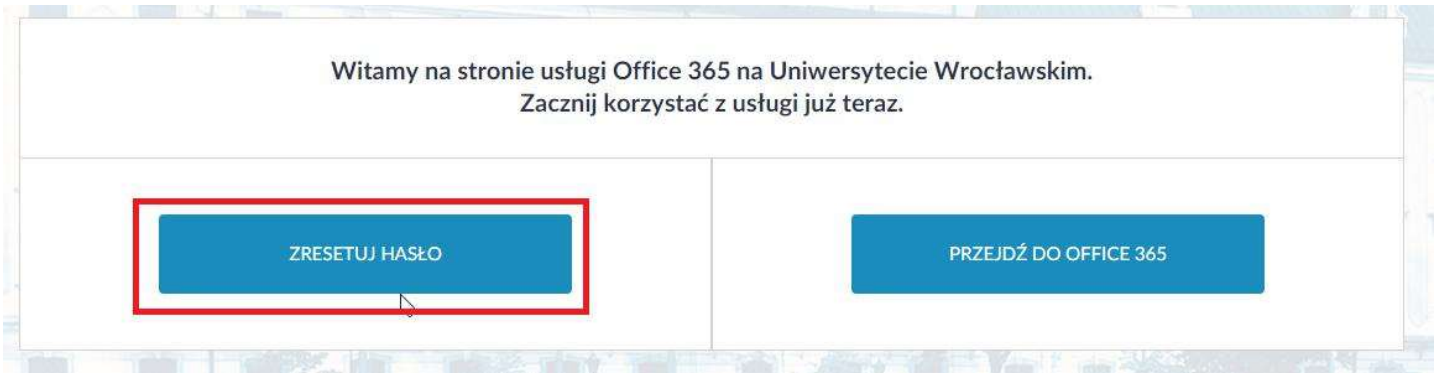# YOUR OFFICE 365 ACCOUNT

Password reset in Office 365 for an account in @uwr.edu.pl when an email with the first login password never came.

1. Go to portal.uwr.edu.pl
2. Click "reset password" [Zresetuj hasło] (see picture)

Witamy na stronie usługi Office 365 na Uniwersytecie Wrocławskim.
Zacznij korzystać z usługi już teraz.

ZRESETUJ HASŁO   PRZEJDŹ DO OFFICE 365

3. Follow the instructions on the right side in the FORGOTEN PASSWORD (in Polish - *Nie pamiętam swojego hasła*) section

ZMIEŃ SWOJE HASŁO

Login: imie.nazwisko@uwr.edu.pl

Stare hasło

Nowe hasło

Potwierdź nowe hasło

Kliknij kwadrat po lewej stronie napisu "Nie jestem robotem"

Nie jestem robotem
reCAPTCHA
Prywatność - Warunki

ZMIEŃ HASŁO

NIE PAMIĘTAM SWOJEGO HASŁA

KROK 1/3

Login: imie.nazwisko@uwr.edu.pl

Imię

Nazwisko

Kliknij kwadrat po lewej stronie napisu "Nie jestem robotem"

Nie jestem robotem
reCAPTCHA
Prywatność - Warunki

ROZPOCZNIJ WERYFIKACJĘ

YOUR OFFICE 365 ACCOUNT

Step 1/3 Confirm "I am not a robot" (in Polish - *Nie jestem robotem*). Depending on your browser, you may be asked to select appropriate pictures.

The LOGIN FOR STUDENTS is **NR_INDEKSU@UWR.EDU.PL** (number of your index)

5. Step 2/3 Choose an e-mail to which the verification code will be sent. That email for students: was specified in USOS.
   For security reasons, only part of the address is shown.

YOUR OFFICE 365 ACCOUNT

A. Click on the arrow to expand the check box
B. Select email address

6. Select "Send verification code" (in Polish - *wyślij kod weryfikacyjny*) to confirm.

7. If everything has been completed correctly, this message appears:

YOUR OFFICE 365 ACCOUNT

8. Open additional browser window (do not close the original window with the process of password reset), check the email you have selected in paragraph 5 and check the message entitled "verification code"[kod weryfikacyjny]. Check your SPAM folder if it is not in the Inbox.

9. Go back to the window with the password reset process and do step three. In appropriate boxes type in password and confirm. In the third box type the verification code from the email in point 8.

THE PASSWORD SHOULD CONSIST OF AT LEAST 8 CHARACTERS INCLUDING CAPITAL AND small LETTERS, NUMBERS AND A SPECIAL CHARACTER.

10. To confirm click "change password" (in Polish – *zmień hasło*).

11. The password for the account in **@uwr.edu.pl** has now been changed. In case of an ERROR message please make sure you have followed all the steps correctly and all data (password, confirmed password and the code) have been entered correctly.

YOUR OFFICE 365 ACCOUNT