1. Select your web browser.

It is recommended to use one of the following popular web browsers (latest update version) available for various operating systems:

For Windows, you can choose one of the following:

Mozilla Firefox, Chrome, Opera, Edge
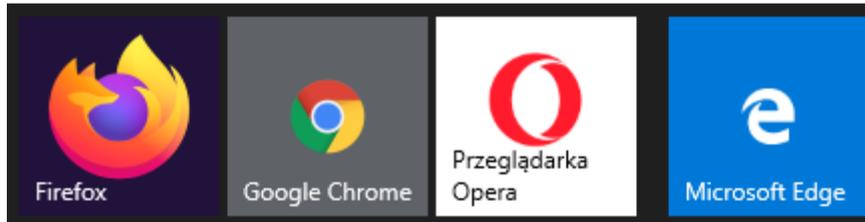
Mozilla Firefox has been selected for the purposes of this manual presentation.

2. Start your browser.

Start your browser and type in the address bar:

https://www.office.com/

You can also go directly to https://portal.office.com/ and skip the screen below (go straight to login screen).
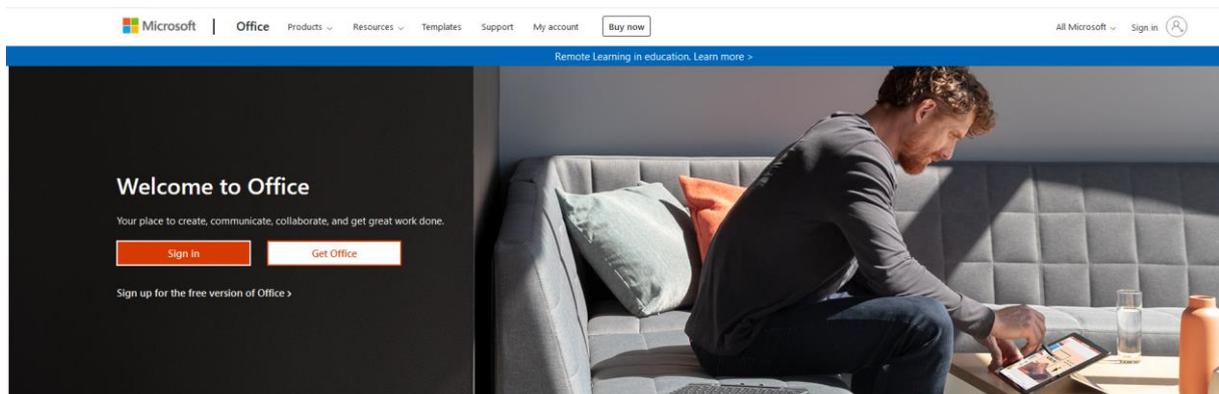
3. Sign in to O365 portal.

