email password to be reset to your initial password.)

Additionally, if you are trying to log on to your UAM Student Email account and make a mistake while keying in your password three consecutive times, as a security measure, your email account access is

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blocked for a period of 30 minutes. If you are sure you have the correct password, it has not expired or other possible errors wait at least 30 minutes and try to log in again. If still unsuccessful, please call the **UAM I.T. Call Center, 460-1820, 8:00 AM – 4:30 PM** for assistance.

Check your email frequently. Your UAM Student Email account is one of the official means of UAM Campus communication.

You should delete all emails that you do not need from your Inbox on a regular basis.

** The Deleted Items folder (where your email goes when you delete it) is automatically emptied of emails that are over 5 days old.

All emails left in your Inbox for 90 days will be deleted automatically.

You should use the instructions below to store IMPORTANT emails in a folder so the emails are not deleted from your account.

You will have emails from faculty and staff at UAM that you need to keep longer than 90 days. The instructions below will help you create a folder for storing those important emails. Emails stored in a folder other than the Inbox will not be deleted after 90 days.

TO CREATE A FOLDER FOR IMPORTANT EMAILS:

- Login to your email
- Place your cursor on the Inbox Icon at the left
- Right Click on the Inbox
- A small box will appear – select Create New Folder
- A box will appear and you'll enter a name for the folder and hit enter
- The new folder will appear under the Inbox.

TO STORE IMPORTANT EMAILS IN NEW FOLDER:

Left click on the email in the Inbox and drag it to the new folder you created on the left. The folder name will highlight and when you release the left click the email will move.

** OR **

- Right click on the email and select "Move to Folder" from the pop-up box.
- You will see a window which displays all folders (you may have to click on the > by Inbox to see all folders).
- You can select your new folder under Inbox and click on Move button.
- Email will be moved from Inbox to the new folder.

TO VIEW IMPORTANT EMAILS IN NEW FOLDER:

- Your email opens to the default Inbox when you login.
- There will be a > next to the Inbox when other folders are under the Inbox.
- You can click the > to open and view all folders.
- Click on the folder name with your Important emails and they will be displayed.
- You can click the Inbox folder to go back to the Inbox view.

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If you have already checked out our tutorials and still have problems with or questions about your UAM Student Email and WeevilNet Student Self Service accounts, you may call the **UAM I.T. Call Center at 870 460 - 1820** for assistance.

IMPORTANT REMINDER

WEEVILNET is live! View your Account activity, grades, class schedule, update your personal information, and much more. To access WeevilNet Student Self Services, where all your student information is found, visit www.uamont.edu/weevilnet and click the icon for WeevilNet Student Self Service. You will use the same username and password for WeevilNet Student Self Service as you do for your UAM Student email account.