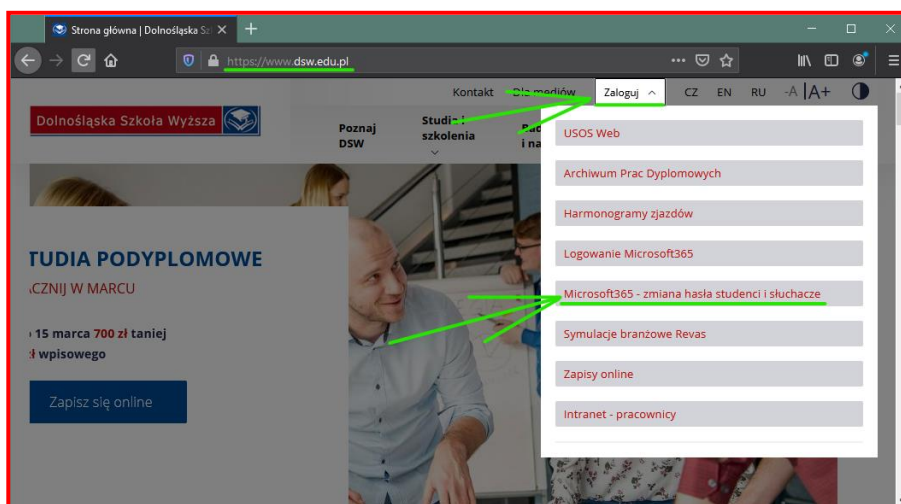


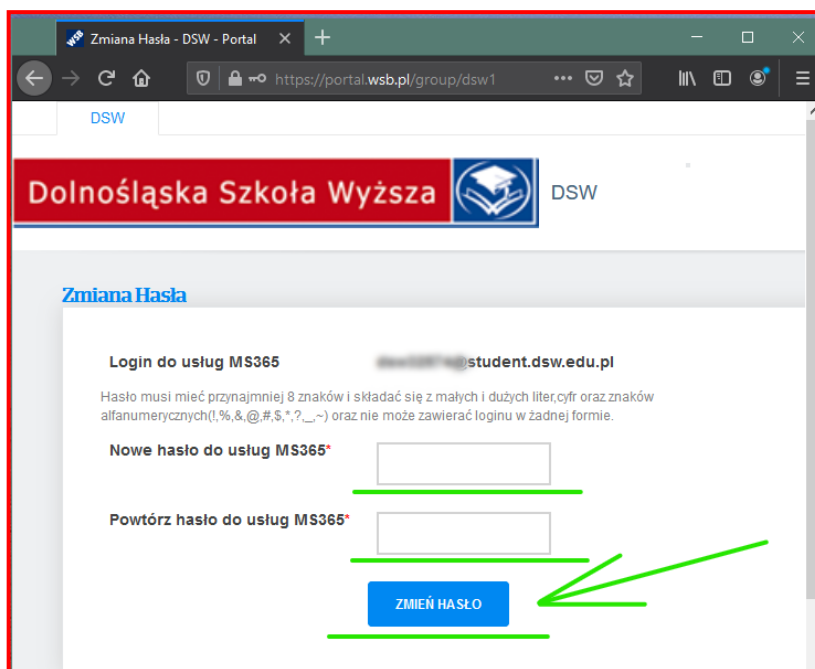
## Instructions for changing the password for the Microsoft365 account

1. In order to change the password to the Microsoft365 account, please go to the DSW home page: <https://dsw.edu.pl>
2. In the upper right corner, press "Zaloguj" and select from the menu: [Microsoft365 - zmiana hasła studenci i słuchacze](#)



3. In the next step, log in with your USOSweb login and password.
4. The login to the Microsoft365 account and the form to set a new password will be displayed on the next page.

**The password must consist of at least 8 characters, including upper and lower case letters, numbers and a special character. The password cannot contain the login.**

A screenshot of a web browser showing the 'Zmiana Hasła' (Change Password) form on the DSW portal. The browser address bar displays 'https://portal.wsb.pl/group/dsw1'. The form is titled 'Zmiana Hasła' and contains the following fields and elements:

- A 'Login do usług MS365' field with the value 'student.dsw.edu.pl'.
- A note: 'Hasło musi mieć przynajmniej 8 znaków i składać się z małych i dużych liter, cyfr oraz znaków alfanumerycznych(!,%,&,@,#,\$,\*,?\_~) oraz nie może zawierać loginu w żadnej formie.'
- A 'Nowe hasło do usług MS365\*' field with a green underline.
- A 'Powtórz hasło do usług MS365\*' field with a green underline.
- A blue button labeled 'ZMIEN HASŁO' with a green arrow pointing to it.



5. After the password has been changed, the message „Hasło zostało zmienione poprawnie”.
6. Now you can use the Microsoft365 services with the login and password set.

**ATTENTION!**

**The login to the Microsoft365 account is different than to the USOSweb.**

**Login do konta Microsoft365 jest jednocześnie uczelnianym adresem email.**

7. Log in to Teams at: <https://teams.microsoft.com> or via the computer application:  
<https://www.microsoft.com/pl-pl/microsoft-teams/download-app>
8. Access to all Microsoft365 services can be obtained by logging in to the website:  
<https://portal.office.com>

Please report any problems with logging in to the address [helpdesk@dsw.edu.pl](mailto:helpdesk@dsw.edu.pl)