Click the button [Sign in]
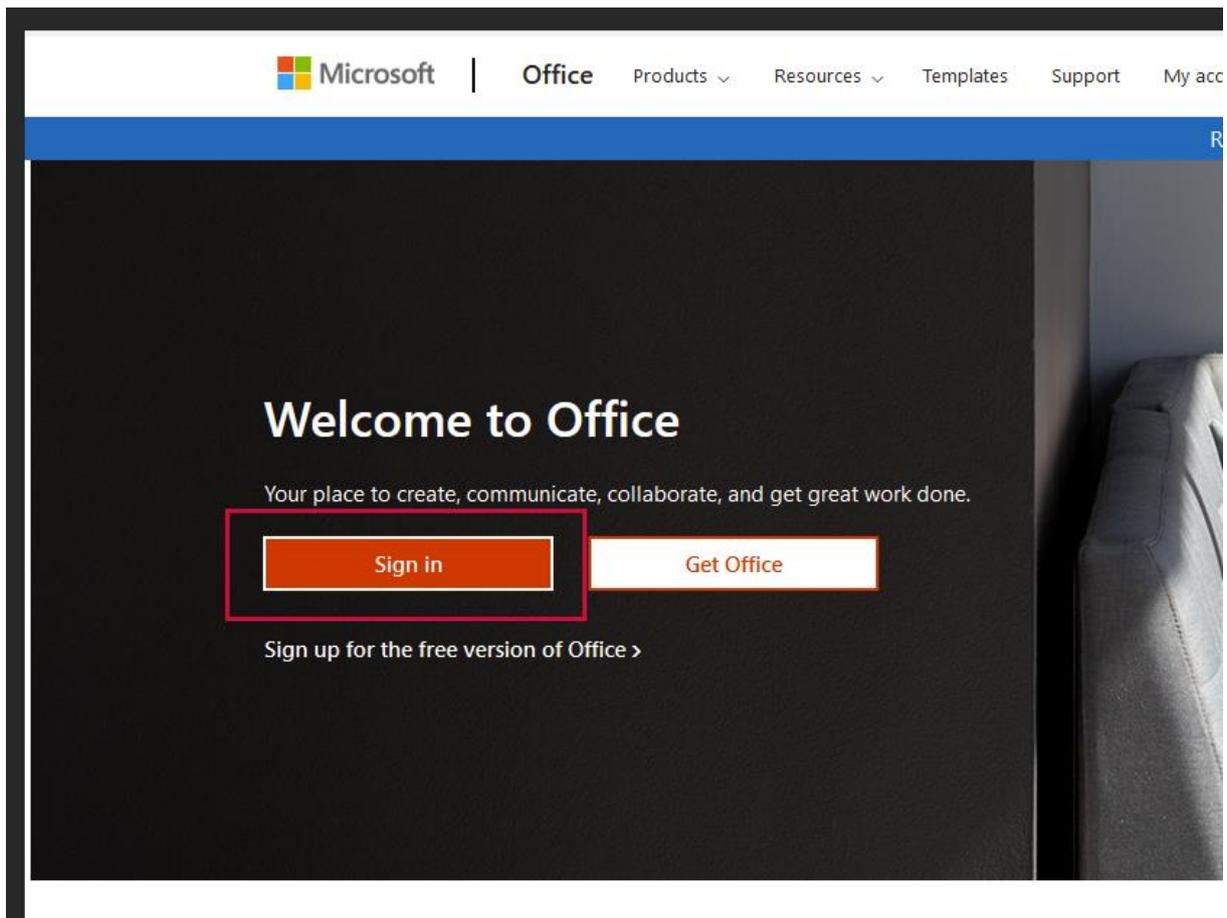
After clicking the button, we go to the login page:

