FIRST LOGIN TO THE SYSTEM
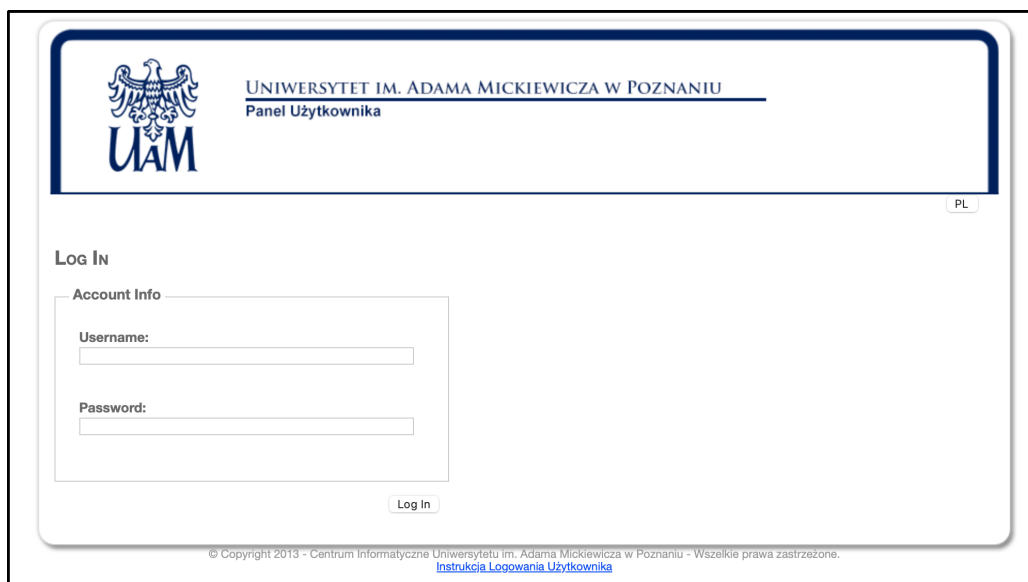
INSTRUCTION FOR STUDENTS

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.

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 Ź ż ä ß
- Password can not contains: Firsname, Lastname, username
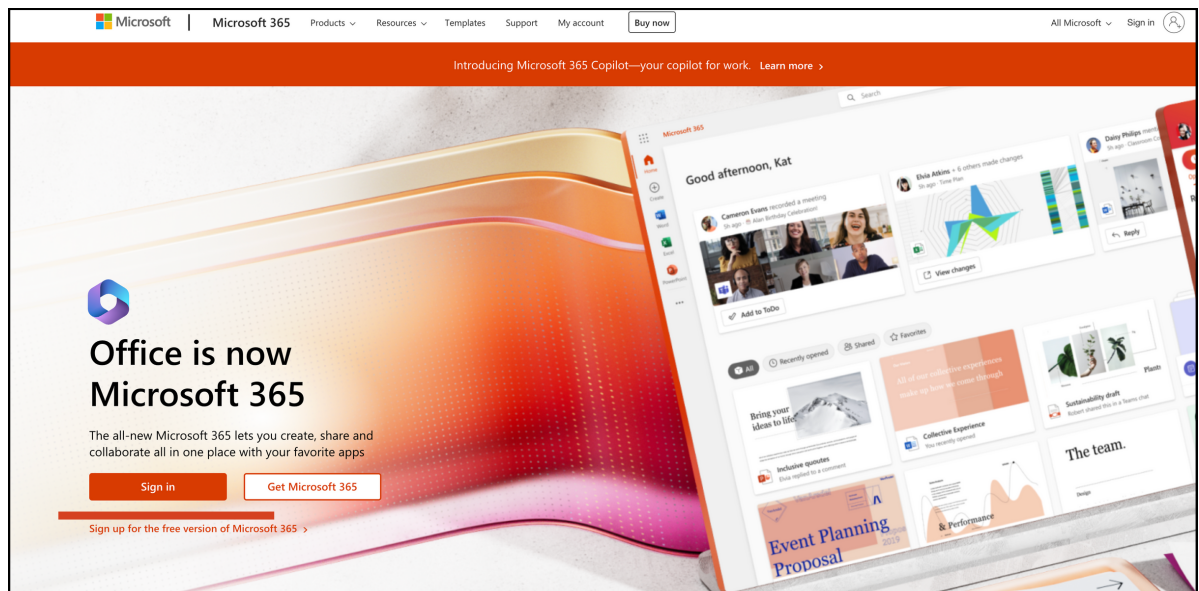- Password can not contains: Ou name or account description

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")

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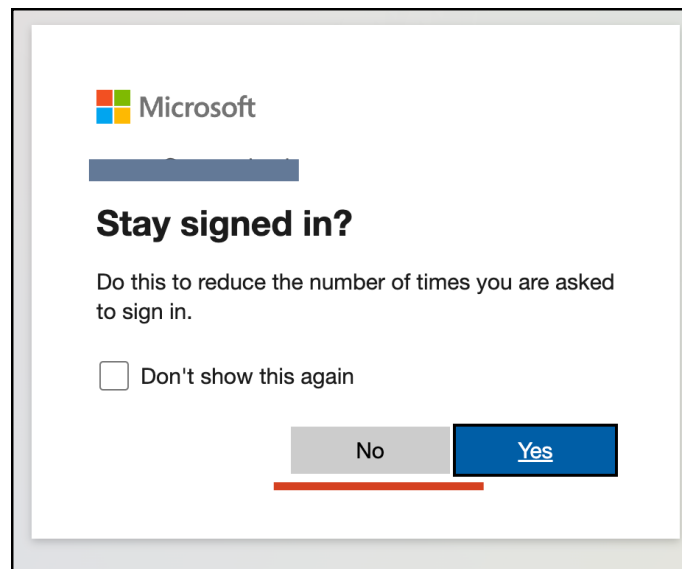
If all data have been entered correctly, you should see the page as on the screenshot below - with header Intranet UAM.
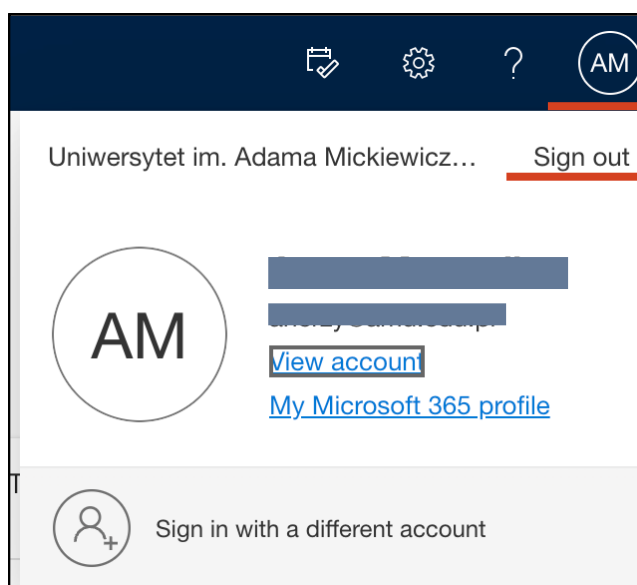

Now you can start your work with/in the Office365 system.

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.

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