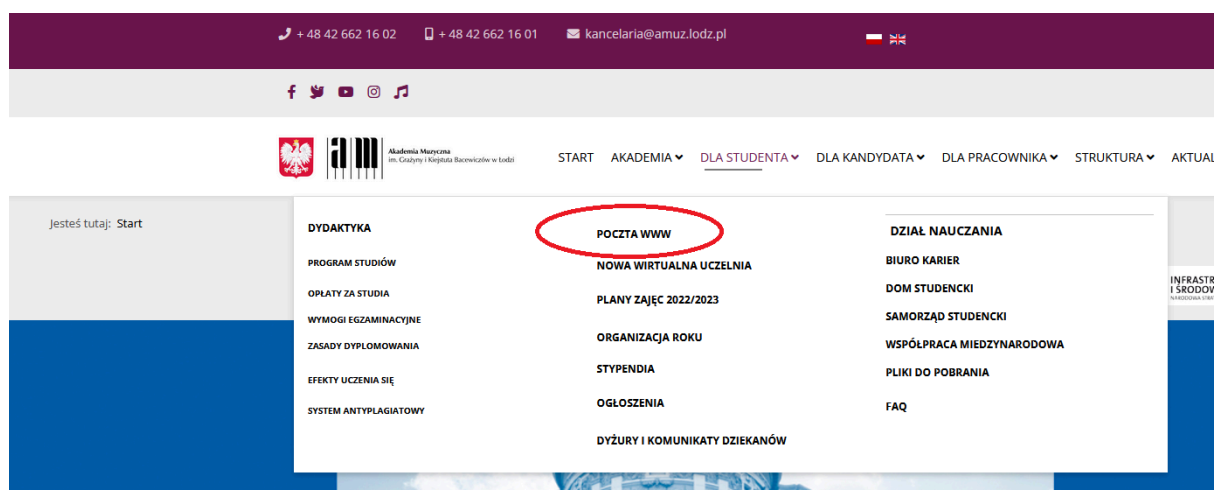


Email accounts

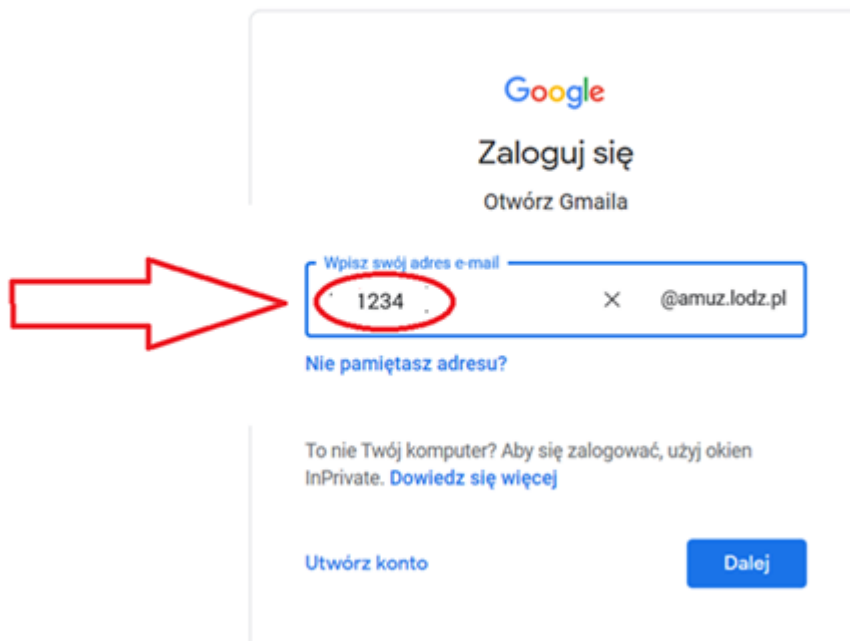
Q: I am a student. How do I get my email account password for the first time?