`
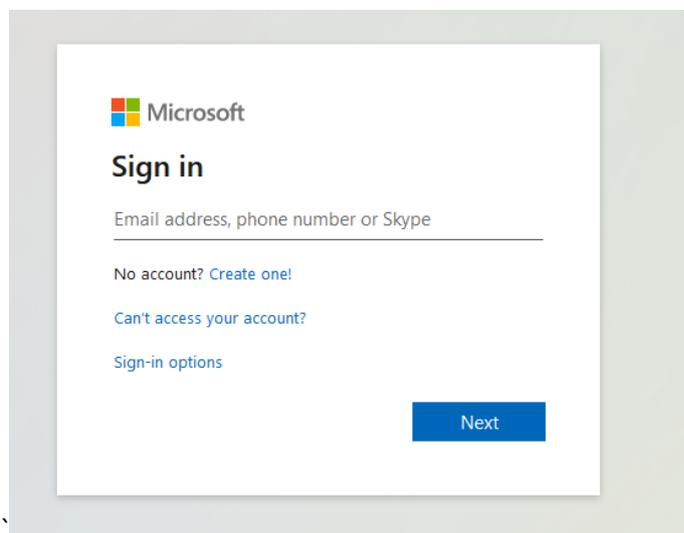
Type your student e-mail address at @pwr.edu.pl as username. It usually goes:
name.surname@pwr.edu.pl (University staff) and press [Next]
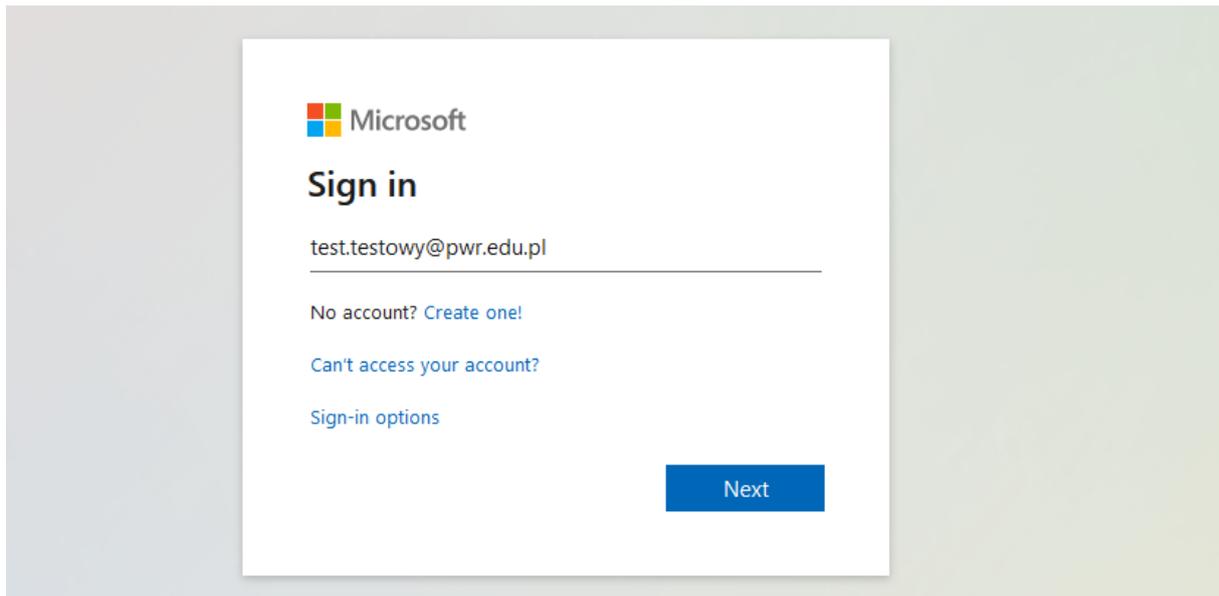
In the next step, type your PASSWORD to O365 PORTAL (this is NOT the password you use to sing in to the employee mail).
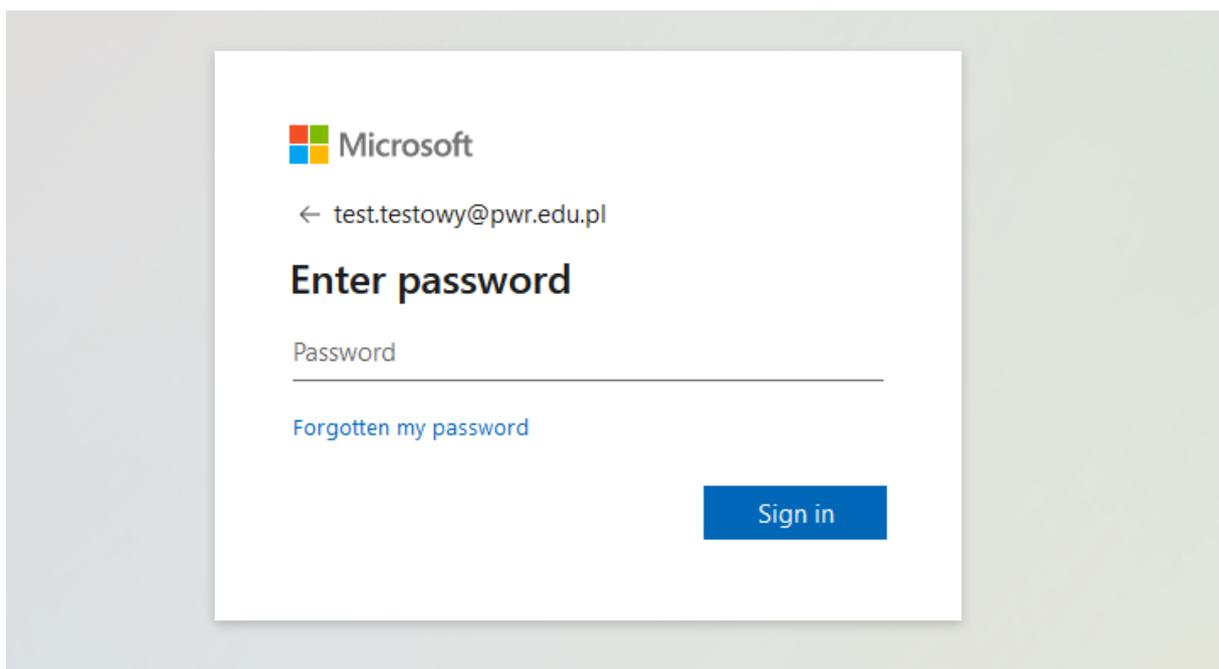
First login - you do not know the password to the O365 portal or you have lost it.

