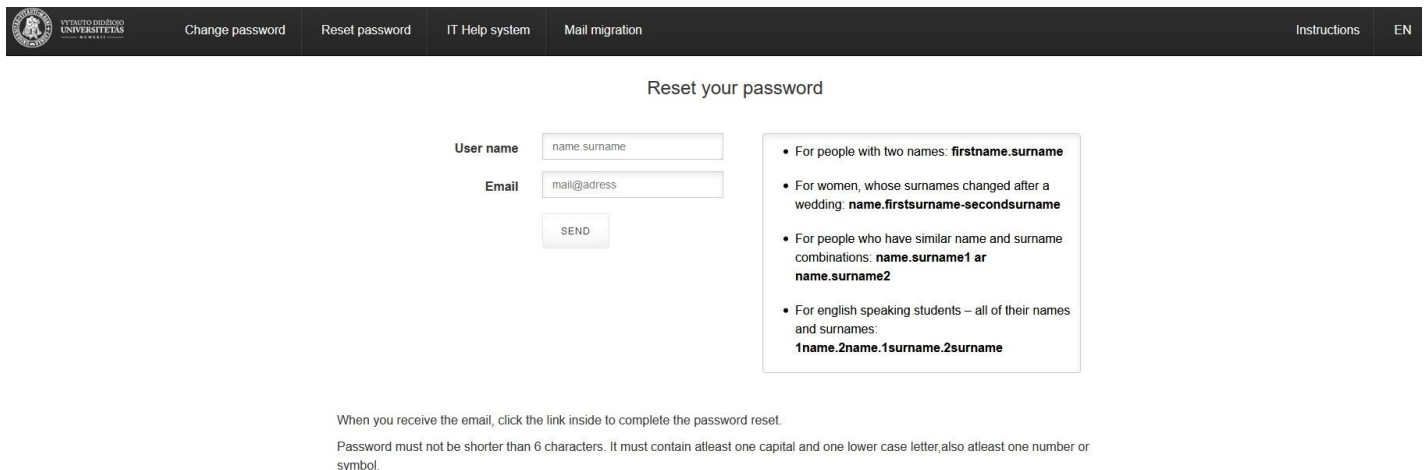


Description of access to the VMU intranet system

- I. Creating password
- II. Changing password
- III. Connecting to Outlook e-mail account
- IV. Transferring FirstClass Mail to Outlook
 - a) Transferring of Sent Items
 - b) Transferring of mail contents
 - c) Transferring of mail contacts
- V. Technical support

I. Creating password

In order you could use VMU services, first, you must create a login password. You can do this on the website <https://pagalba.vdu.lt> on the menu tab "Generating Password" entering your login name and personal email address (not the VMU email address). Your login name will be sent into your personal e-mail.



Reset your password

User name

Email

- For people with two names: **firstname.surname**
- For women, whose surnames changed after a wedding: **name.firstsurname-secondsurname**
- For people who have similar name and surname combinations: **name.surname1** or **name.surname2**
- For english speaking students – all of their names and surnames: **1name.2name.1surname.2surname**

When you receive the email, click the link inside to complete the password reset.
Password must not be shorter than 6 characters. It must contain atleast one capital and one lower case letter, also atleast one number or symbol.

Figure 1

You will receive an email with the instructions how to complete the registration process successfully (Figure 2).

Hello,

You initiated the creation of a new password, click the link below in order to create a new password:

[Click here to create a new password.](#)

If you did not initiate this operation, please ignore the letter. The link will expire in 30 minutes.

Your IT.:

Figure 2

Click the link in the email and enter a new password (Figure 3) in the popup window. The password has to be at least 6 characters long: it must contain at least one uppercase and lowercase letters, and at least one number or symbol.

Change password | Reset password | IT Help system | Mail migration | Instructions | EN

Please enter your new password

User name:

New password:

Confirm new password:

- Enter your user name
- New password must contain:
 - At least 1 non-capital letter
 - At least 1 capital letter
 - At least 6 characters

Figure 3

You will be informed about the successful registration on this page by the notification.

