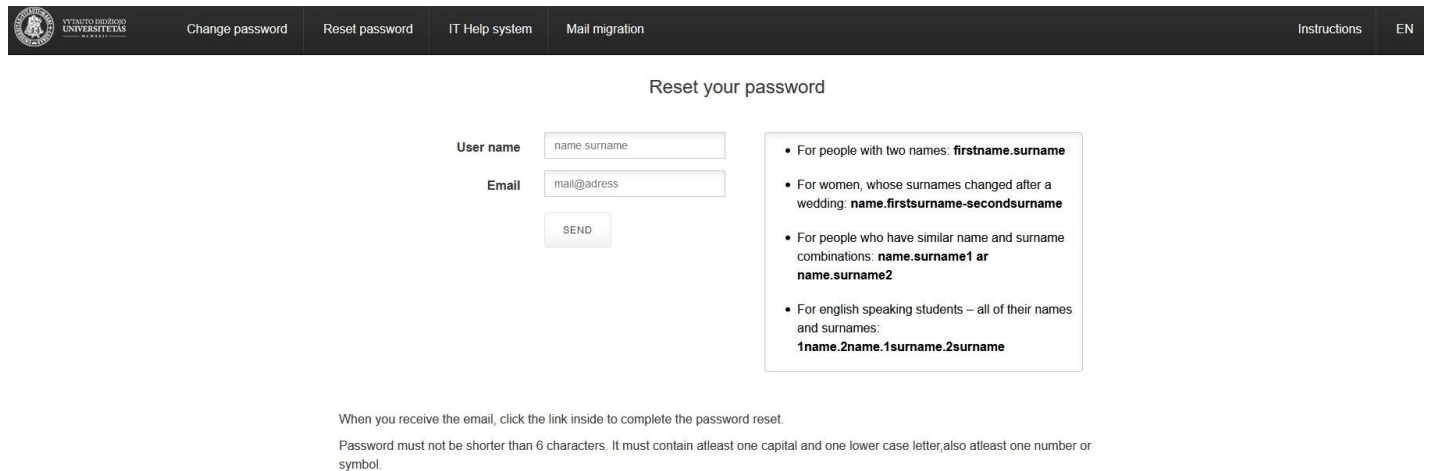


Description of access to the VMU intranet system

- 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.



Reset your password

User name

Email

- For people with two names: **firstname.surname**
- For women, whose surnames changed after a wedding: **name.firstname-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.

Please enter your new password


User name	<input type="text" value="name.surname"/>	<ul style="list-style-type: none"> • Enter your user name New password must contain: • At least 1 non-capital letter • At least 1 capital letter • At least 6 characters
New password	<input type="password"/>	
Confirm new password	<input type="password"/>	
	<input type="button" value=""/>	

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):


[Instructions](#) [EN](#)

Change your password

User name	<input type="text" value="name.surname"/>	<ul style="list-style-type: none"> New password must contain: • At least 1 non-capital letter • At least 1 capital letter • At least 6 characters
Current password	<input type="password"/>	
New password	<input type="password"/>	
Confirm new password	<input type="password"/>	

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