

Accessing the Office 365 account

There are two ways to access the Office 365 account:

a. Accessing the link for connect:

http://portal.office.com/

OR

b. On the website <u>www.utm.ro/en/</u>, on the main page, in the box Students – Graduates you will find the option IT RESOURCES:



Click on it and it will open a window from where you can access the Office 365 icon:



The Office 365 accounts differ depending on the program of study you are enrolled in:

- Graduate: givenname.surname@s.utm.ro Acreditată prin Legea nr. 239/2002, cod fiscal RO 4337662, cont IBAN RO90BTRL04301202N01816XX, Banca Transilvania, Agenția Popești-Leordeni Operator de date cu caracter personal nr. 17621



- Master: givenname.surname@m.utm.ro
- PhD: givenname.surname@doc.utm.ro

First login to Office 365

After you enter the password received in the window below,



you can set a new password to your Office 365 email account:



NOTE: the new password must meet the following criteria:

- Minimum number of characters: 8
- Minimum number of lowercase letters: 1
- Minimum number of uppercase letters: 1
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- Minimum number of digits: 1
- Minimum number of special characters: 1
- The new password must differ from the old one

After entering the above data, click on the blue button "Sign in":



prenume.nume@s.utm.ro

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

••••••	
	Sign in

The window below will open, stating that more information is needed, information that will be useful for resetting your password in the future, if you need to.



You will be asked for a personal telephone number and a personal email address:



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Calea Văcărești nr. 187, sector 4, București, cod 040051 Tel.: 021 316 16 46, Fax: 021 311 22 97, e-mail: rectorat@utm.ro, www.utm.ro

Microsoft	prenume.nume@s.utm.ro ?
don't lose access to your account!	
To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you secure. You'll need to set up at least 2 of the options below.	- just to keep your account more
O Authentication Phone is not configured. Set it up now	
• Authentication Email is not configured. Set it up now	
finish cancel	

To set up the phone number, click on the "**Set it up now**" button, next to "Authentication Phone is not configured":

Microsoft prenume.nume@s.utm.ro ?	N
don't lose access to your account!	C
To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.	Ti Si
Authentication Phone is not configured Set it up now	
I Authentication Email is not configured. Set it up now	
finish cancel	

Select your country or region and then enter your personal telephone number:



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Microsoft

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone			
	Select your country or i	~	
	Enter your authentication	on phone number	
	text me	call me	
	back		

After you enter the data, select the "**text me**" button to receive the validation code via sms, or "**call me**" button to receive the validation code via a phone call:

Enter the validation code and then click "verify" button:



don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone				
Romania (+40)		\sim		
text me	call me			
We've sent a text messa	age containing a verifica	ation code to yo	ur phone.	
632958			verify	try again
back				

After the telephone number is verified, you can see the green check mark confirming this. Next is the set up for the email address by clicking the "**Set it up now**" button, next to "Authentication Email is not configured":



Enter your personal email address and then press the "**Email me**" button to receive the validation code on the email address entered in the application:



don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Ema	il	
email me	$\mathbf{\Sigma}$	
back		

Enter the validation code received on your personal email and press the "verify" button:

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email			
email me			
We've sent an email mess	age containing a verification cod	le to your inbox.	
430935		verify	try again
back			

After the set up of your telephone number and your email address, click the "finish" button:



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don't lose access to your account!		
Thanks! We'll use the info below to recover your	account if you forget your password. Click "finish" to close this page.	
Authentication Phone is set to +40.	. Change	
✓ Authentication Email is set to	Change	
finish cancel		

To finish accessing your Office account, enter your previously set password and click the "Sign in" button:

Microsoft	
prenume.nume@s.utm.ro	
Enter password	
Forgot my password	
Sign in with another account	
	Sign in

If it is not the first time you log in, enter your credentials in the window that will open, then click the "**Sign in**" button:



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