

Microsoft 365 WNE – how to activate Microsoft account and MS Teams

Part 1. How to activate Microsoft account

1. In the coming days Microsoft accounts will be created for all students of Faculty of Economics Sciences who have accounts in the @student.uw.edu.pl. Accounts will be created and managed by Faculty's Computer Laboratory. Therefore accounts will be registered as ..@student.wne.uw.edu.pl but information about account will be sent to your university email (@student.uw.edu.pl)

NOTE: there is slight difference between **university account** and **Microsoft** account managed by Faculty's Computer Laboratory. There is "**wne**" added in Microsoft account (@student.wne.uw.edu.pl)

NOTE: **if you don't have university email account** registered in @student.uw.edu.pl domain, you should activate email account first.

2. Visit: <https://mojekonto.uw.edu.pl>
(log in with the same data as for your USOSweb account)

Then send email from your newly created account to:

licencje@office.wne.uw.edu.pl

Email subject: your name

Email body: your name, students book number, field of study, date of planned graduation

You will receive an email with information:

3. The email will contain a login with a temporary password.
4. Visit

<https://outlook.office.com>

and log in using received login and temporary password and change password