Description of access to the VMU intranet system

I. **Creating password**
II. **Changing password**
III. **Connecting to Outlook e-mail account**
IV. **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.

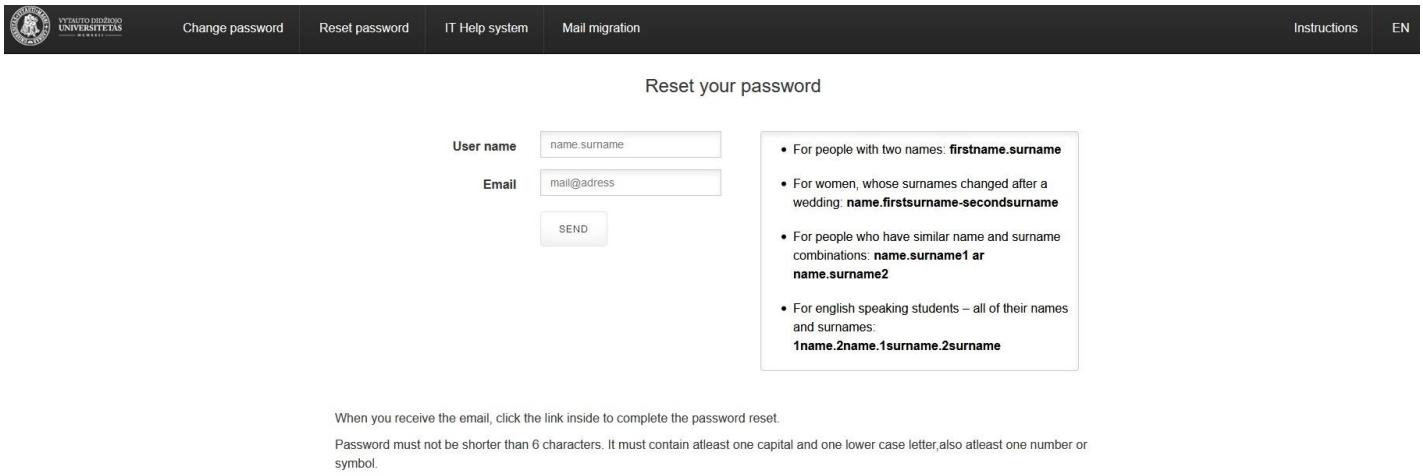

Figure 1

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

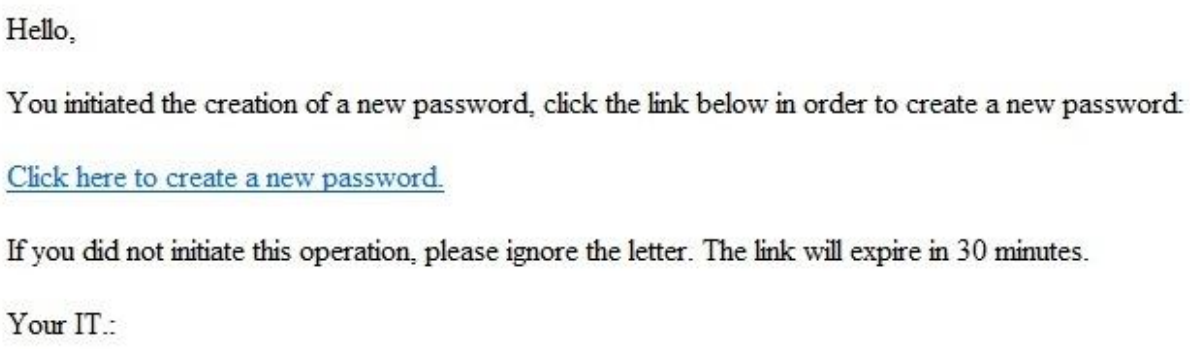

Figure 2

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.

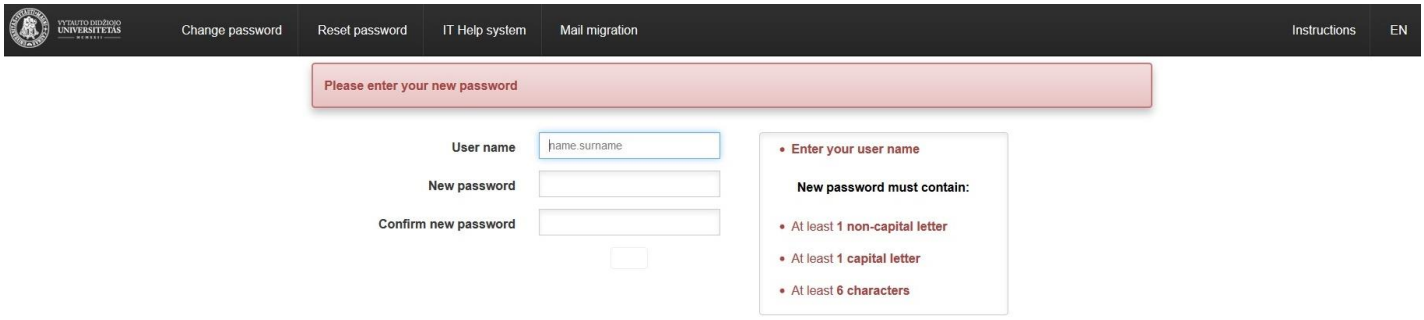

Figure 3

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):

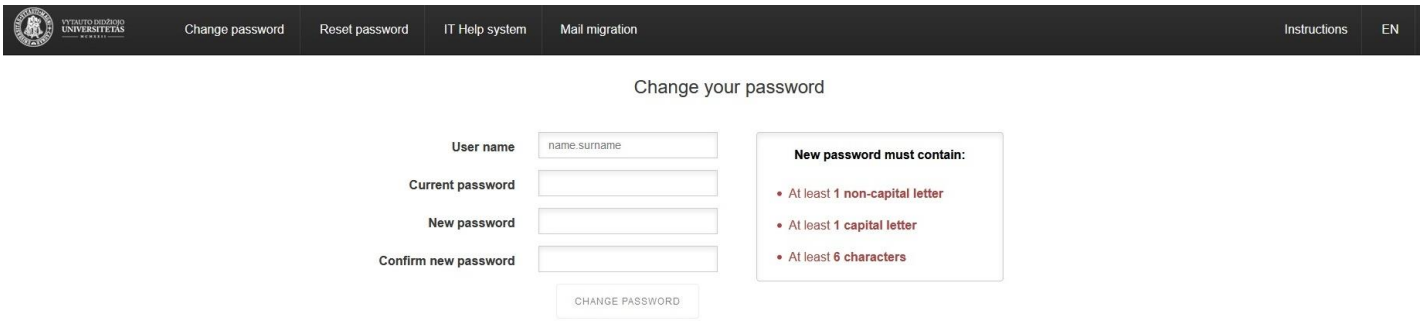

Figure 4

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://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

IV. 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 it@vdu.lt