

Dear Students,

We would like to inform you that in order to improve the educational process in the winter semester of the 2020/2021 at WSB University, an individual email address **@student.wsb.edu.pl** has been created for each student.

This email address is required to take part in online classes which will be partially conducted online via MS Teams.

From now on your new university email will be used for communication with teachers and university staff. Starting from 1st October, students' private email addresses will no longer be used for any university-related issues.

In order to activate your email account, please follow the INSTRUCTION provided.

If you have any problems or questions, feel free to contact us pomoc.office365@wsb.edu.pl

Your new email address is: name.surname@student.wsb.edu.pl

Your first password which you need to use for the first login is: **AkademiaYYMMDD (where Y- year M-month D-day of your birth date eg. Akademia860901 for a student who was born on 01.09.1986)**

By using Microsoft Office365 account you will have access to:

- Word, Excel, and Powerpoint online application
- online Outlook mailbox with the capacity of 50GB
- Microsoft Teams – application for teamwork and audio / video meetings
- Microsoft Onenote – a digital notebook
- 1TB cloud drive for files and documents

Minimum requirements for MS Teams:

Processor minimum of 1.6 GHz (32-bit or 64-bit).

Memory RAM 2.0 GB RAM

Disc space 3.0 GB

Resolution 1024 x 768

Graphics minimum of 128 MB memory

For comfortable use of video calls, Microsoft requires: Dual-core processor > 2.0Ghz 4.0 GB RAM memory

Operational systems: Windows Server 2012 R2+ or the latest version and Windows 10 or Windows 8.1 (32-bit and 64-bit).