Instruction for students

How to log in to *Office365* for the first time

1. Before loggin in to Microsoft Office 365, you have to log in at https://panel.amu.edu.pl
2. The login requested is the first part of your AMU email addrtess. If the address is abc123@st.amu.edu.pl, your login at https://panel.amu.edu.pl should be **abc123**.

3. After logging into the panel, choose the ***Zmiana hasła*** (password change) from the left menu
4. Introduce your new personal password – it should jointly meet the following requirements
   a. At least one capital letter
   b. At least one digit
   c. At least eight characters

5. Save changes and log out
6. Before logging into your Office365 mailbox, clear the browser cache, restart it, and wait 30 minutes for full password synchronization.

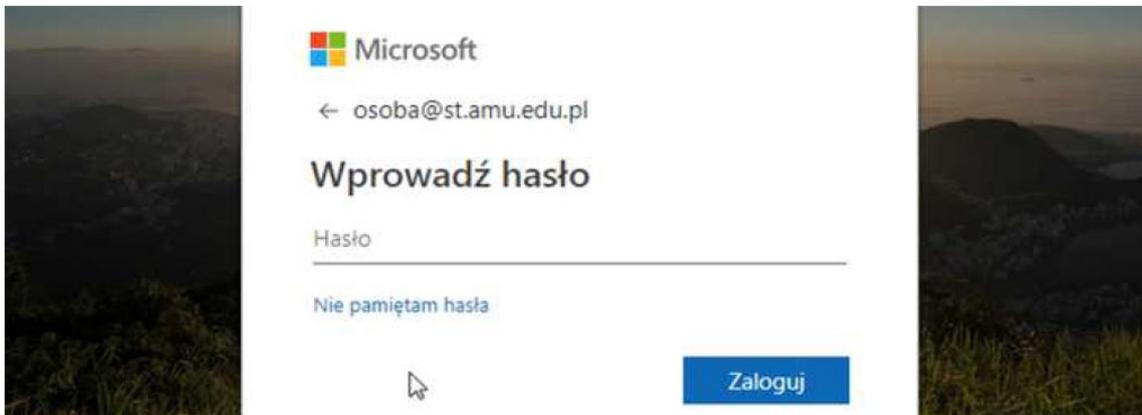7. Go to https://www.office.com - a new window appears - choose ***Zaloguj się*** (log in)

A login window should appear.

Please enter your login and password in the domain **@st.amu.edu.pl** and click *Dalej* (next)
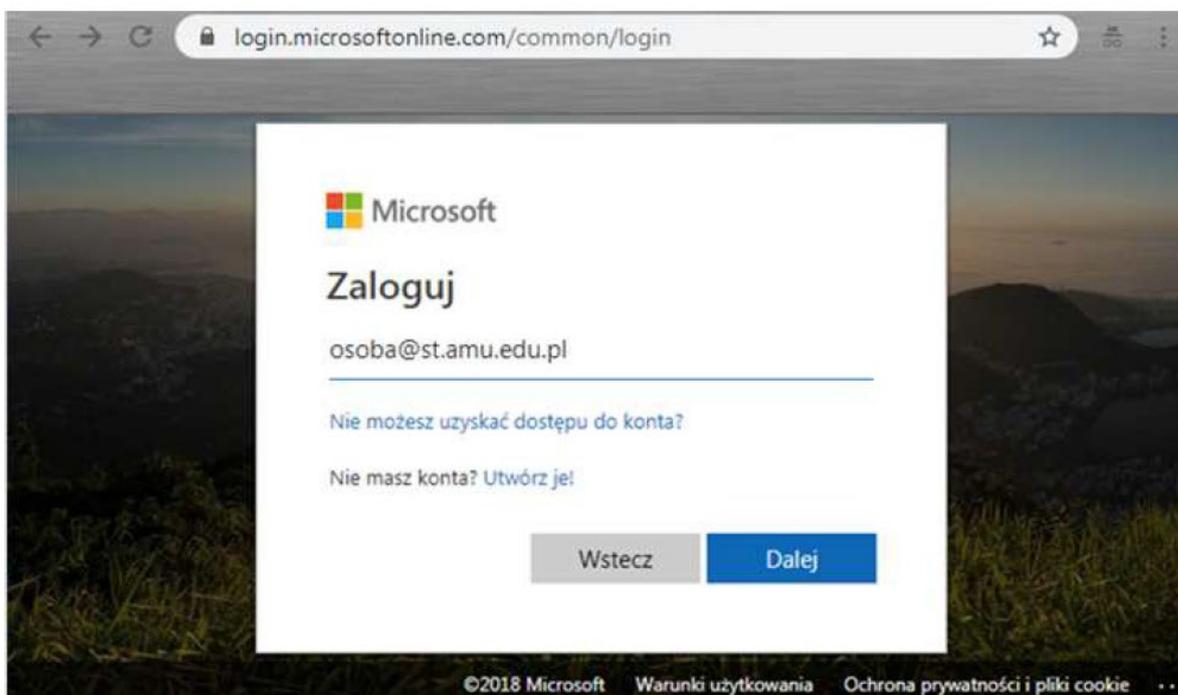
Pojawi się nowe okno: w polu 'Hasło', gdzie należy wpisać swoje nowe, zmienione hasło.

A new window appears: in the field *Hasło* enter your new changed password.

A new window should appear, asking whether the password should be saved on the computer you use, so there is no need to re-enter it - select **Tak/Nie**, according to your safety/privacy settings
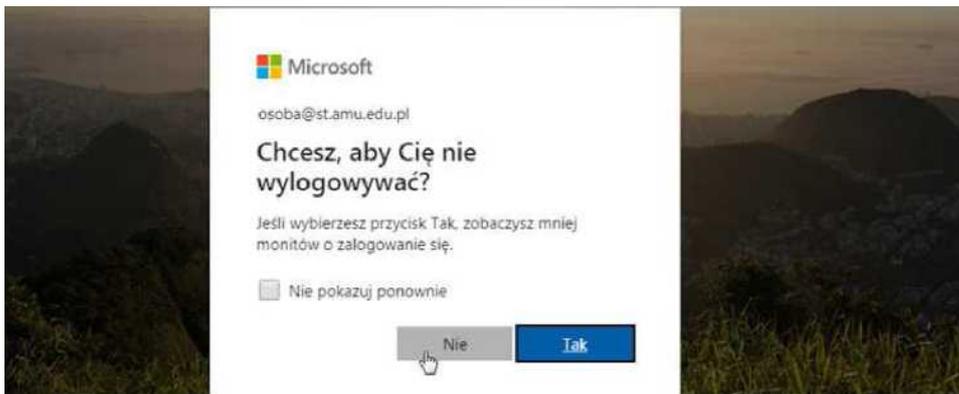
If all data have been entered correctly, you should the page as on the screenshot below.

Now you can start your work with/in the Office365 system

8. When launching your new Outlook mail , a window should appear where to settle the Language and Time Zone

9. In order to log out, please click your personal icon (*Osoba Zalogowana*) in the upper right screen and choose *Wyloguj się*

After a moment the Logout message appears. At the end a logout window appears, where you can select to this account to be forgotten – choose **Zapomnij to konto** at the bottom

10. If there are any problems – contact: helpdesk@amu.edu.pl

providing the following information

- Eduroam network access identifier or AMURap identifier

- login used to log in

- the error message if displayed