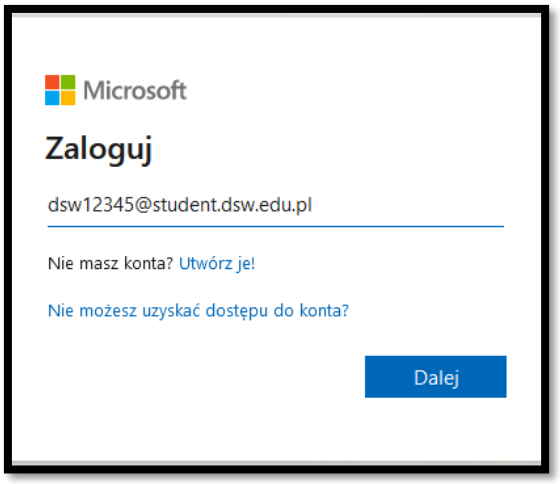
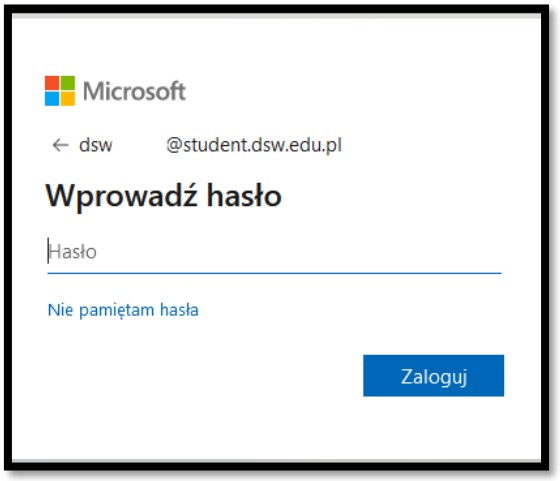
Wrocław, 16.03.2021 r.

First time sign up to Microsoft365 account

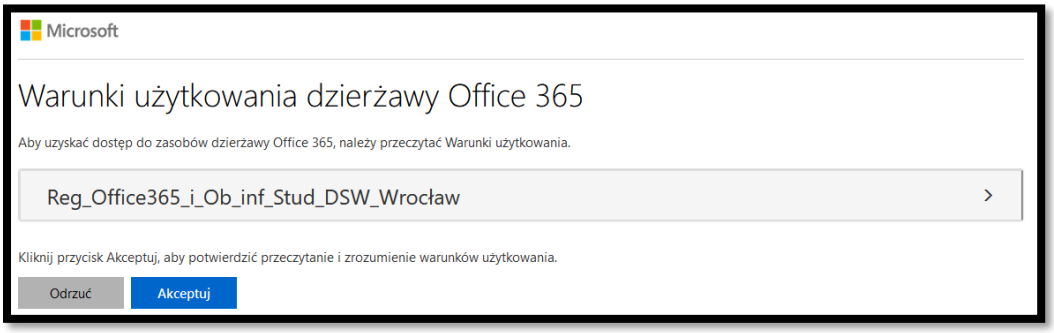
1. Visit: https://portal.office.com – enter your login and click NEXT.



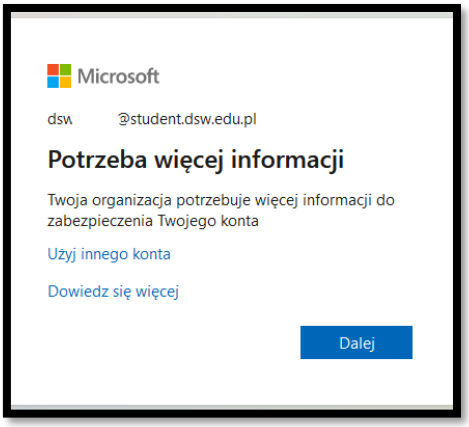
2. Enter your password and click LOG IN.
   If we haven't done it before, the password should be generated on the website: https://portal.wsb.pl/group/dsw1



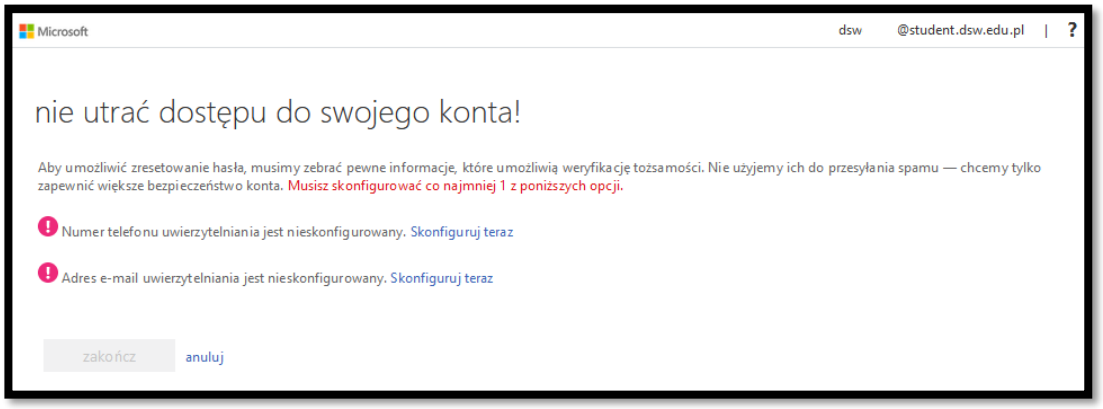
3. Terms of use of Microsoft services will be displayed on the next page.
   Click ACCEPT to proceed.