A: In order to access your newly created account you need to:

1. On the website of the University of Music in Łódź (www.amuz.lodz.pl) click on the link 'POCZTA WWW' (see the picture below)

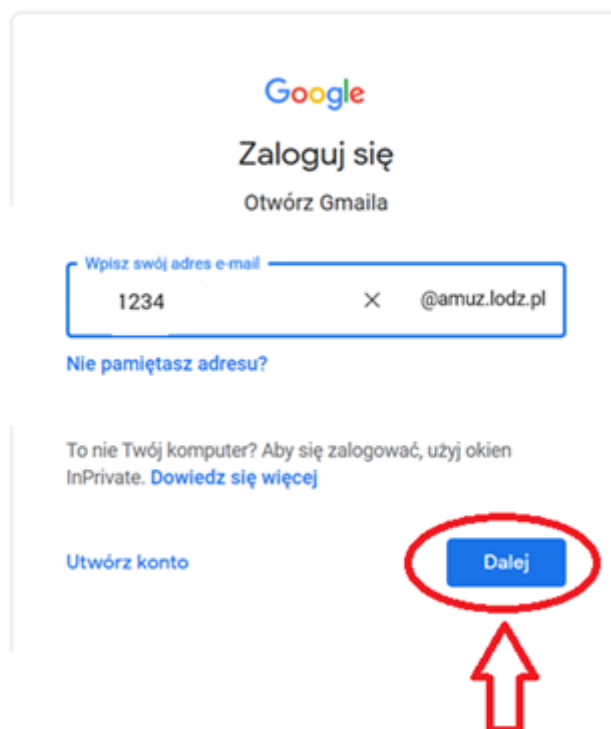


2. On the page that has appeared, enter your student number, e.g. 1234 (see the picture below). Please remember to enter your personal student number in the box and not the exemplary one!



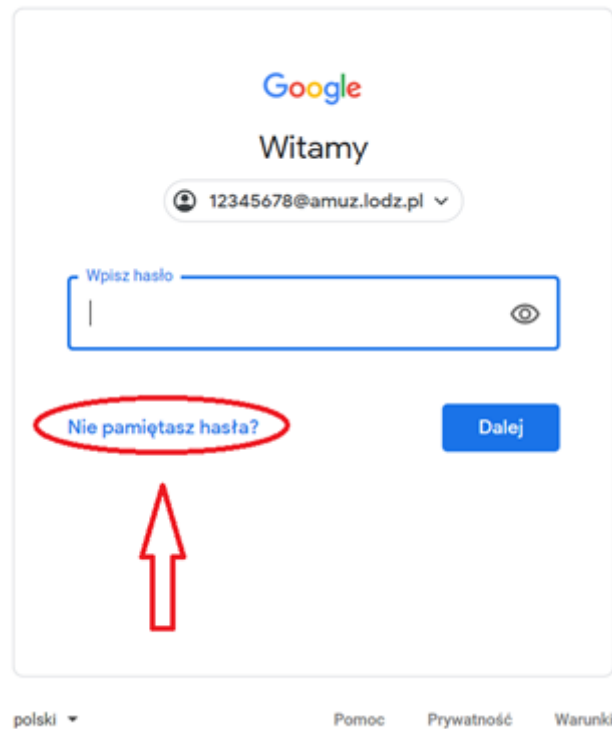
The screenshot shows the Google login interface. At the top is the Google logo, followed by the text "Zaloguj się" and "Otwórz Gmaila". Below this is an input field labeled "Wpisz swój adres e-mail". The field contains the text "1234" followed by a separator "×" and the domain "@amuz.lodz.pl". A red arrow points to the "1234" part of the email address. Below the input field is the text "Nie pamiętasz adresu?". Further down, there is a link "To nie Twój komputer? Aby się zalogować, użyj okien InPrivate. Dowiedz się więcej". At the bottom left is the link "Utwórz konto", and at the bottom right is a blue button labeled "Dalej".

