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 Ñ 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.
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.

![Stay signed in? dialog box](image1)

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

![Intranet UAM page](image2)

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.