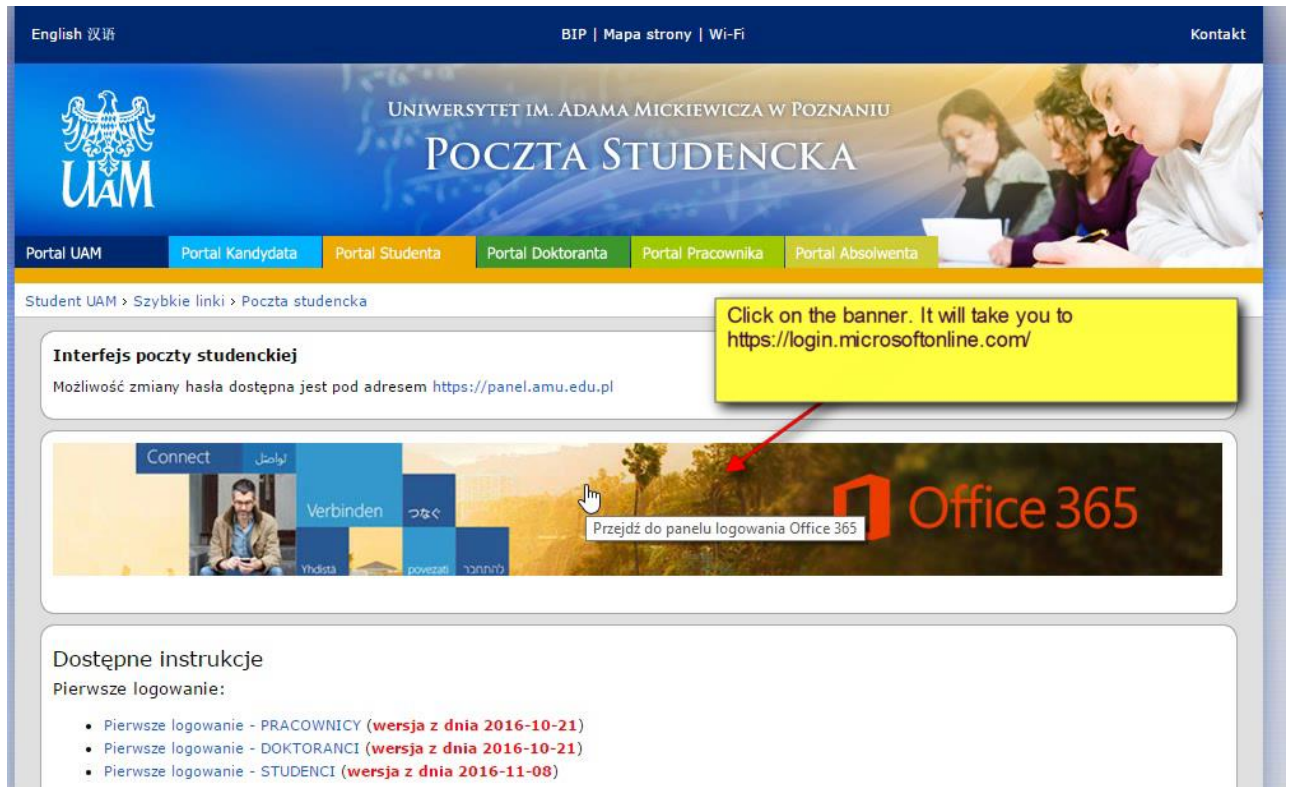


Logging into AMU Office 365

The www.office365.amu.edu.pl site is currently in Polish only and contains several tutorials of its own (It may re-direct you to the Students' Email page as shown below – do not be deterred by this). To login, click on the Office365 banner that will take you to <https://login.microsoftonline.com/>



The screenshot shows the AMU website interface. At the top, there is a navigation bar with "English 汉语", "BIP | Mapa strony | Wi-Fi", and "Kontakt". Below this is a banner for "UNIWERSYTET IM. ADAMA MICKIEWICZA W POZNANIU" and "POCZTA STUDENCKA". A secondary navigation bar includes "Portal UAM", "Portal Kandydata", "Portal Studenta", "Portal Doktoranta", "Portal Pracownika", and "Portal Absolwenta".