If this is your first login to the O365 portal and you haven't received your password, click the [Forgoten my password] link.

Consecutive login - you have been given your password to the O365 portal

If you have already accessed the O365 service through your individual password, enter it in the [Password] field and click [Sign in].

Below, we look into cases when we DO NOT KNOW our individual PORTAL O365 PASSWORD.

Such a situation may take place when we have lost the password or we have never logged in / created an account for the O365 service and an account in this service has been set up automatically during the process of importing class groups based on data from JSOS.

While importing class groups based on data from JSOS into the O365 platform, accounts are established automatically for those Employees who are assigned a class group in the JSOS system and have the correct e-mail address in the @ pwr.edu.pl domain

It is important to make sure you have an updated and working e-mail address in the JSOS system as there are cases when university staff change their e-mail address during the semester (e.g. change of the surname) and never update their e-mail address in the JSOS system. Make sure you remember that, and in the event of any discrepancies or changes, make necessary corrections immediately also by emailing the O365 system Administrators at (office365@pwr.edu.pl), so that they can make the required modifications.

Click [Forgotten my password].
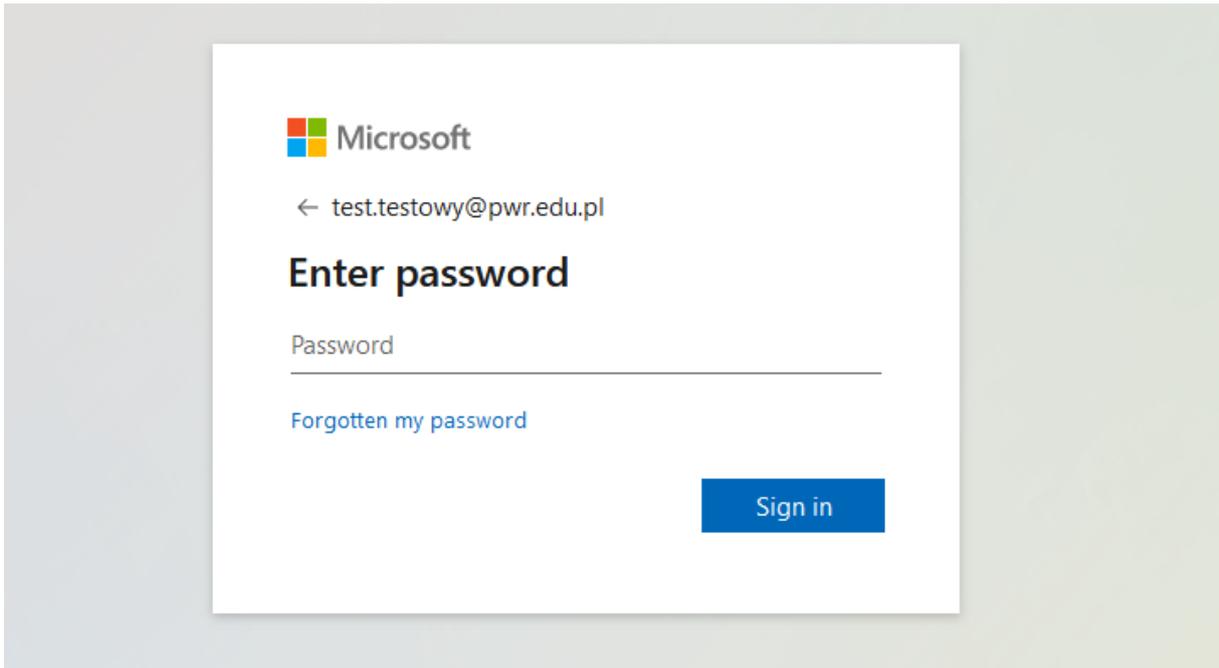
You are automatically transferred to the password recovery page.

