Instructions for students of FES UW to activate a Microsoft account, e.g., to use MS Teams

Part I. Activating a Microsoft account to use MS Teams

1) All of the students at FES UW, who have an account in the **@student.uw.edu.pl** domain **should receive** a Microsoft account soon after, in order to use MS Teams, among other things. The management of these accounts will be carried out by the FES UW Computer Lab (which is why they will have the domain extension …**@student.wne.uw.edu.pl**). A message will be sent to your university email address from the **@student.uw.edu.pl** domain.

> ***Please note:*** *the only difference between* ***the university account*** *and the one from* ***Microsoft*** *which is administered by* ***FES (WNE)*** *is the addition of "wne":*
> **@student.wne.uw.edu.pl**

> ***Please note:*** *In order to receive a Microsoft address, students who do not already have an email address in the **@student.uw.edu.pl** domain should first create an account in the **@student.uw.edu.pl** domain by visiting the page at the following link:*
> *https://it.uw.edu.pl/pl/uslugi/UslugiMojaPocztaGmailStudent/*
>
> *and then sending an email from the university email address to: **licencje@office.wne.uw.edu.pl**. In the **title of the email please enter your name and surname**. In the body of the email, please repeat your **name and surname, album number (student number), the name of your study programme, and the expected date of completing your study programme**.*
> *In response to your email, you will receive a message to complete the following steps:*

2) An email with information about the account will arrive with the subject line: "**Konto do MS Teams WNE UW**" ("**Account for MS Teams FES UW**"). The email will contain a login and a temporary password.

3) Using the login and password you have received, it is necessary to log in at:

   https://teams.microsoft.com

4) After you log in, the system will require a change of password, as shown below:

Below you will find instructions for resetting your password.

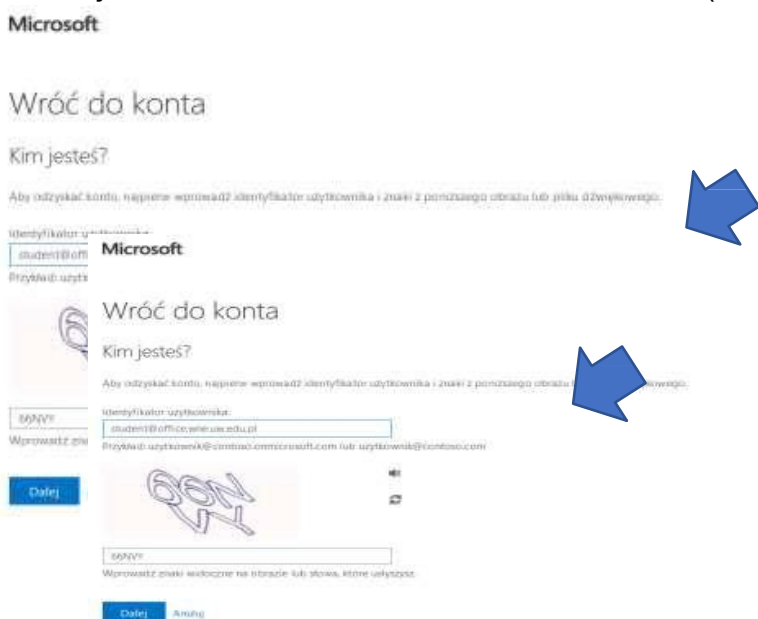1) Go to https://teams.microsoft.com, enter your login, and then choose the "Can't access your account?" option, as shown below:
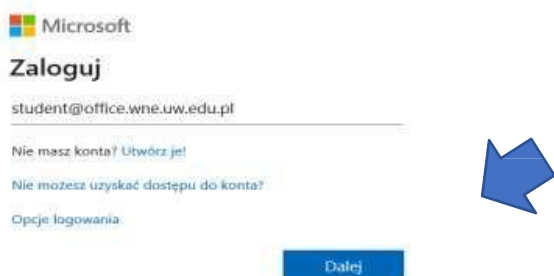
2) Next, choose the type of account as shown below – „Konto służbowe" (Work account)
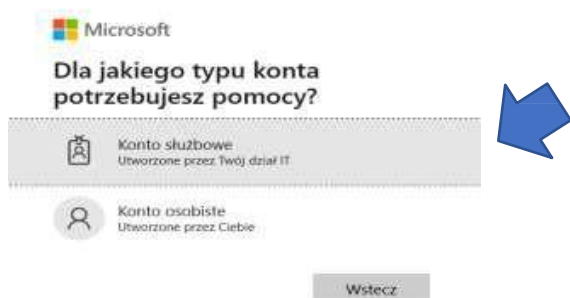
3) Then, enter your login which you received in the email (the login from the university email, with the subject line „**Konto do MS Teams WNE UW"** (**"Account for MS Teams FES UW"**).

4) The next step is to accept the method of verification -- by email (an alternative – your university email from the @student.uw.edu.pl domain) – then click on „Adres e-mail" (Email address).

