

## Instruction for students - How to log in to Office365 for the first time

1. Before accessing your Microsoft Office 365, you have to log in at: <https://panel.amu.edu.pl> (change PL to ENG if you wish)
2. The Username is the **first part of your AMU email address**. If the address is [abc123@st.amu.edu.pl](mailto:abc123@st.amu.edu.pl), your login at <https://panel.amu.edu.pl> should be: **abc123**.

UNIWERSYTET IM. ADAMA MICKIEWICZA W POZNANIU  
Panel Użytkownika

LOG IN

Account Info

Username:

Password:

Log In

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Instrukcja Logowania Użytkownika

3. After logging into the panel, choose the **Change Password** from the left menu

UNIWERSYTET IM. ADAMA MICKIEWICZA W POZNANIU  
Panel Użytkownika

Services

Change password

Change password

Computer registration

NOD 32

Log System

Addressbook

CISCO JABBER

Account info

Change Password:

Password to reset:  
Main password

Current main password:

New password:

Repeat new password:

Account info

4. Introduce **your new personal password** – it should jointly meet the following

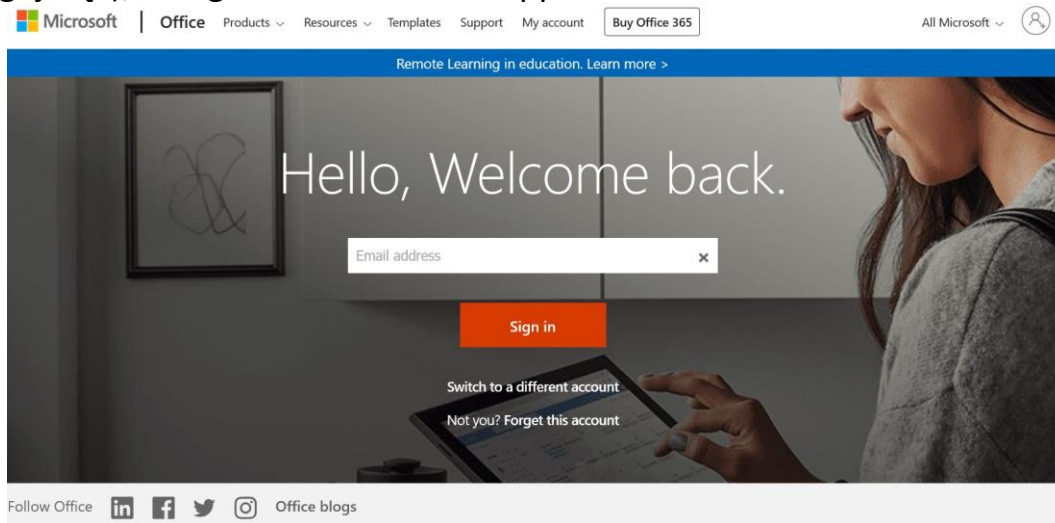
### Password requirements:

- Your password must be 8 to 60 characters
- The password must contain characters from at least three sets of the following:
  - Uppercase (A - Z)
  - lowercase (a - z)
  - Digits (0 - 9)
  - Special characters (eg: ! # % \* ?)
- Forbidden characters: < > space
- Password can not contains national characters such as: ł ć Ń Ż ż ä ß
- Password can not contains: Firsnme, Lastname, username

