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, your login at https://panel.amu.edu.pl should be: **abc123**.

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

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 Ź ż ä ß
- Password can not contains: Firsname, 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.
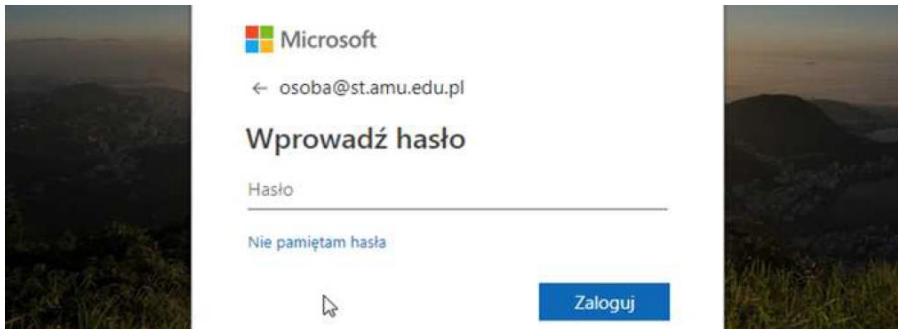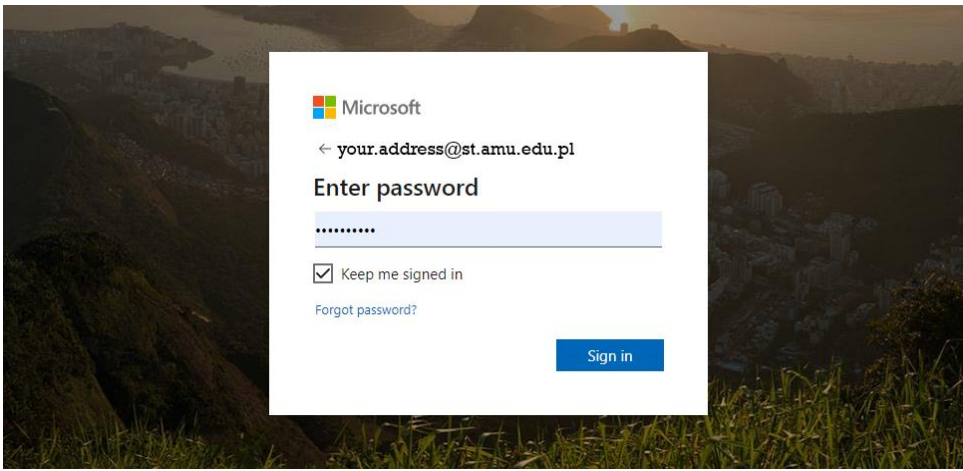
7. Go to **https://www.office.com** - a new window appears - choose LOG IN/SIGN IN ("zaloguj się"); A login window should appear.
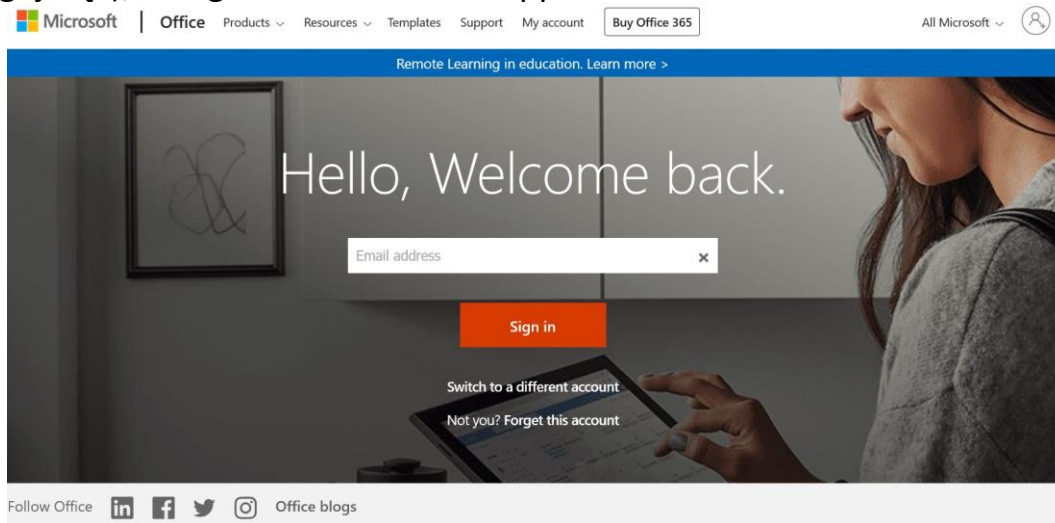