3. Then click „Dalej” (Next)



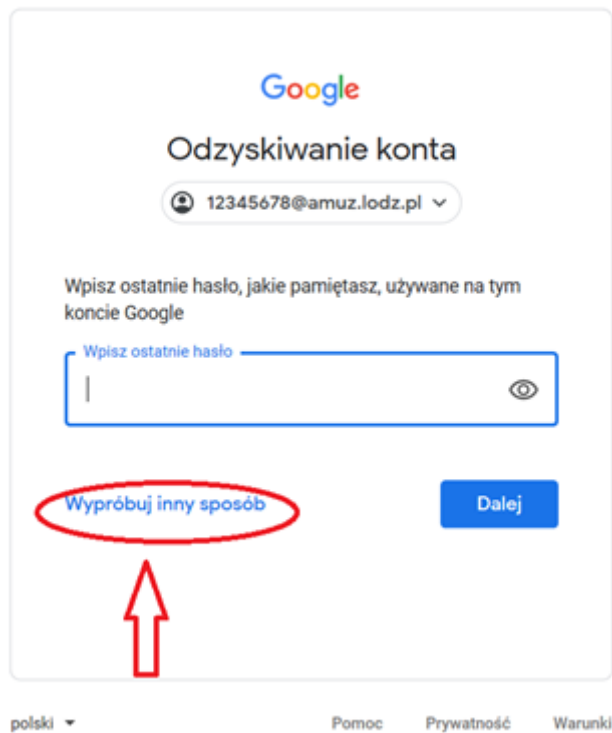
This screenshot shows the same Google login page as the previous one, but with the "Dalej" button highlighted. The email input field now shows "1234" followed by "×" and "@amuz.lodz.pl". The "Dalej" button at the bottom right is circled in red, and a red arrow points up to it from below. All other elements, including the Google logo, "Zaloguj się" text, "Otwórz Gmaila" text, "Nie pamiętasz adresu?" link, and "Utwórz konto" link, remain the same.

4. Then click “Nie pamiętasz hasła”(‘Forgot your password?’)



The image shows the Google login page in Polish. At the top is the Google logo, followed by the word "Witamy" (Welcome). Below that is a dropdown menu showing the email address "12345678@amuz.lodz.pl". There is a password input field with the placeholder text "Wpisz hasło" (Enter password). Below the password field, the link "Nie pamiętasz hasła?" (Forgot your password?) is circled in red, with a red arrow pointing to it. To the right of this link is a blue button labeled "Dalej" (Next). At the bottom of the page, there are links for "polski" (Polish), "Pomoc" (Help), "Prywatność" (Privacy), and "Warunki" (Terms).

5. In the next window, click „Wypróbuj inny sposób” (‘Try another way’)



The image shows the Google account recovery page in Polish. At the top is the Google logo, followed by the text "Odzyskiwanie konta" (Recovering account). Below that is a dropdown menu showing the email address "12345678@amuz.lodz.pl". There is a text prompt: "Wpisz ostatnie hasło, jakie pamiętasz, używane na tym koncie Google" (Enter the last password you remember using on this Google account). Below this is a password input field with the placeholder text "Wpisz ostatnie hasło" (Enter last password). Below the password field, the link "Wypróbuj inny sposób" (Try another way) is circled in red, with a red arrow pointing to it. To the right of this link is a blue button labeled "Dalej" (Next). At the bottom of the page, there are links for "polski" (Polish), "Pomoc" (Help), "Prywatność" (Privacy), and "Warunki" (Terms).

6. In the next window, enter your private email address that you provided during the recruitment process and then click “Wyslij” (‘Send’)

Google

Odzyskiwanie konta

12345678@amuz.lodz.pl

Uzyskiwanie kodu weryfikacyjnego

Aby otrzymać kod weryfikacyjny, najpierw potwierdź pomocniczy adres e-mail podany na koncie

Podaj pomocniczy adres e-mail

adres@który.podales.w.dziale.nauczania

Wypróbuj inny sposób

Wyslij

polski Pomoc Prywatność Warunki

7. A window appears asking for a code. It should be sent to your private email account given in the Students’ Office. It is very important that you provide the same private account that you provided in the Students’ Office! Only then will the message with the code be sent. Enter the code you have received in the box:

Google

Odzyskiwanie konta

Pomaga to potwierdzić, że to konto naprawdę należy do Ciebie

1234@amuz.lodz.pl ▾

Właśnie wysłaliśmy e-maila z kodem weryfikacyjnym na adres [1234@amuz.lodz.pl](#)