Microsoft

Wróć do konta

etap 1 weryfikacji > wybierz nowe hasło

Wybierz metodę kontaktu, z której powinniśmy skorzystać w celu weryfikacji:

◉ Wyślij e-mail na alternatywny adres e-mail

Na alternatywny adres e-mail zostanie wysłana wiadomość e-mail z kodem weryfikacyjnym (mo********@wne.uw.edu.pl).

[Adres e-mail]

Anuluj

5) After clicking it, please check your email (from the university domain: @student.uw.edu.pl) to find the code sent in order to reset your password.

Zweryfikuj adres e-mail

Dziękujemy za zweryfikowanie konta student@office.wne.uw.edu.pl!

Kod: 754173

Z poważaniem,
Zespół usługi Azure Active Directory

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

Ta wiadomość została wysłana z niemonitorowanego adresu e-mail. Nie odpowiadaj na nią.

Ochrona prywatności | Informacje prawne

Microsoft

Wróć do konta

etap 1 weryfikacji > wybierz nowe hasło

Wybierz metodę kontaktu, z której powinniśmy skorzystać w celu weryfikacji:
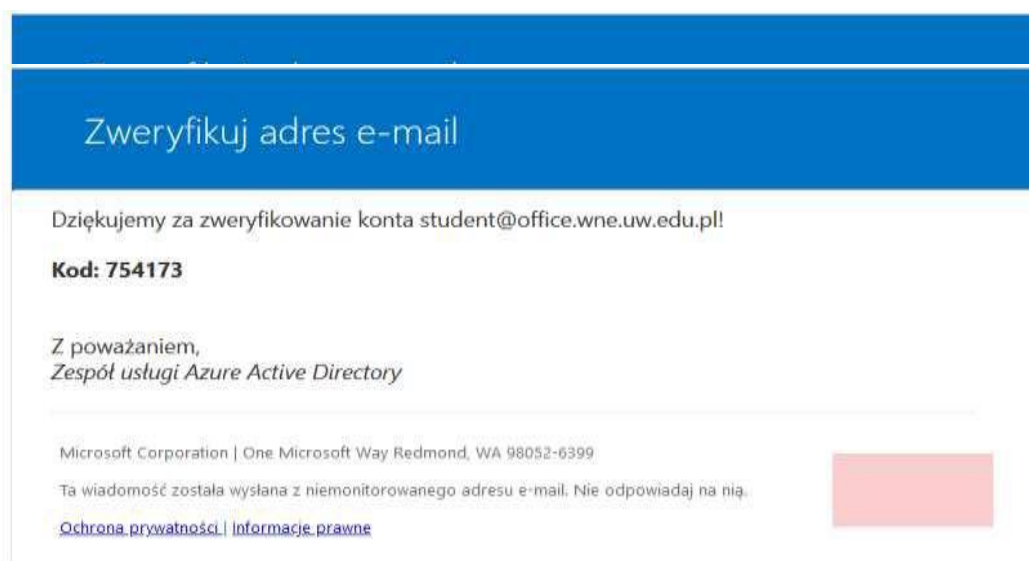
◉ Wyślij e-mail na alternatywny adres e-mail

Wysłaliśmy wiadomość e-mail z kodem weryfikacyjnym.

[Wprowadź kod weryfikacyjny]

[Dalej]

6) After entering the code, you will have the chance to reset your password as shown below:

Wróć do konta

etap 1 weryfikacji ✓ > **wybierz nowe hasło**

* Wprowadź nowe hasło:

Siła hasła

* Potwierdź nowe hasło:

> Hasło musi być silne. Silne hasła zawierają od 8 do 256 znaków, małe i wielkie litery, cyfry oraz symbole. Nie mogą zawierać nazwy użytkownika.

Zakończ   Anuluj

After entering your new password, you will receive the following:

Microsoft

Wróć do konta
✅ Hasło zostało zresetowane

Aby zalogować się za pomocą nowego hasła, kliknij tutaj.

After receiving the message above, please click on "**kliknij tutaj**" ("click here") and you will be sent to the login page.

Part II. Logging in to MS Teams

1) After logging in, you can choose if you want to **download and use the Windows system application (recommended) for MS Teams,** or if you want to use the web-based application. Not all browser versions support the operation of the program.
If you haven't logged in to MS Teams, enter the link below:

