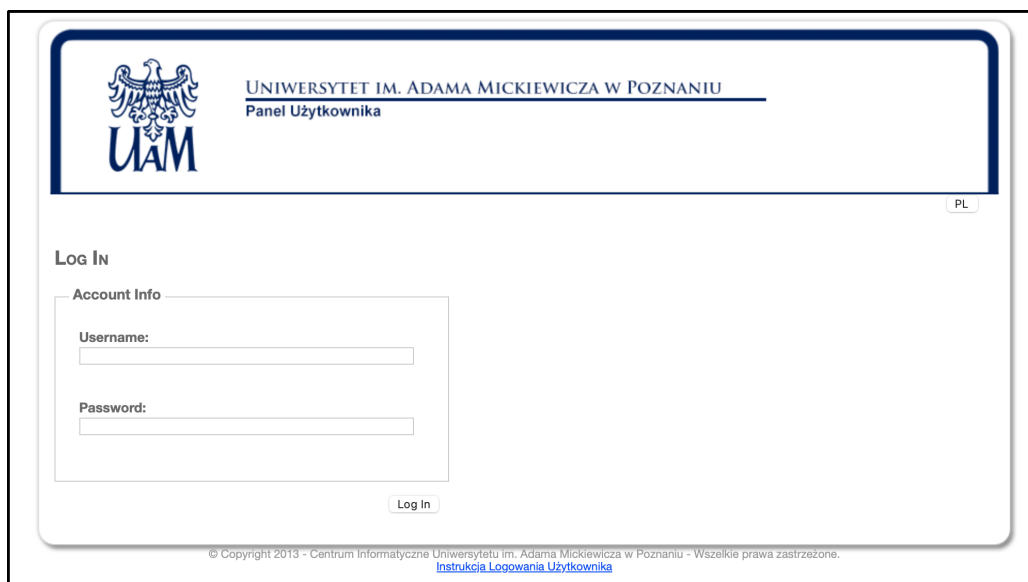


FIRST LOGIN TO THE SYSTEM

INSTRUCTION FOR STUDENTS

Before accessing your Microsoft Office 365, you have to log in at: <https://panel.amu.edu.pl> (change PL to ENG if you wish).

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`.

The screenshot shows the login interface of the UAM User Panel. At the top, there is a header with the UAM logo (a blue eagle) and the text "UNIwersYTET IM. AdAMA MICKIEWICZA W POZNANIU" and "Panel Użytkownika". Below the header, there is a "Log In" section. It contains a "Account Info" box with two input fields: "Username:" and "Password:". Below these fields is a "Log In" button. At the bottom of the page, there is a small copyright notice: "© Copyright 2013 - Centrum Informatyczne Uniwersytetu im. Adama Mickiewicza w Poznaniu - Wszelkie prawa zastrzeżone." and a link "Instrukcja Logowania Użytkownika".

Introduce your new personal password – it should jointly meet the following:

- 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: Firsname, Lastname, username
- Password can not contains: Ou name or account description

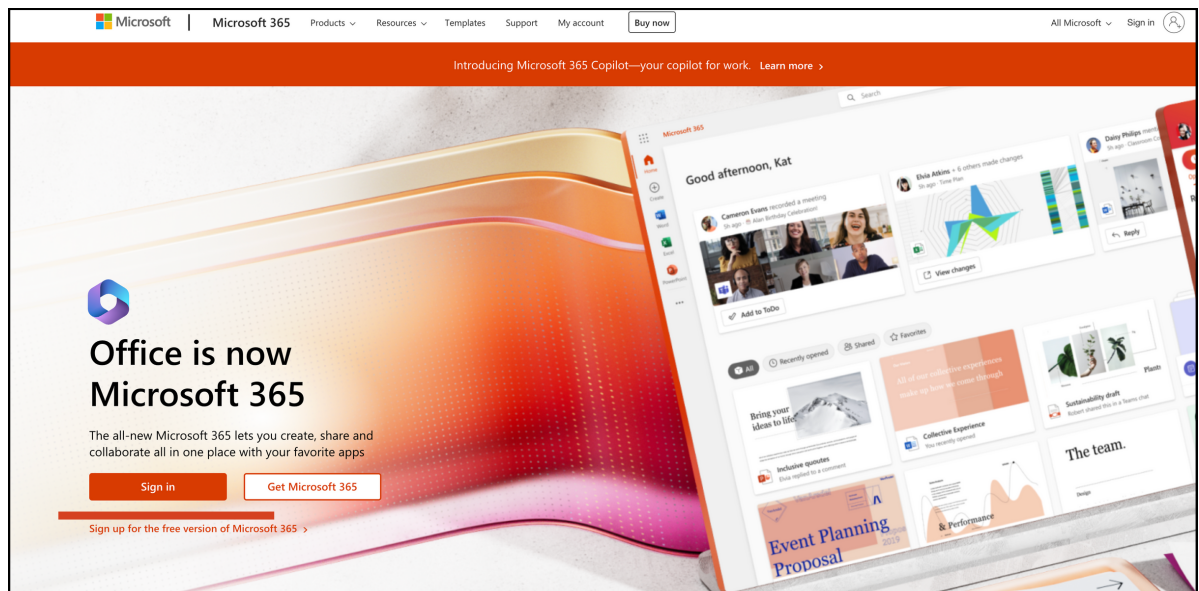
Save changes and log out.