Wpisz kod

Wypróbuj inny sposób Dalej

polski ▾ Pomoc Prywatność Warunki

The email looks like the illustration below. If the e-mail with the code does not arrive in your e-mail account, check the content of the SPAM (JUNK) or 'Unwanted messages' folder. If the e-mail with the code is not in your inbox, neither in the SPAM (JUNK) folder nor in 'Unwanted messages', send an e-mail from your private account describing the problem to: konta-studenckie@amuz.lodz.pl

Kod weryfikacyjny Google

Witamy,

Otrzymaliśmy prośbę o uzyskanie dostępu do Twojego konta Google 12345678@amuz.lodz.pl przy użyciu adresu e-mail. Twój kod weryfikacyjny Google to:

298957

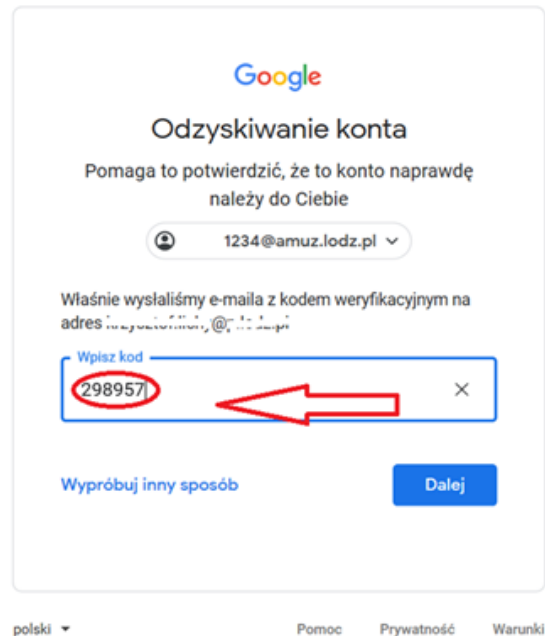
Jeśli nie prosisz o ten kod, być może ktoś inny próbuje zalogować się na Twoje konto Google 12345678@amuz.lodz.pl. **Nie przekazuj ani nie udostępniaj nikomu tego kodu.**

Wysłaliśmy Ci tę wiadomość, ponieważ według naszych danych ten adres e-mail jest adresem pomocniczym dla konta Google 12345678@amuz.lodz.pl. Jeśli jest inaczej, kliknij [tutaj](#), by usunąć swój adres e-mail z tego konta Google.

Pozdrawiamy

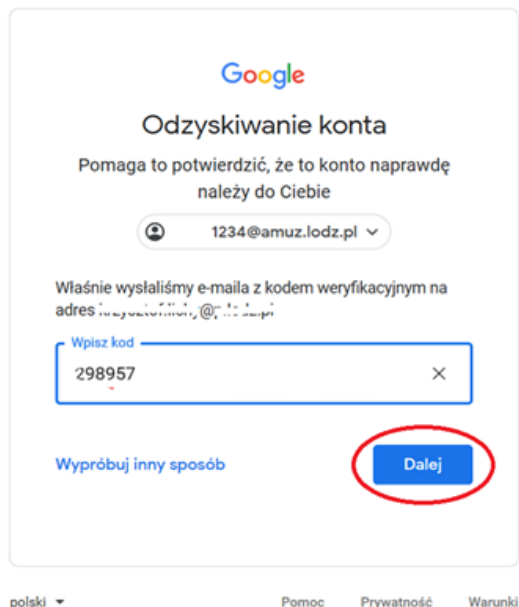
Zespół kont Google

8. Enter the code you received in the box. In this example, the code is 298957. Do not enter the example code from the illustration. Enter the one you received in the mail. Remember also that the code is different every time you repeat the procedure!