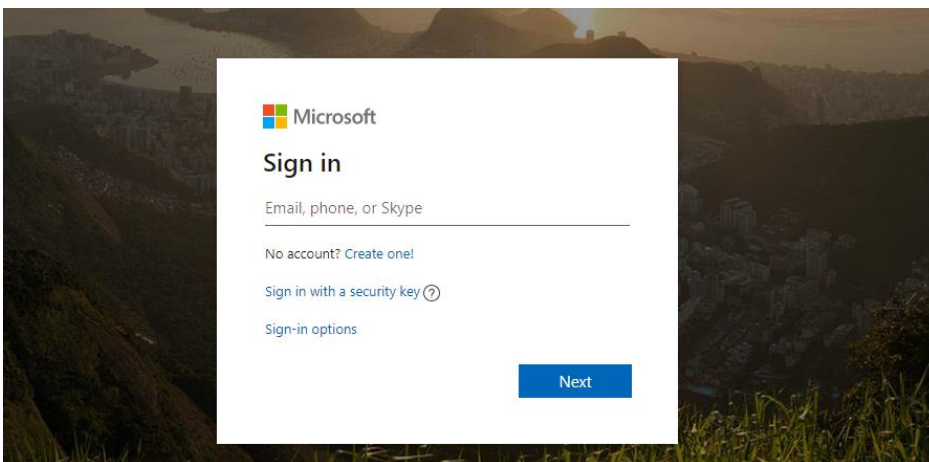
5. **Save changes and log out.**

6. Before logging into your **Office365 mailbox**, clear the browser cache, restart it, and wait 30 minutes for full password synchronization.

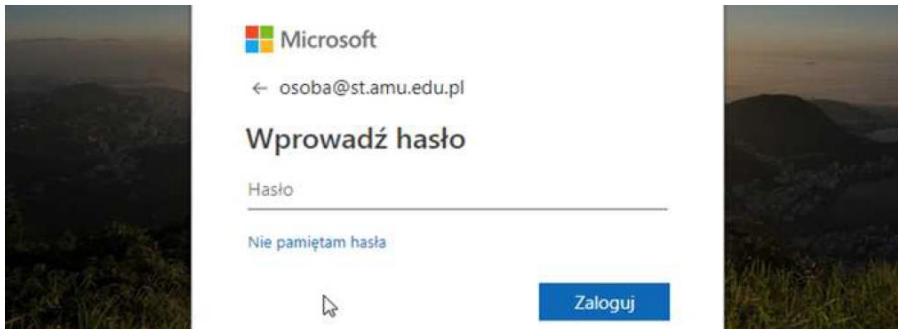
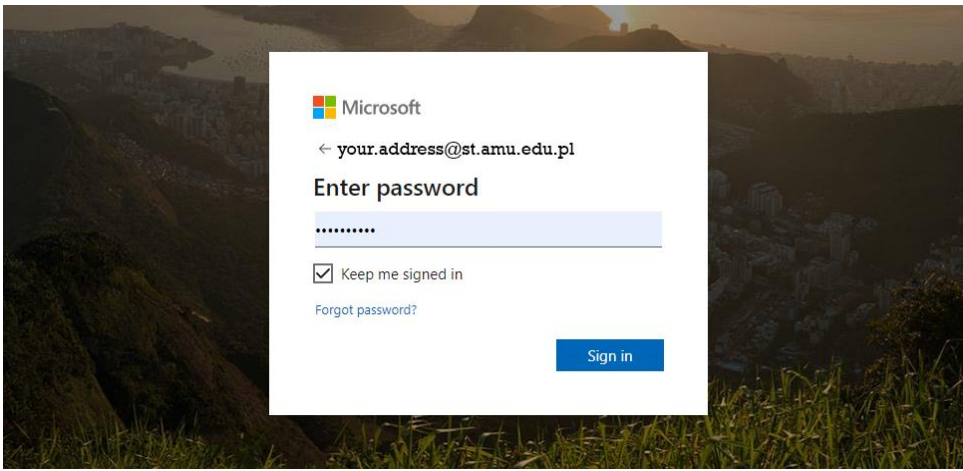
7. Go to <https://www.office.com> - a new window appears - choose LOG IN/SIGN IN (“zaloguj się”); A login window should appear.



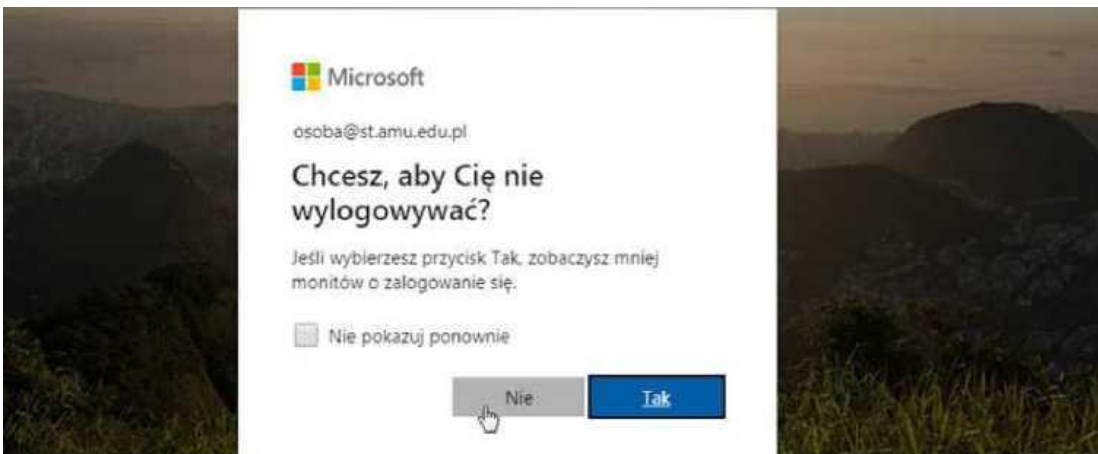
8. Please enter your login and password in the domain **@st.amu.edu.pl** and click **NEXT** (“dalej”)