https://teams.microsoft.com

2) After clicking on "Download", you will see the following dialog window.
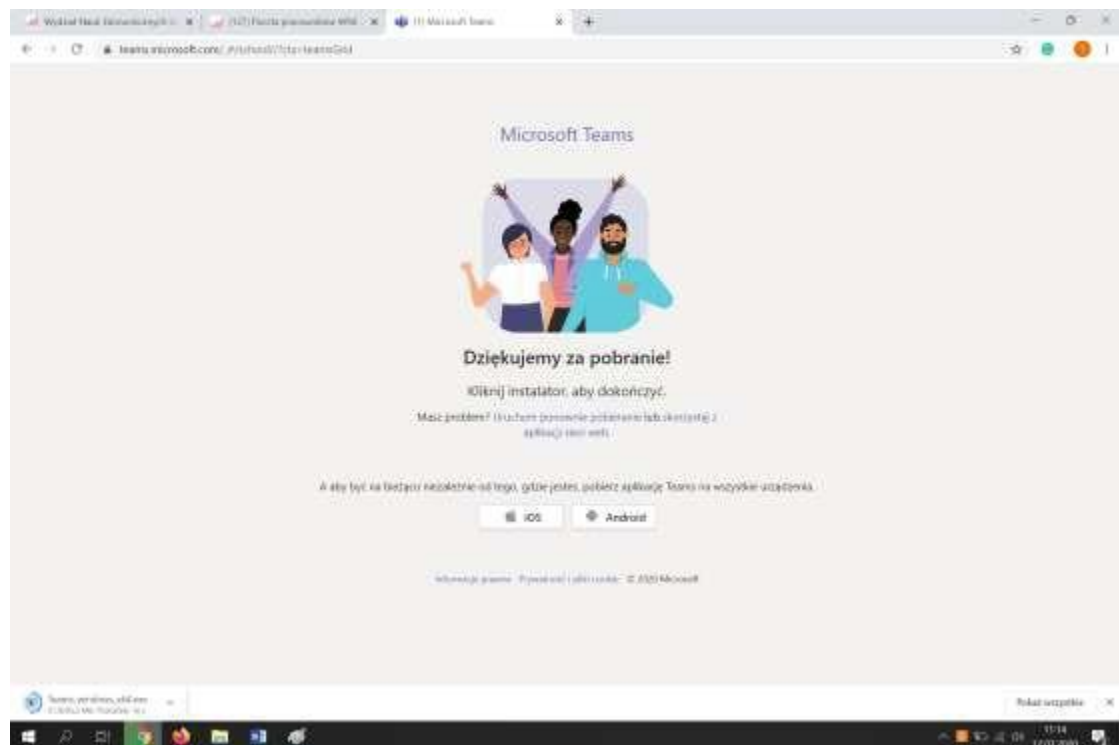
3) Choose the "Download Windows system application" as shown below.
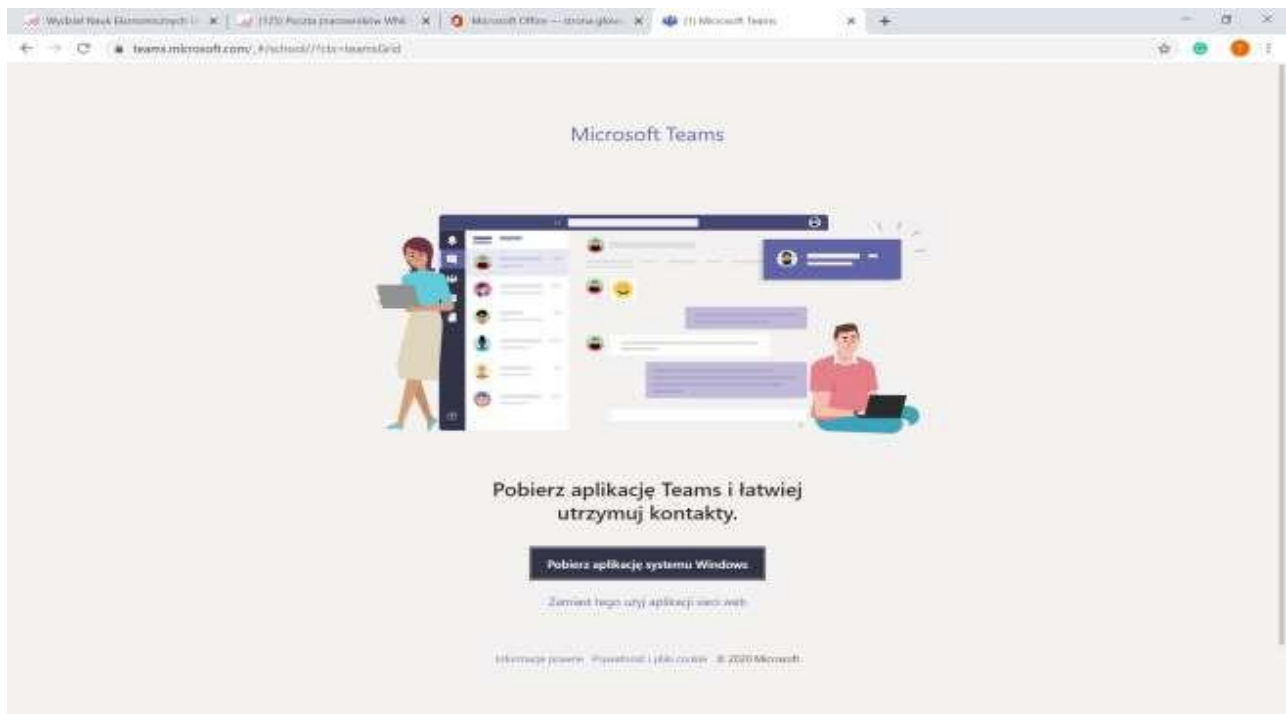
4) Install the Teams application.

5) Log in to the installed application or web-based version, using the Microsoft login as shown below (the login from the university email with the subject line „**Konto do MS Teams WNE UW" - "Account for MS Teams FES UW"**).