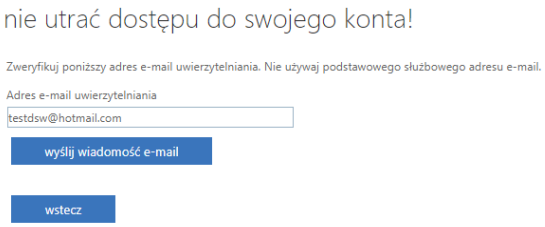
4. After accepting the regulations, the information "Need more information" will appear, click NEXT.



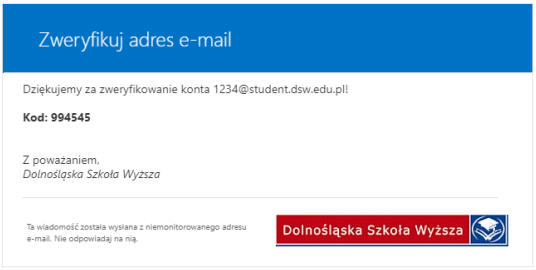
5. Here you should enter a different e-mail address **or** telephone number.
These data are not visible to other users, they are required for the procedure of resetting a forgotten password.
Click on CONFIGURE NOW next to Phone number **or** Email address.



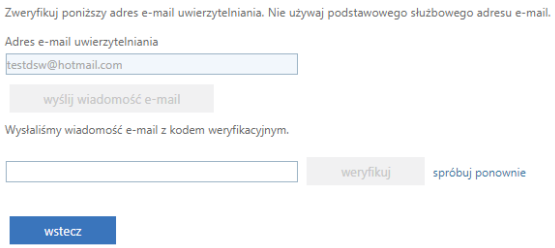
6. Provide the data for authentication and click SEND A MESSAGE.



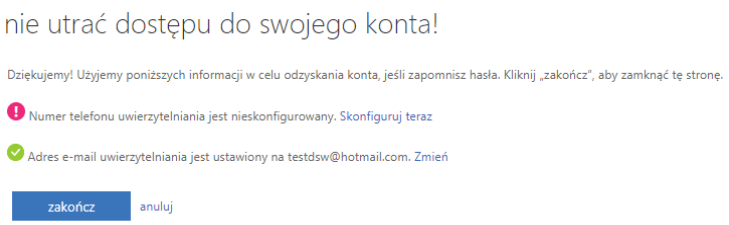
7. A message with a verification code (or an SMS to a mobile phone) will be sent to the e-mail address provided.



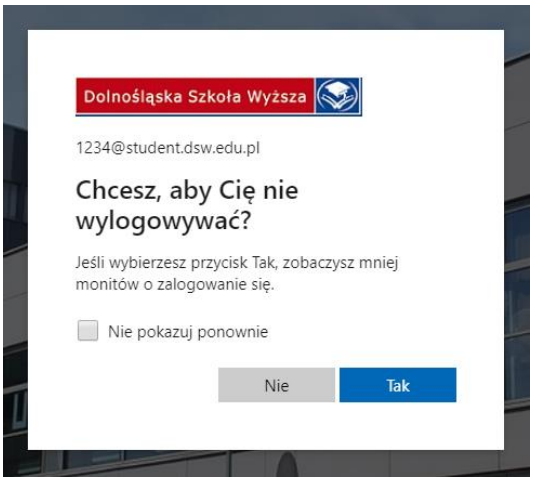
8. Enter the code in the new field and click VERIFY



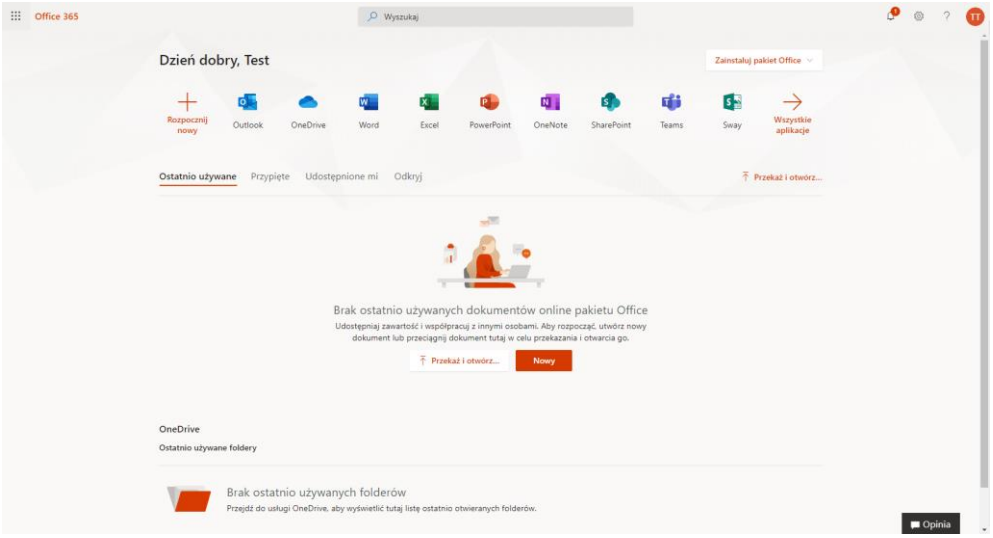
9. Correct verification is signaled in green icon, click FINISH.



10. Now a window will appear asking if you want to remember your login details. Choose according to our own needs, but the IT **Department does not recommend remembering passwords.**



11. Office Portal will start. From here we have access to Microsoft applications



Please report any problems with logging in to the address helpdesk@dsw.edu.pl