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](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](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 (e.g: ! # % * ?)
   - Forbidden characters: < > space
   - Password can not contain national characters such as: ł ć ń ź ż ą ä ę
   - 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](https://www.office.com) - a new window appears - choose LOG IN/SIGN IN ("zaloguj się"); A login window should appear.

![Login window](https://example.com/login.png)

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

![Login screen](https://example.com/login-screen.png)

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.