



# Terms of Use for Office 365 in University of Gdańsk

## Scope of service:

1. With Office 365, all students and doctoral students of University of Gdańsk have access to:
  - a. Electronic mail (e-mail);
  - b. Other apps and services listed on [https://en.ug.edu.pl/university/it\\_services/office\\_365](https://en.ug.edu.pl/university/it_services/office_365).
2. University of Gdańsk's graduates and attendees of our post-graduate studies have access to:
  - a. Electronic mail (e-mail).
3. E-mail address has a form of: [n.surname.123@studms.ug.edu.pl](mailto:n.surname.123@studms.ug.edu.pl), where „n” is first name's initial, and „123” is a number automatically assigned by the system.
4. Doctoral students get an additional alias in form of [name.surname@phdstud.ug.edu.pl](mailto:name.surname@phdstud.ug.edu.pl).
5. Shared mailboxes may be created after a written request to the Director of IT Services.

## Rules:

1. Access to Office 365 service is activated from Student's Portal, under Office 365 tab.
2. Activation access to Office 365 is done by accepting this Terms Of Use (Regulamin).
3. Office 365 user is forbidden to use it for:
  - a. breaking the law;
  - b. violating the privacy of other people;
  - c. acting towards damaging other entities, including illegal distribution of copyrighted materials;
  - d. distribution of pornographic materials not justified by the subject of studies;
  - e. taking actions that may disrupt any services and systems, or aiming to gain an unauthorized access to them;
  - f. sending unsolicited bulk e-mails (SPAM), or enabling other entities to do so;
  - g. providing access to their account, including login credentials, to other people.
4. User takes full responsibility for the way how they use Office 365.
5. In case of using Office 365 in a way that is not compliant with these Terms Of Use, University of Gdańsk may block user without prior notice.
6. Disrupting operation of Office 365 services may also result in account being blocked by the service provider – Microsoft Corporation.
7. Account can be unlocked by user's written request, after ceasing the actions that were the reason for blocking their account.
8. Instruction on how to use Office 365 is available on [https://en.ug.edu.pl/university/it\\_services/office\\_365](https://en.ug.edu.pl/university/it_services/office_365)
9. Office 365 is administered by Computer Center of University of Gdańsk.
10. Administrator of the data in Office 365 is Rector of University of Gdańsk.
11. Using Office 365 is free of charge.

## Process:

1. Office 365 account is available until the end of studies plus 6 months.
2. Within 6 months after finishing studies, graduates may apply to keep the e-mail account (without other services).
3. In other cases (including removal from students list), account is deactivated after 6 months, and after 12 months the whole content is deleted.
4. In case of being reinstated to students list, the account will be activated again within 30 days.