The screenshot shows the Google account recovery interface. At the top is the Google logo, followed by the heading "Odzyskiwanie konta" (Account recovery). Below this is a subheading: "Pomaga to potwierdzić, że to konto naprawdę należy do Ciebie" (This helps confirm that this account really belongs to you). A text box displays the email address "1234@amuz.lodz.pl" with a dropdown arrow. Below that, a message states: "Właśnie wysłaliśmy e-maila z kodem weryfikacyjnym na adres 1234@amuz.lodz.pl" (We just sent an email with a verification code to the address 1234@amuz.lodz.pl). A text input field labeled "Wpisz kod" (Enter code) contains the number "298957". A red circle highlights the input field, and a red arrow points to it from the right. Below the input field are two buttons: "Wypróbuj inny sposób" (Try another way) on the left and "Dalej" (Next) on the right. At the bottom of the page, there are links for "polski" (Polish), "Pomoc" (Help), "Prywatność" (Privacy), and "Warunki" (Terms).

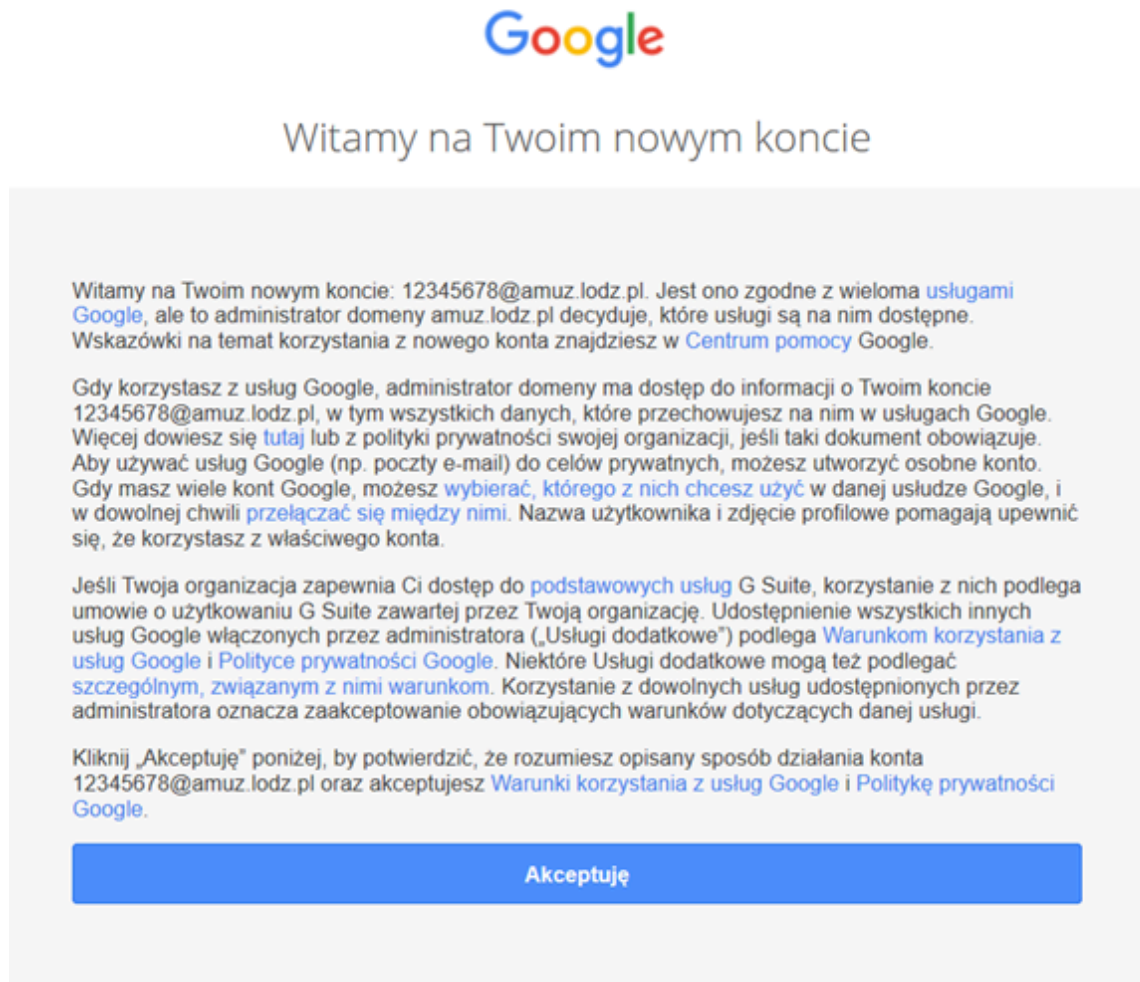
9. After entering the code, click “Dalej” (‘Next’)



This screenshot shows the same Google account recovery page as the previous one, but with the "Dalej" (Next) button highlighted by a red circle. The code "298957" is still entered in the "Wpisz kod" (Enter code) field. The rest of the page content, including the Google logo, headings, email address, and footer links, remains the same.