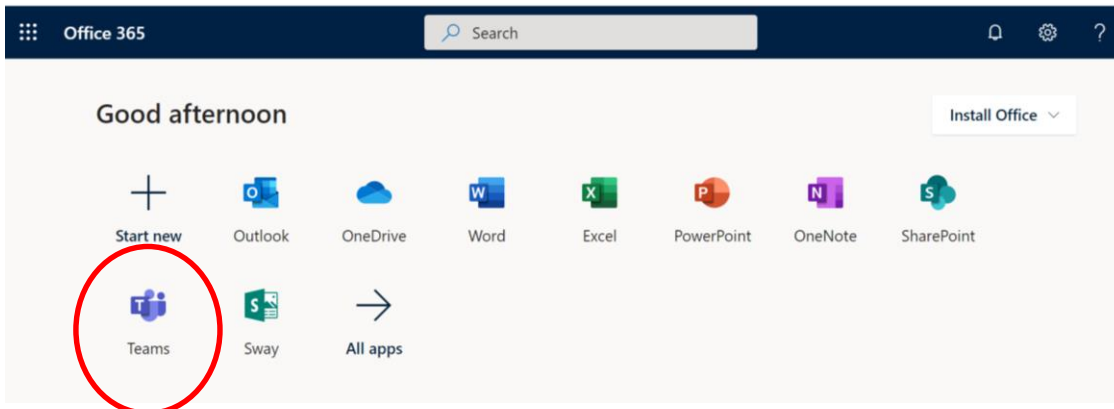
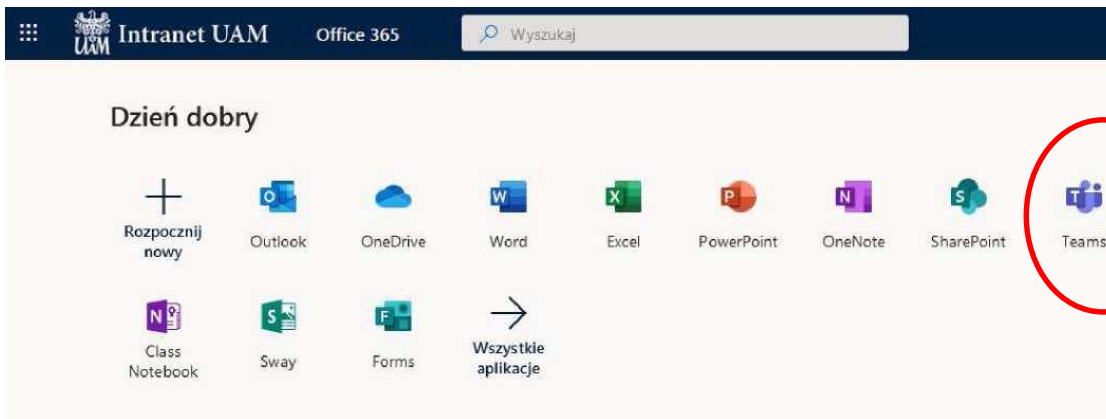
9. A new window appears: in the field Enter Password (“Hasło”) enter your new changed password.



