



GrizMail at The University of Montana



What is GrizMail?

GrizMail is The University of Montana's official student email system. A GrizMail account and an easy-to-use, Umontana alias* are generated for every student. You have several options for accessing your GrizMail account using your NetID and password (more about the NetID below):

- GrizMail web page (<http://grizmail.umt.edu>) which uses Outlook Web Access (OWA)
- Desktop email clients such as: Outlook Express, Eudora, the MacMail Client, or Entourage

*What is an alias? An alias, also referred to as an email address or label, directs email to a specific email account. At The University of Montana, your alias directs mail to your official student email account.

How to Find Your GrizMail Account Name (NetID) and Official UM Email Address

1. From a web browser, log in to **CyberBear**: <http://cyberbear.umt.edu>
Login using your University ID# and password. Your original password is your six digit birth date. NOTE: CyberBear and GrizMail systems are not the same.
2. Click on the **Personal Information** tab and then on **Manage Email Accounts**.
3. A screen displays that shows your Umontana Alias and your student Email Account.
 - a. Your **UMontana Alias** (firstname.lastname@umontana.edu). This is your official University email alias that directs email to your GrizMail account. Give this alias to your University email contacts for University-related business.
 - b. **Your Student Email Accounts** (i.e. ab123456@grizmail.umt.edu). Your Umontana alias automatically directs mail to this email account. Note: The first part of your account name, your two initials followed by six numbers, is your **NetID** and is what you use to log in to GrizMail (missoula\ab123456).



Changing your GrizMail (NetID) Password and Setting Up a Security Question

As your password will expire, we strongly encourage you to change it regularly. We offer an online password reset feature that requires a security question to verify your identity. You may change your password and set up a security question online at OneStop, a personalized web service that provides a single point of access to many University online resources that require a login. Follow these easy steps.

1. From a web browser, log in to OneStop (<http://onestop.umt.edu>):
2. Enter your **NetID** (i.e. ab123456) and password (initially the last six digits of your University ID – the 790 number) and click **Login**.
3. At your first login, a welcome screen displays that prompts you to change your password and set up your security question.
4. To change your password:
 - a. Next to **Current**: enter your current password.
 - b. Next to **New**: enter a new password (at least six characters).
 - c. Next to **Confirm**: Confirm the new password by reentering it.
5. To add a security question:
 - a. Click on the drop down arrow next to **Question** to select your question. There are multiple options.
 - b. Enter your answer in the **Answer** field.
6. Click **GO** and you are redirected to the OneStop entrance page.
7. Always remember to log out of OneStop by clicking **Logout** in the upper right corner.

After this initial process, be sure to regularly change your password to maintain the security of your data. Log in to OneStop and click on Change Password under Quick Links. You may also use the Forgot Password link at OneStop to reset your password in the event you forget yours. See 'How to Reset Your GrizMail Password' below.



How to Access GrizMail from the Web using Outlook Web Access (OWA):

1. From a web browser, in the address box enter: **http://grizmail.umt.edu** and press **Enter**.
 2. On the **GrizMail** home page, click on the **Login** button located in the Email Account Login section. An OWA (Outlook Web Access) email login screen displays. Enter your domain\user name (your NetID): Example: **missoula\lab123456**
 3. Next, enter your Password (initially the last six digits of your University ID number).
 4. The type of browser you have will determine the **Client** options displayed. If you have a choice:
 - Select **Premium** if you want to access all the OWA features (rules, reminders)
 - Select **Basic** if you have a slower internet connection or if you are just doing a simple task.
 5. Under **Security**:
 - Choose **Public** if you are on a campus or public computer. When using **Public**, your session will time out after 15 minutes of inactivity. If the Basic client is selected, typing a message is not considered activity, so be sure and save often to avoid loss of work.
 - Choose **Private** if you are the only person with access to the computer. **Private** sessions time out after 24 hours of inactivity.
- Important!** Always be sure to log off of OWA and close your browser to assure that your information remains secure.
6. Click on the **Log On** button. If you successfully entered your domain\user name and Password, your mailbox should display and you may begin using your **GrizMail** account.

For additional information about Client and Security options in OWA, go to the GrizMail FAQ at: <http://www.umt.edu/it/email/grizmailfaq.htm>.

How to Reset your GrizMail (NetID) Password if you have already set a Security Question:

If you do not remember your GrizMail password you may reset it at the OneStop web service by following these simple steps:

1. From a web browser, log in to OneStop: <http://onestop.umt.edu>
2. Click on the **Forgot your Password?** Link.
3. At the **Password Reset** page, enter your NetID and click **Continue**.
4. At the next screen, enter the answer to your security question, your new password and confirm the password by retyping it.
5. Click **Continue**.
6. The next screen confirms that your password was successfully reset.
7. Be sure to log out of OneStop by clicking **Logout** in the upper right corner and close your browser.

IMPORTANT! Please remember that your NetID and password also provide access to the following resources: Blackboard, campus wireless access, IT computer lab logins, and library remote resources. Any changes you make to your NetID password also affect access to these resources.

What to do if you did not setup a Security Question and need your password reset:

If you have not selected your security question and need your password reset you must call Enrollment Services at The University of Montana (243-4256) during business hours. University business hours are Monday through Friday, 8:00am – 5:00pm (MST). A staff member will initiate the password reset process for you which may take up to four business hours. To avoid this inconvenience please setup your Security Question immediately.