

# 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](mailto:@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](mailto:..@student.wne.uw.edu.pl) but information about account will be sent to your university email ([@student.uw.edu.pl](mailto:@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](mailto:@student.wne.uw.edu.pl))

NOTE: **if you don't have university email account** registered in [@student.uw.edu.pl](mailto:@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