8. Please enter your login and password in the domain **@st.amu.edu.pl** and click **NEXT** ("dalej")
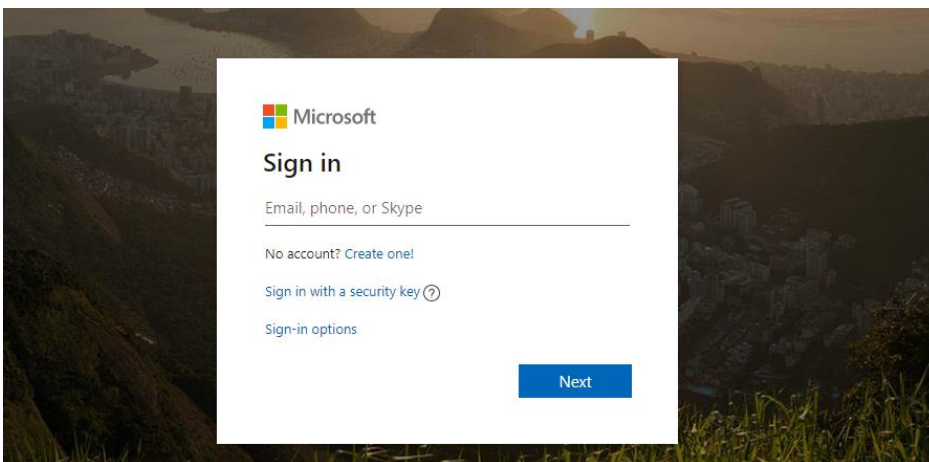

9. A new window appears: in the field Enter Password ("Hasło") enter your new changed password.

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
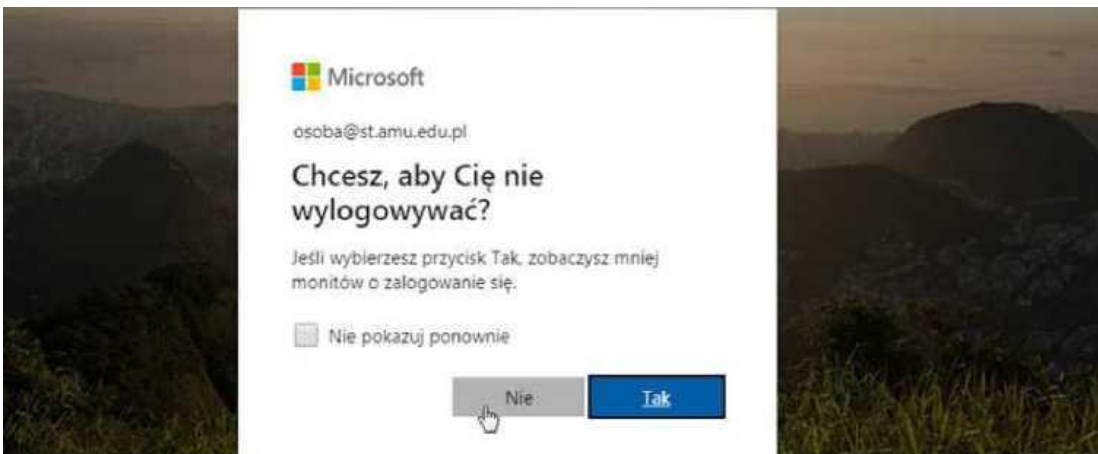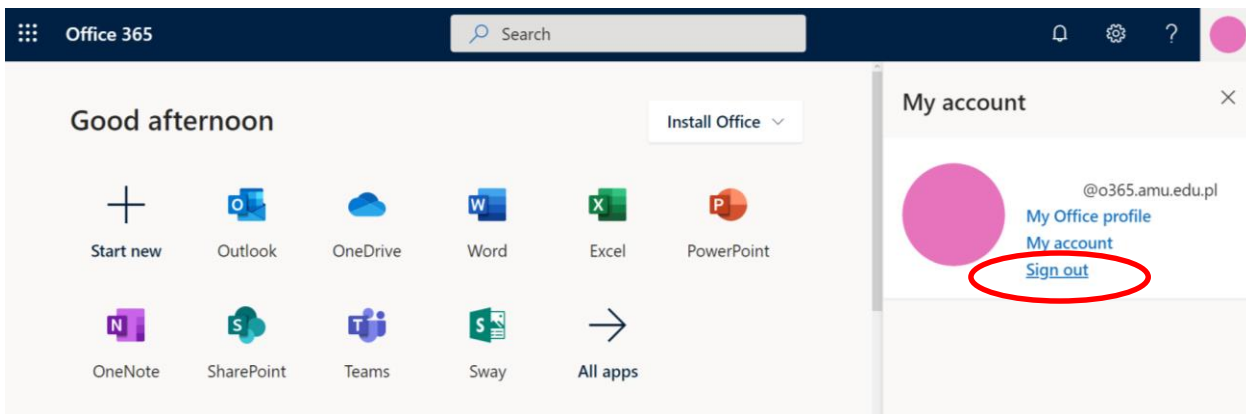