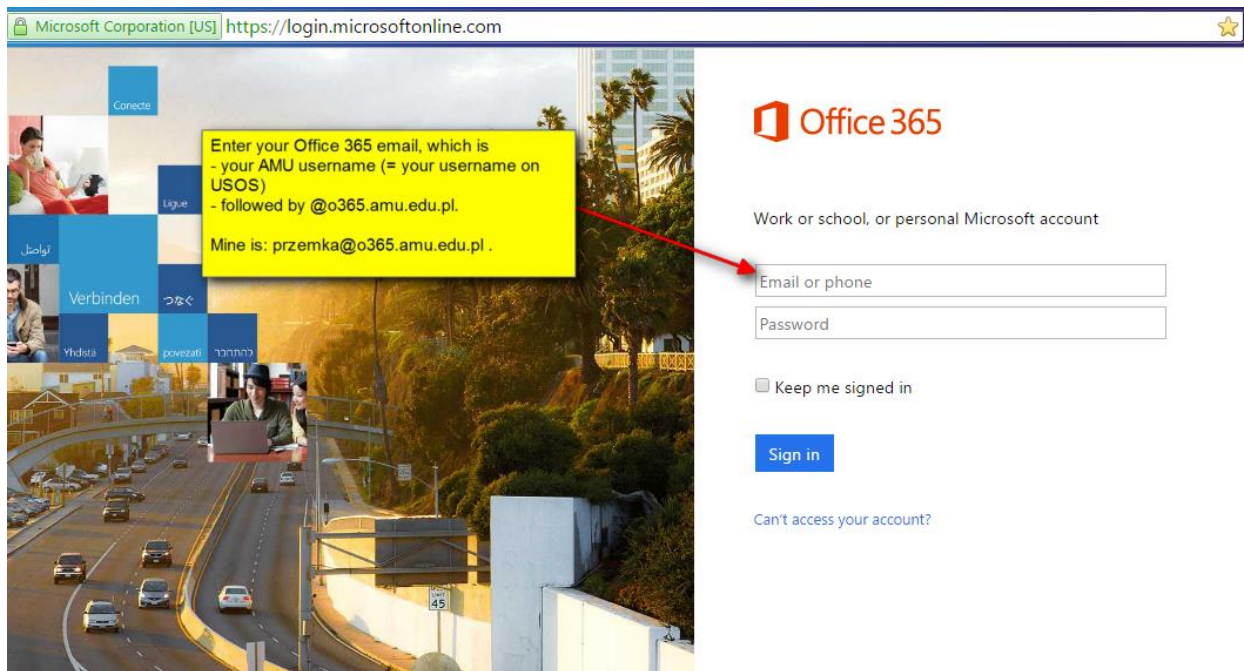
The main content area features a breadcrumb trail: "Student UAM > Szybkie linki > Poczta studencka". Below this is a section titled "Interfejs poczty studenckiej" with the text "Możliwość zmiany hasła dostępna jest pod adresem <https://panel.amu.edu.pl>".

A prominent banner for Office 365 is displayed, featuring the text "Przejdź do panelu logowania Office 365" and the Office 365 logo. A yellow callout box with a red arrow pointing to the banner contains the text: "Click on the banner. It will take you to <https://login.microsoftonline.com/>".

Below the banner is a section titled "Dostępne instrukcje" with the sub-heading "Pierwsze logowanie:". It lists three bullet points:

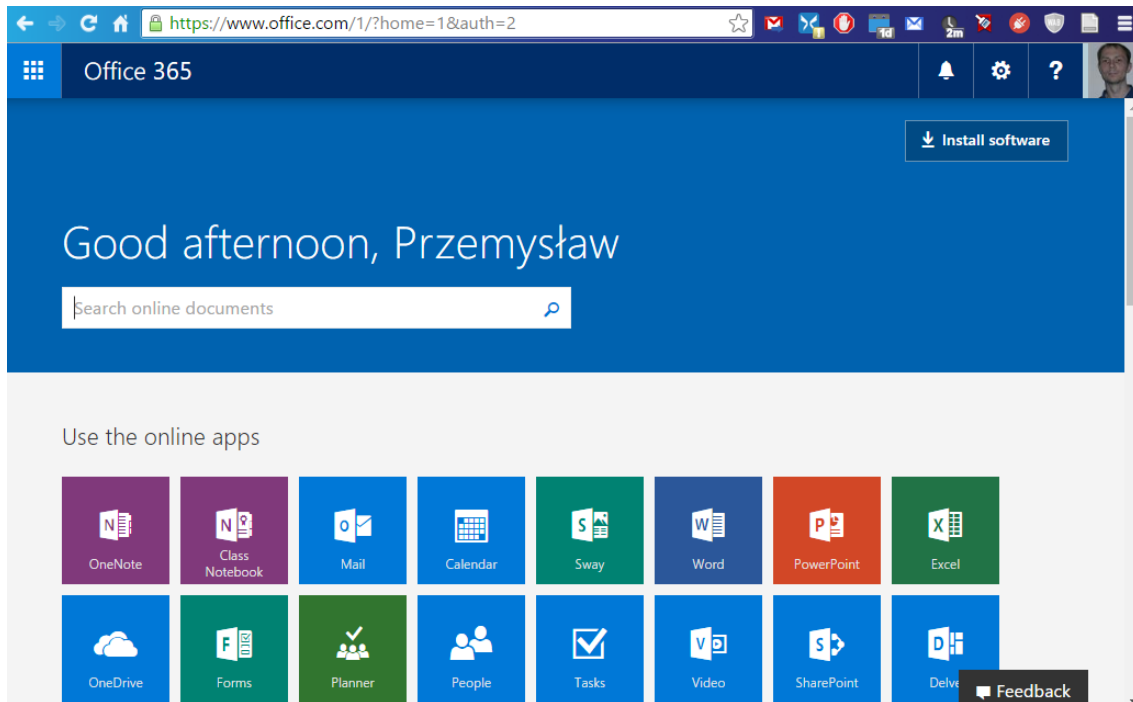
- Pierwsze logowanie - PRACOWNICY (**wersja z dnia 2016-10-21**)
- Pierwsze logowanie - DOKTORANCI (**wersja z dnia 2016-10-21**)
- Pierwsze logowanie - STUDENCI (**wersja z dnia 2016-11-08**)

You will log onto Office 365 almost like onto AMURap. For instance, my AMU username (the one I enter to log into AMURap) is "przemka", so my login username for AMU Office 365 is: przemka@o365.amu.edu.pl (note the "o365").



The password to use is your USOS / AMURAP password.

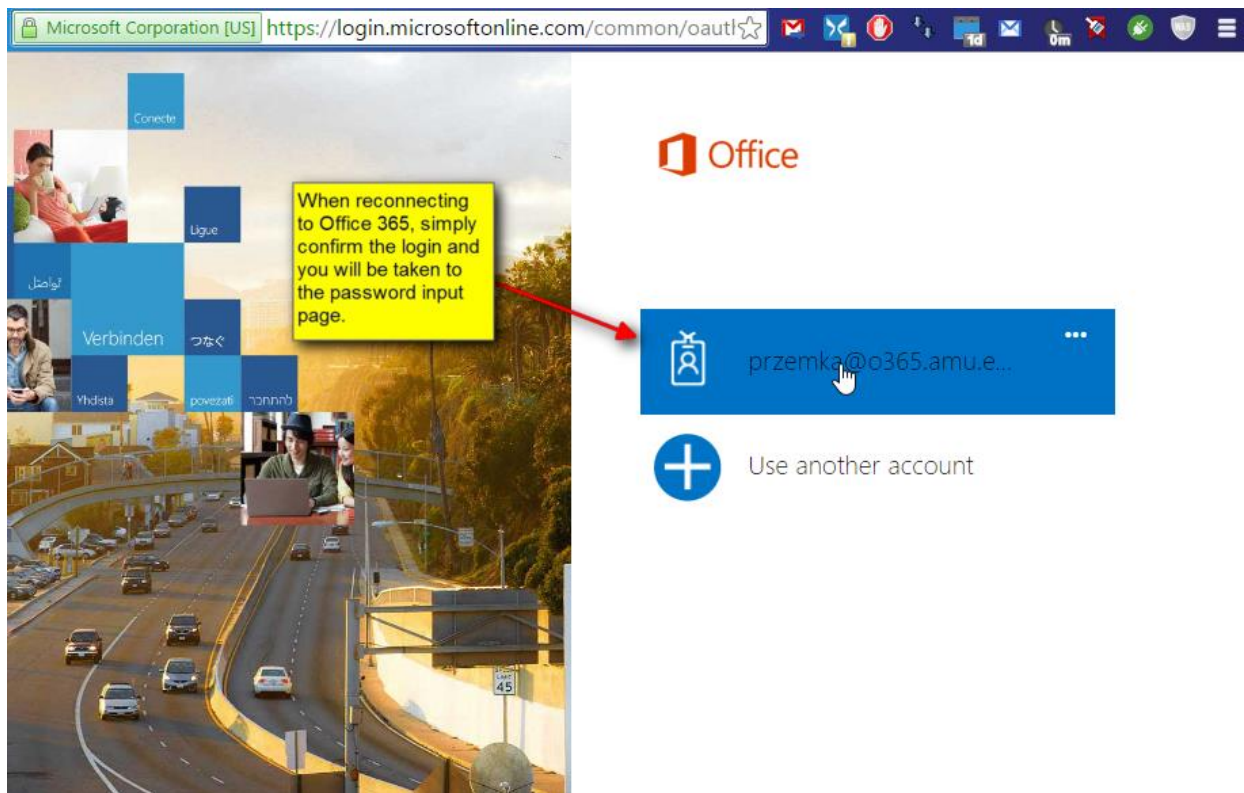
If everything goes well you should see the AMU Office 365 welcoming screen like this:



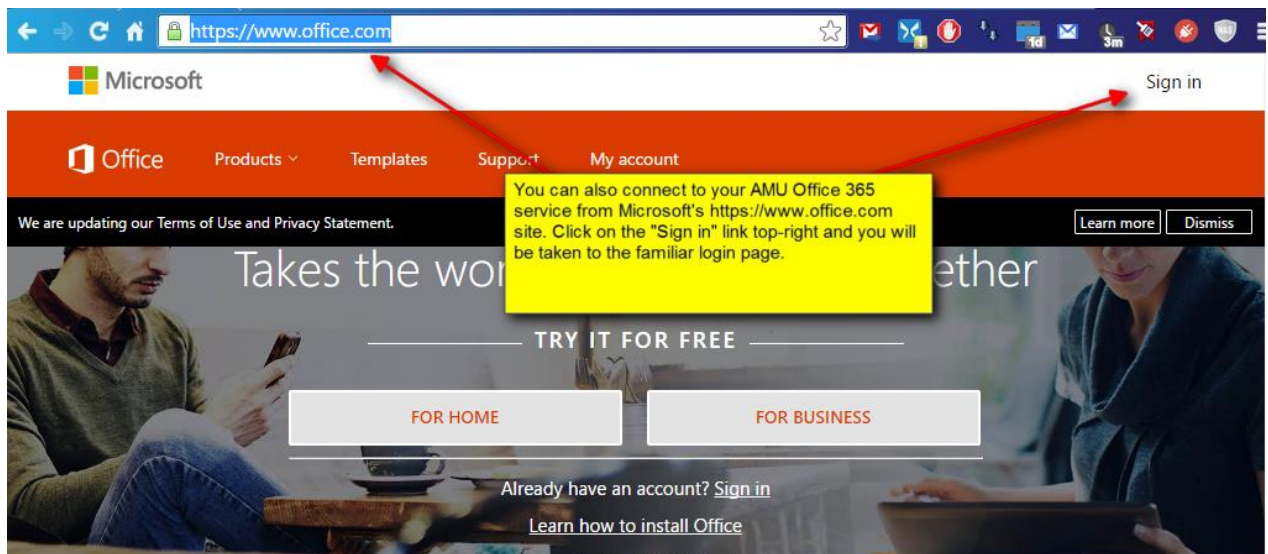
If something goes wrong and you are unable to log in, you will have to change your USOS / AMURAP password once at the AMU panel <http://panel.amu.edu.pl> . This is because AMU Office365 has a more restrictive password policy, and not all of the older USOS passwords pass the security test.

After you have successfully updated your USOS password in the AMU panel, wait a couple of minutes, so all the AMU systems get updated, and then come back to the AMU Office365 login page at <https://login.microsoftonline.com/>

When you later use Office 365, your browser should remember your username@o365.amu.edu.pl login email, so you will only need to enter the password:



You can also connect to your AMU Office 365 service from Microsoft's <https://www.office.com/> site. Click on the "Sign in" link top-right and you will be taken to the familiar login page:



Get started working online for free

This concludes the AMU Office 365 login tutorial. Further technical help (in Polish) is available from <http://www.office365.amu.edu.pl> , or else contact the WA Computer Centre.

Last updated: 2017-05-05 20:30.

Edited by: Przemysław Kaszubski