II. Changing password

In order to change the password at <https://pagalba.vdu.lt> you need to select section "Change Password" (Figure 4):

Change password | Reset password | IT Help system | Mail migration | Instructions | EN

Change your password

User name:

Current password:

New password:

Confirm new password:

CHANGE PASSWORD

- New password must contain:
 - At least 1 non-capital letter
 - At least 1 capital letter
 - At least 6 characters

Figure 4

III. Connecting to Outlook e-mail account

Log into your e-mail account with your login name adding the ending @ vdu.lt and password using the address <https://webmail.vdu.lt>

Or through the suite of Office 365 applications at the address <https://portal.office.com>

e.g.:

Work or educational institution subscription: name.surname@vdu.lt

Password: new password

After signing in, select the language and time zone: (UTC+02:00) Helsinki, Kyiv, Riga, Sofia, Tallinn, Vilnius

Important:

- Students' e-mail addresses change from the used FirstClass name.surname@fc.vdu.lt to new Outlook name.surname@stud.vdu.lt
- The employees' e-mail addresses are not changed and remain the same name.surname@vdu.lt
- An old employees' e-mail addresses with an abbreviated name of the unit, for example, n.surname@hmf.vdu.lt will remain active and will be redirected to Outlook Mail

IV. Transferring FirstClass Mail to Outlook


This part of the description is intended for those who log into the VDU FirstClass system and want to transfer their messages from FirstClass to Outlook. Students enrolled in studies in 2017 and later will not be able to access the VDU FirstClass system.

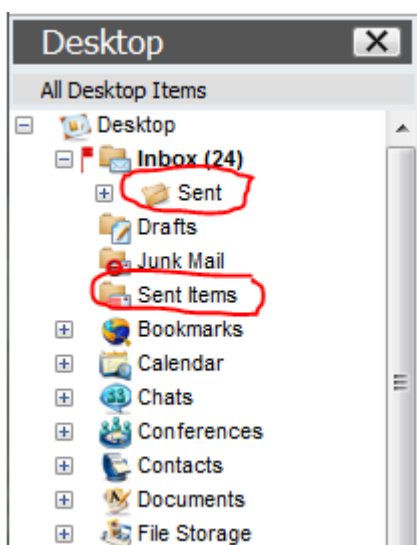
a) Transferring of Sent Items

The sent messages have to be moved from the FirstClass **Sent Items** directory to the FirstClass **Sent** directory, because:

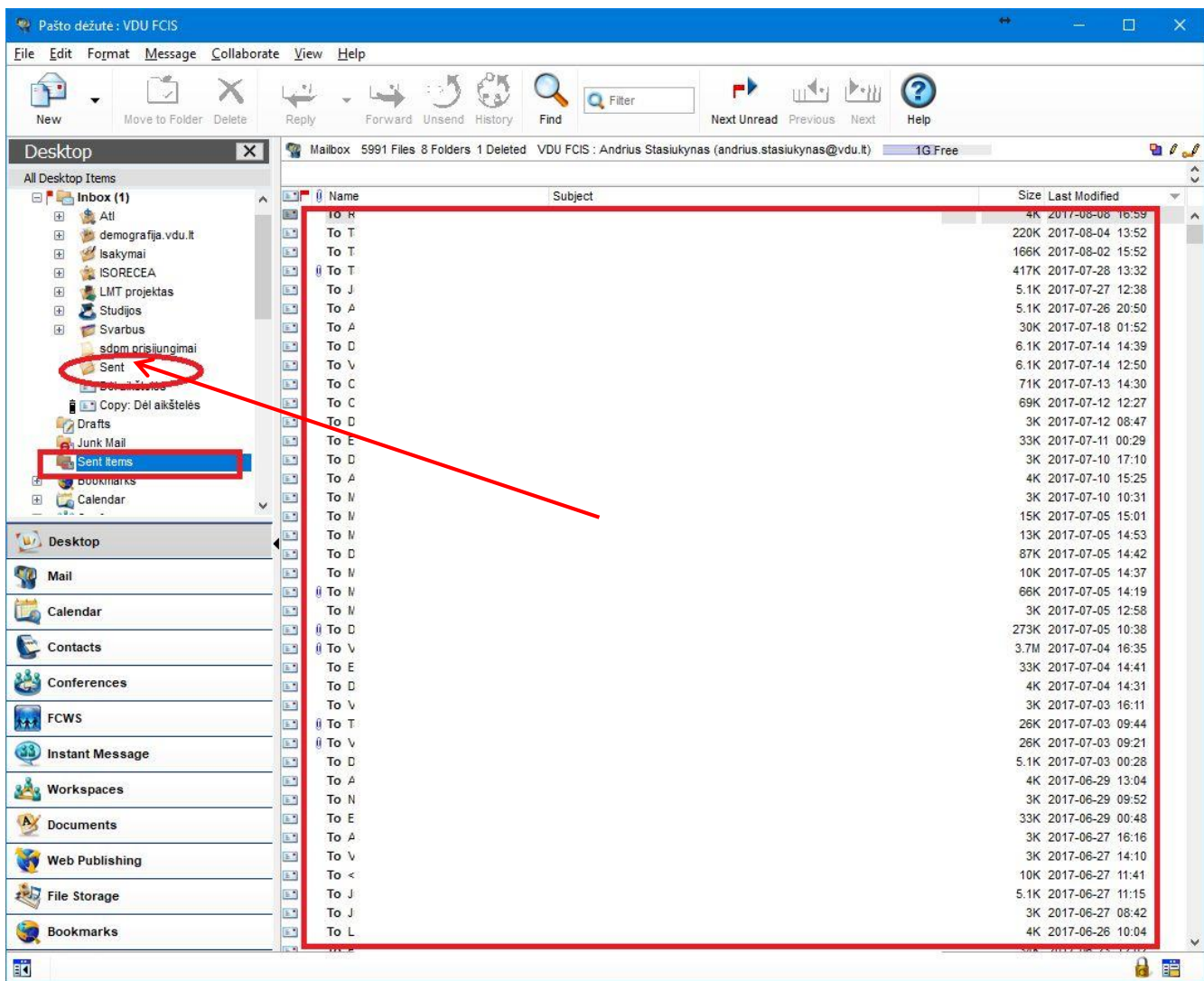
- after the migration, not transferred sent e-mail messages, will appear in the Outlook Inbox together with the incoming mail
- transferred e-mail messages will appear in the Outlook Sent Items directory.

Follow these steps:

- sign into FirstClass with FirstClass client software: <https://fc.vdu.lt/client.php?l=en>
- open the directory tree to the left of FirstClass **Desktop** with the button  located in the lower left corner of the Desktop.
- when you open the **Inbox** directory in the directory tree, you will see the **Sent** catalogue and the **Sent Items** below:



- open the **Sent Items** in the directory tree and drag and drop all the messages with CTRL + A into the directory **Sent**



b) Transferring of mail contents

Go to <https://pagalba.vdu.lt/migrate> and enter your FirstClass and Outlook login names and passwords.



Vytauto Didžiojo Universiteto elektroninio pašto migracijos puslapis

FirstClass vartotojo vardas:

FirstClass slaptažodis:

Outlook vartotojo vardas:

Outlook slaptažodis:

PERKELTI

Sekite šiuos nurodymus siekdami perkelti savo el.laiškus:

- Įveskite FirstClass vartotojo vardą
- Įveskite Firstclass slaptažodį
- Įveskite Outlook vartotojo vardą
- Įveskite Outlook slaptažodį

e.g.:

First Class username: MIF16050

FC password: FC password

Outlook username: name.surname@vdu.lt

Outlook password: newly created password

Once you have entered your data, click on the **TRANSFER** button





An ongoing process may take a few hours, depending on how many messages you have in your FirstClass Mailbox (transferring 10,000 messages could take about 3 hours).

When you start the transfer, you can close the browser window



If you start this procedure for the second time, you will see the records of the ongoing process. The transfer process can be repeated if the previous process is over.

During the transfer, the following information units are not transferred from FirstClass to Outlook:

- messages larger than 149MB
- files stored on Mailbox not attached to emails:

	nauji-viz.xlsx	Microsoft Excel Worksheet
	Tinklo-etiketas.docx	Microsoft Word Document
	galutinis.gif	GIF image
	Adobe Type Library.pdf	Adobe Acrobat Document

- protected links to websites stored on Mailbox:

	Orai, oru prognoze.website	http://www.oruprognoze.lt/
	Orai Kaune, orų prognozė Kaunas	http://www.orelis.lt/orai/kaunas

- specific FirstClass documents

Unsent messages (Draft) will be transferred, but they will appear in the Outlook Inbox, not in the Drafts directory.

c) Transferring of mail contacts

Individual contacts and Mail Lists are transferred from FirstClass to Outlook differently.