10. If everything has gone correctly, you have just logged into your University account.

11. Please read all the information in the message that appears and then click “Akceptuję (‘I accept’) (see the screenshot below).



12. And then enter your NEW password that you want to use for this account. This will be the password for your email account with the address student_number@amuz.lodz.pl. Type it twice in the boxes (as shown below)



Zmiana hasła do konta 1234@amuz.lodz.pl

[Dowiedz się, jak wybrać silne hasło](#)



Utwórz nowe, silne hasło, którego nie używasz w innych witrynach.

Utwórz hasło

Potwierdź hasło

Zmień hasło



Zalogowano

Teraz sprawdź informacje dotyczące zabezpieczeń



Twoje urządzenia

zalogowane urządzenie



Niedawne zdarzenia dotyczące bezpieczeństwa



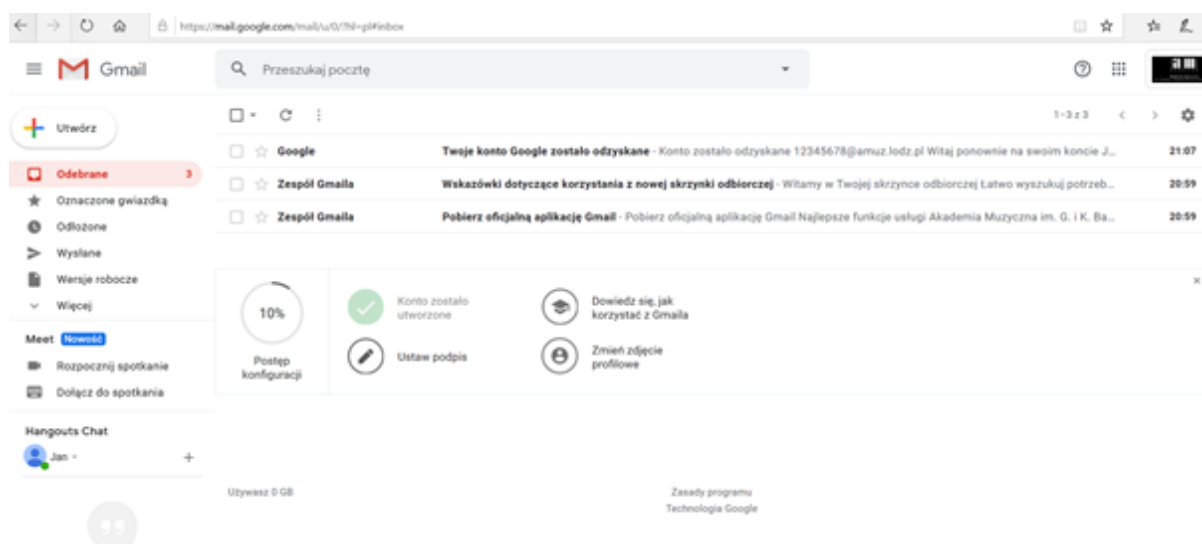
Logowanie i odzyskiwanie

1 metoda weryfikacji



[Przejdź do Gmaila](#)

If everything has gone correctly, you should see your University of Music Łódź email account window as shown below.



On this email account you will receive correspondence from your academic teachers with credit information as well as files provided by your teachers. You should also use the account to upload audio and video files for your academic teachers. This account allows you to upload large file sizes. If the size of a file attached to an email is larger than 25MB it will automatically be placed in Google Drive and a link to download it will automatically be sent to the sender. The file(s) will be available to download from Google Drive.