IT CENTER UAM
helpdesk@amu.edu.pl
phone: 61 829 2670

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

Go to <https://www.office.com> - a new window appears - choose SIGN IN ("zaloguj się").



Please enter your e-mail address - login and password in the domain @st.amu.edu.pl and click NEXT ("dalej")

Microsoft

Sign in

Email, phone, or Skype

No account? [Create one!](#)

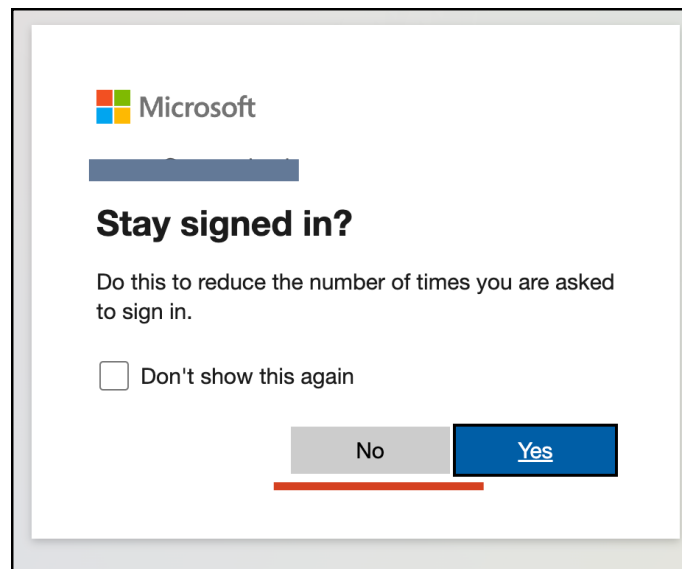
[Can't access your account?](#)

[Back](#) [Next](#)

[Sign-in options](#)



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



If all data have been entered correctly, you should see the page as on the screenshot below - with header Intranet UAM.

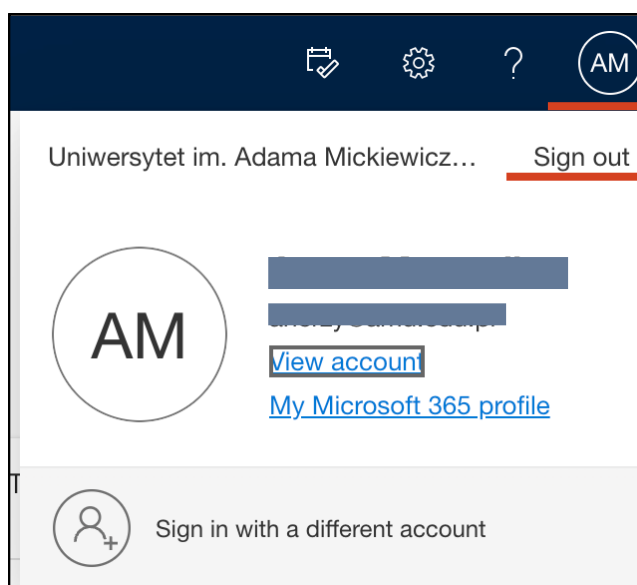


Now you can start your work with/in the Office365 system.



LOGGING OUT OF THE SYSTEM

In order to log out, please click your personal icon in the top right corner and choose Wyloguj się/Sign out.



After a moment the Logout message appears.

If there are any problems – contact the USOS Coordinator at the Faculty.

The current list of Coordinators can be found on the website [USOSweb](#).