10. A new window should appear, asking whether the password should be saved on the computer you are using, so there is no need to re-enter it - select YES?NO ("Tak/Nie"), according to your safety/privacy settings

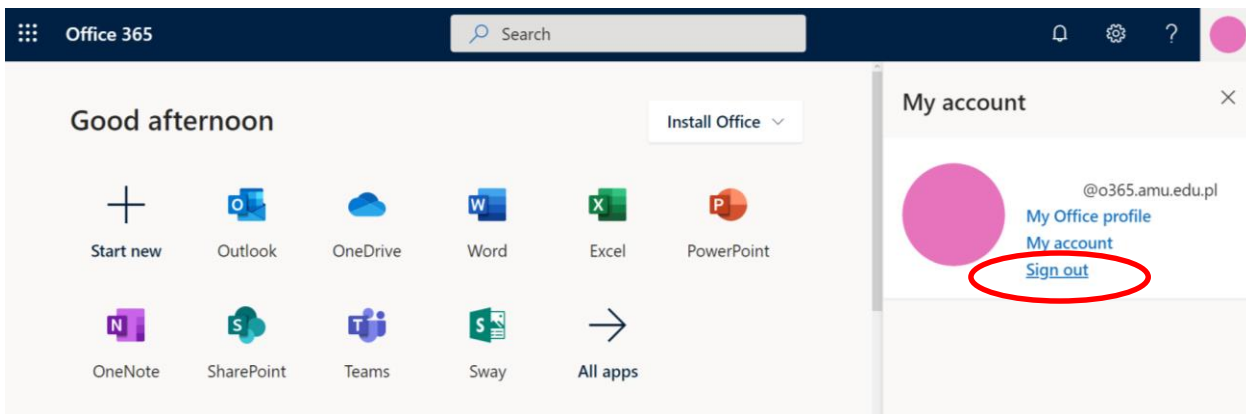


11. If all data have been entered correctly, you should see the page as on the screenshot below.

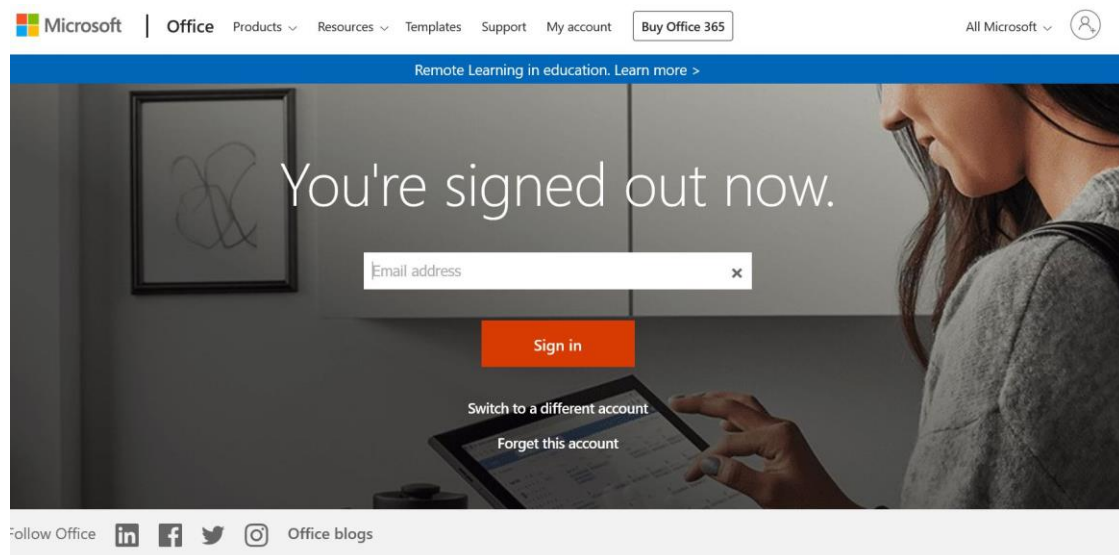


Now you can start your work with/in the Office365 system and use TEAMS if you get a link from your teacher.

12. In order to log out, please click your personal icon (*Osoba Zalogowana*) in the top right corner and choose *Wyloguj się/Log out*



After a moment the Logout message appears. At the end a logout window appears, where you can select to **forget this account** – (“zapomnij to konto”) at the bottom



13. If there are any problems – contact: [helpdesk@amu.edu.pl](mailto:helpdesk@amu.edu.pl), providing the following information: Eduroam network access identifier, login used, the error message if displayed