The following transfer steps are appropriate for the Outlook Web App (OWA) environment, i.e. logging on Outlook <https://portal.office.com> or webmail.vdu.lt



Transferring individual contacts

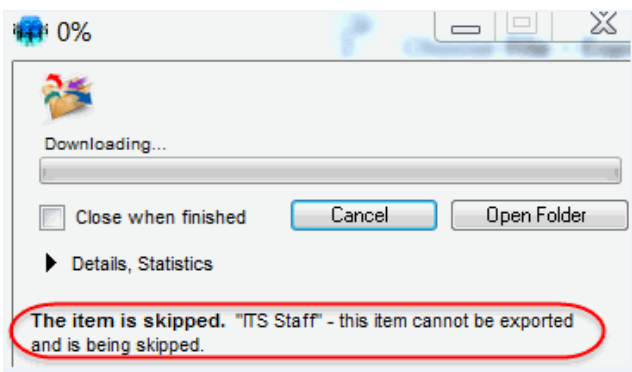
After signing into FirstClass, open the Contact window and run the **File> Export** command.


Having marked **All Contacts** and **For use with Outlook (.csv)**, press OK (to move only particular contacts, highlight them with the mouse and choose **Selected contacts**):

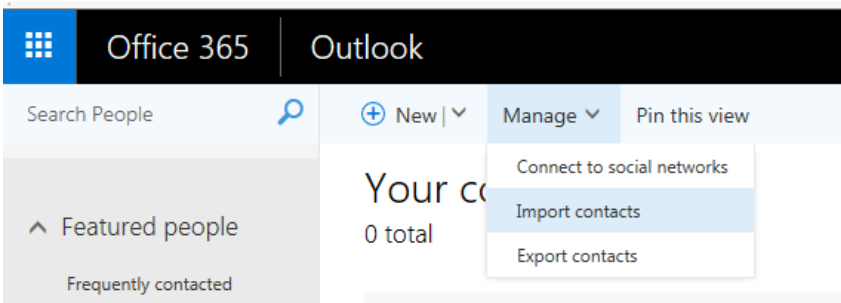


Please specify where a contact file **Contacts.csv** is going to be stored on your computer

You will see the contact export process in the popup window. If there is a Mail List among your contacts to be exported, you will see a warning that it is not being exported:



When you are logged in Outlook, open **People**  window in the bottom left corner of your desktop and select **Your contacts**. Continue with **Manage > Import Contacts**:



Select **Outlook 2010, 2013, or 2016** in menu. Indicate the file **contacts.csv** stored on your computer disk and run **Upload**:

Upload Cancel

Import contacts from Outlook 2010, 2013, or 2016

1. In Outlook, select File > Options> Advanced.
2. In the Export section, select Export.
3. In the Import and Export wizard, choose Export to a file, and then select Next.
4. Under Create a file of type, choose Comma Separated Values.
5. Under Select the folder to export from, select the contact folder you want to export, and then select Next.
6. Under Save exported file as, choose a location to save to, select OK, and then select Next.
7. Select Finish. When the Import and Export Progress box disappears, your export is complete.
8. Check to make sure the CSV file you just downloaded isn't empty by opening the file.
9. On this page, browse to the location of the file you just downloaded and select it.
10. Select Upload.

contacts.csv

If the contacts were imported successfully, they are visible in **Your contacts** list.

V. Technical support

Students can check their login name and personal e-mail address at the Student Center:

S.Daukanto g. 27-206

e-mail address: student@vdu.lt

Telephone No. 751 175

Employees can check their login name and personal e-mail address at the IT Center:

e-mail address: migration@vdu.lt

telephone No. 327 942 (inner 5055)

If you have any technical questions, please, address: Rita Misiūnaitė telephone No. 327 942, e-mail migration@vdu.lt