User ID (e-mail address in the @pwr.edu.pl domain) should be automatically completed (if not, type your email).

You will be required to copy a string of characters from the Captcha security, which should be entered in the field under the image with a randomly generated string.

Microsoft

Get back into your account

Who are you?

To recover your account, begin by entering your user ID and the characters in the picture or audio below.

User ID:

test.testowy@pwr.edu.pl

Example: user@contoso.onmicrosoft.com or user@contoso.com

S6YQV

Enter the characters in the picture or the words in the audio.

[Next]   Cancel

If you have correctly completed both required fields, click [Next].

Now you have been redirected to the next window in which a fragment of the e-mail address associated with your account is provided, to which a message is sent to set up your PASSWORD for the O365 PORTAL

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

◉ Email my alternative email address

You will receive an email containing a verification code at your alternative email address (vp********@pwr.edu.pl).

[Email]

Cancel

Click [e-mail address] button.

Read your verification message sent by the O365 Portal in the PWr e-mail system and identify the verification code in the content:

Verify your email address

Thanks for verifying your Test.Testowy@pwr.edu.pl account!

Your code is: 289569

Yours sincerely,
Politechnika Wroclawska

Microsoft Corporation | One Microsoft Way, Redmond, WA 98052-6399, United States

This message was sent from an unmonitored email address. Please do not reply to this message.

Privacy | Legal
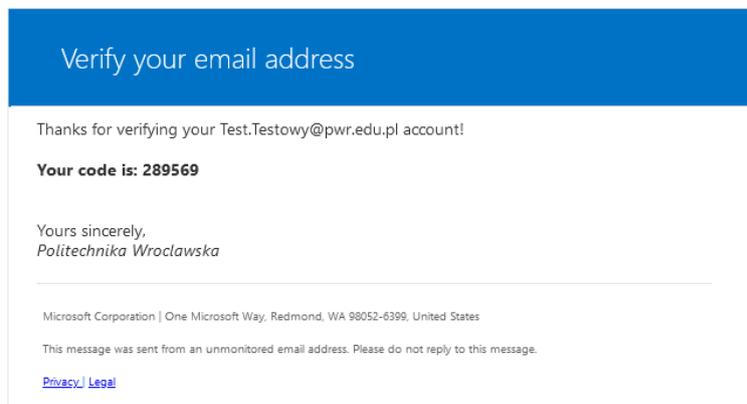
Enter the verification code from the e-mail in the next window and click [Next].

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

⦿ Email my alternative email address	We've sent an email message containing a verification code to your inbox. 289569 [Next] Are you having any issues?

Cancel

In the next step, go to a screen that enables you to set up your individual PASSWORD to O365 PORTAL.

Microsoft

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

Password strength

* Confirm new password:

[Finish]   Cancel

Enter the new PASSWORD twice and click [Finish].

Microsoft

Get back into your account

verification step 1 ✓ > **choose a new password**

* Enter new password:

••••••••

strong

* Confirm new password:

••••••••

Finish   Cancel

You will get a message window informing you about your new PASSWORD for the O365 PORTAL in the web browser and you will receive a confirmation message into your mailbox.

Microsoft

Get back into your account
✔ Your password has been reset

To sign in with your new password, click here.

From then on, you can use universally your
- e-mail address in the @pwr.edu.pl domain
and related to it
- PASSWORD for the O365 PORTAL
to log in to services made available within the O365 platform.

You may use your email address to access all available versions of O365 platform, i.e.:
• From standard online web browser,
• From your installed desktop application (standard, desktop/laptop installation),
• From your mobile application