11. If all data have been entered correctly, you should see the page as on the screenshot below.
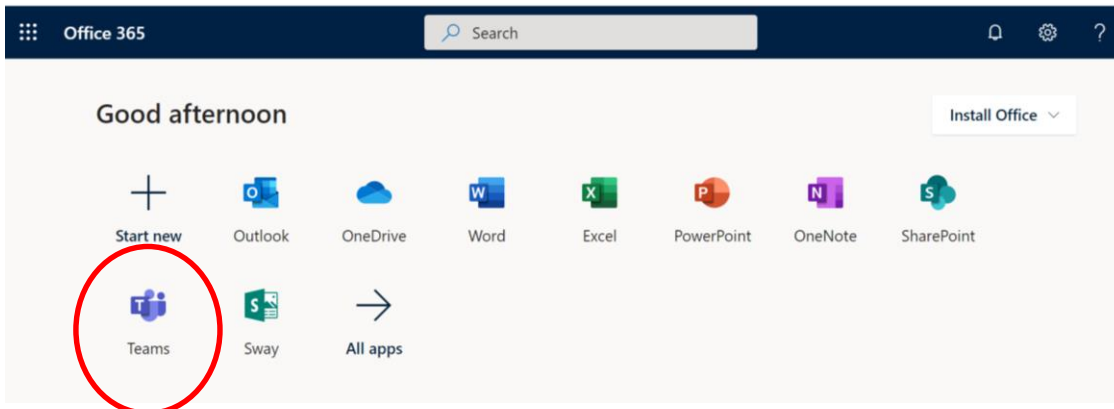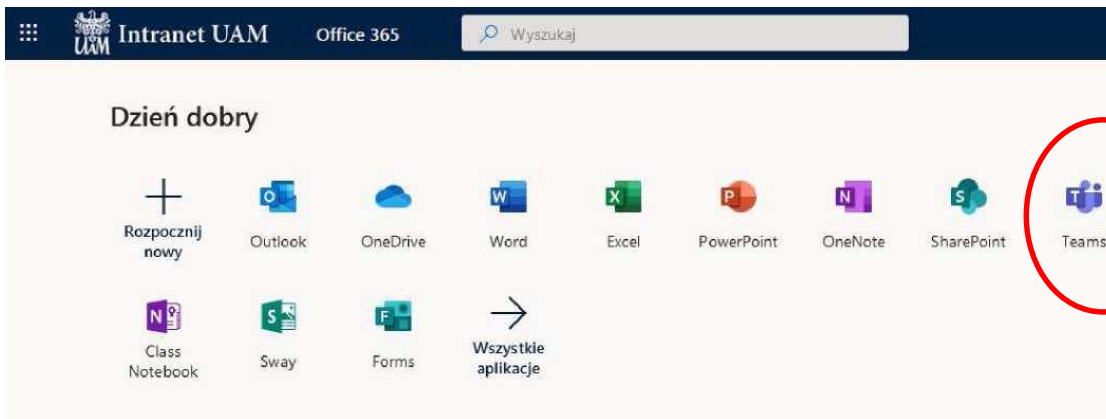
Now you can start your work with/in the Office365 system and use TEAMS if you get a link from your teacher.

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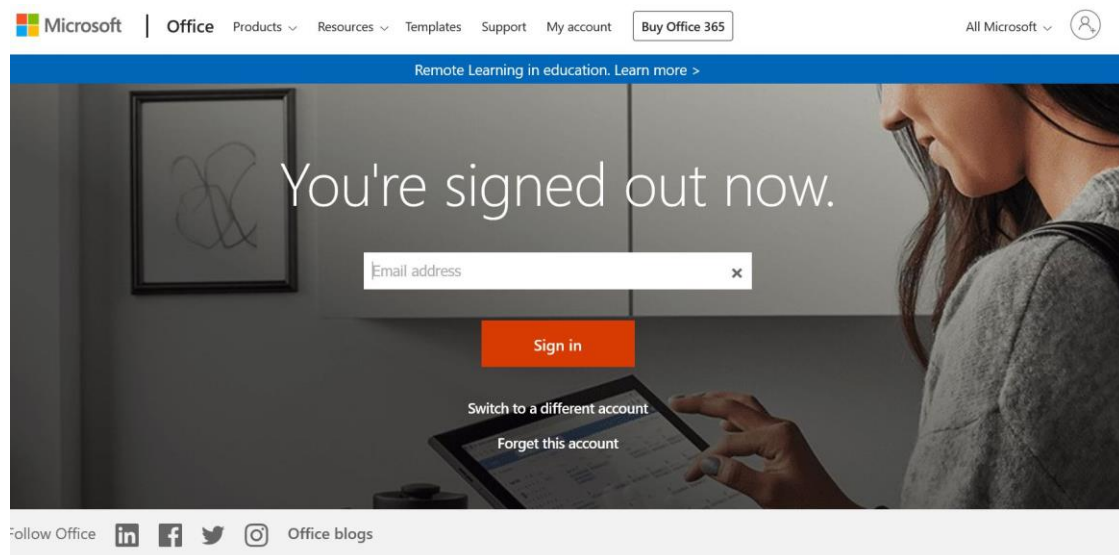
13.   If there are any problems – contact: helpdesk@amu.edu.pl, providing the following information: Eduroam network access identifier, login used, the error message if displayed