



Manuali i Përdorimit të E-Mail për Studentet e Albanian Univeristy

Per te gjithë studentet e Albanian University eshte krijuar adrese E-Maili zyrtare
(@student.albanianuniversity.edu.al)

Hapat qe duhet te ndiqen per te aksesuar emailin zyrtar personal per secilin jane te shpjeguara me poshte:

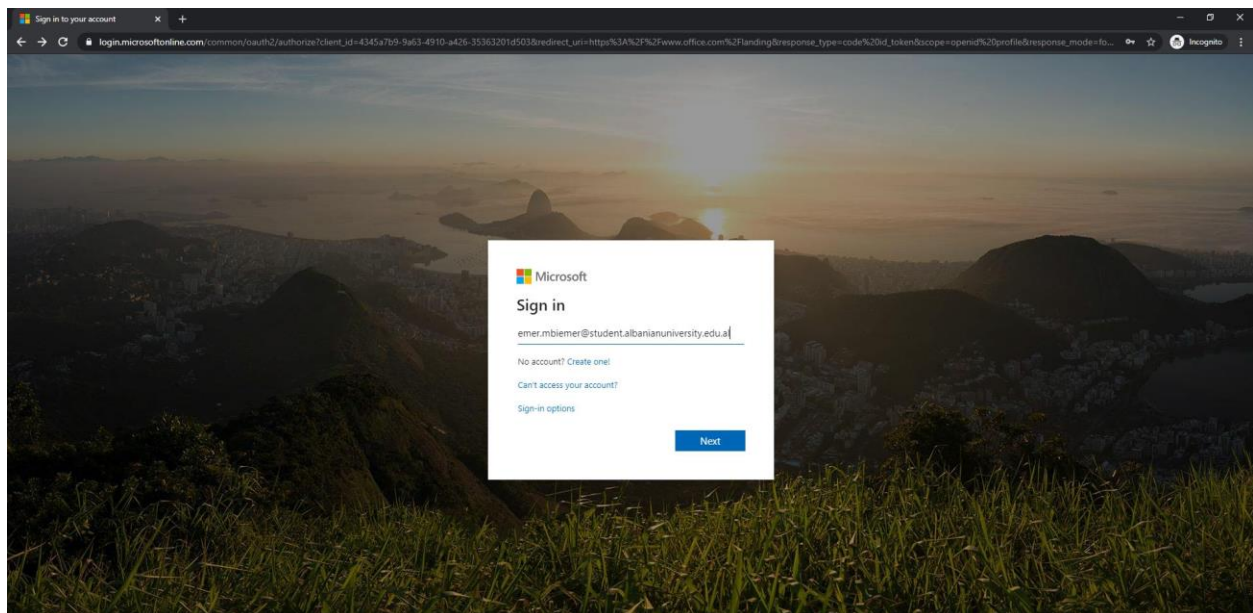
Hapi1: Tek nje browser sipas zgjedhjes (Chrome,Mozilla,Safari,MS Edge) shkoni tek adresa (URL)
<https://office.com>

Hapi2: Vendosni adresen e hapur per ju e cila ka formen si me poshte:

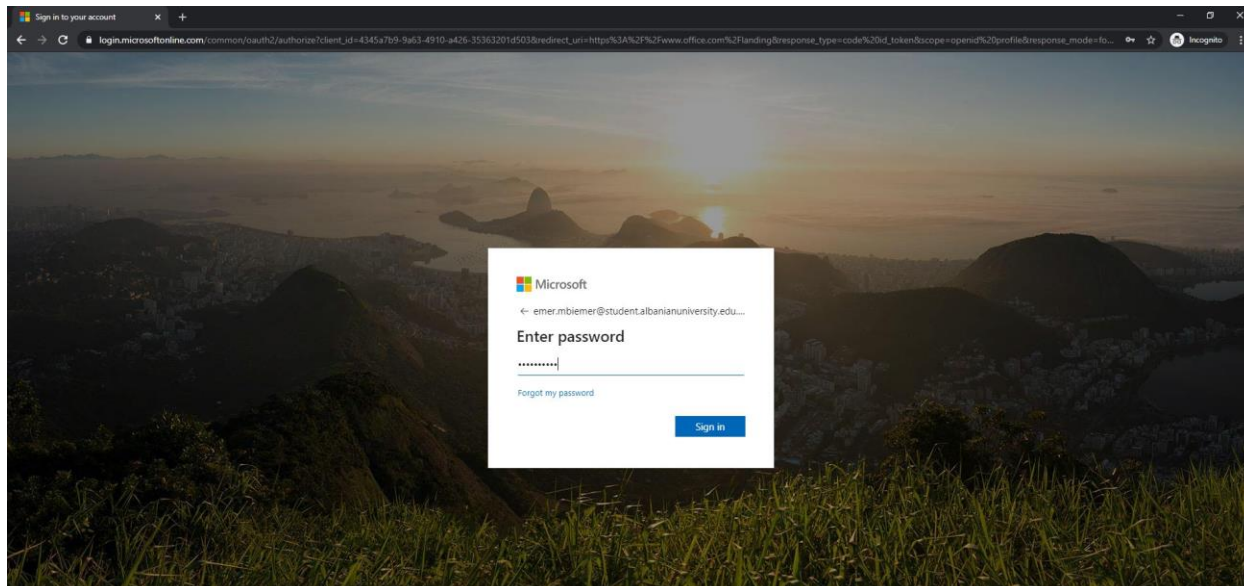
emer.mbiemer@student.albanianuniversity.edu.al

P.sh (Studenti me emrin John Doe ka adresen e email tek Albanian University
john.doe@student.albanianuniversity.edu.al)

Nese emri ose mbiemri juaj permban shkronjen **ë** atehere zevendesojeni me **e** dhe nese permban shkronjen **ç** atehere zevendesojeni me **c**



Hapi3: Ju kerkohet te vendosni passwordin (fjalekalimin). Passwordi fillestar per ju eshte **Student@AU** (do mundeni ta ndryshoni sapo te logoheni)



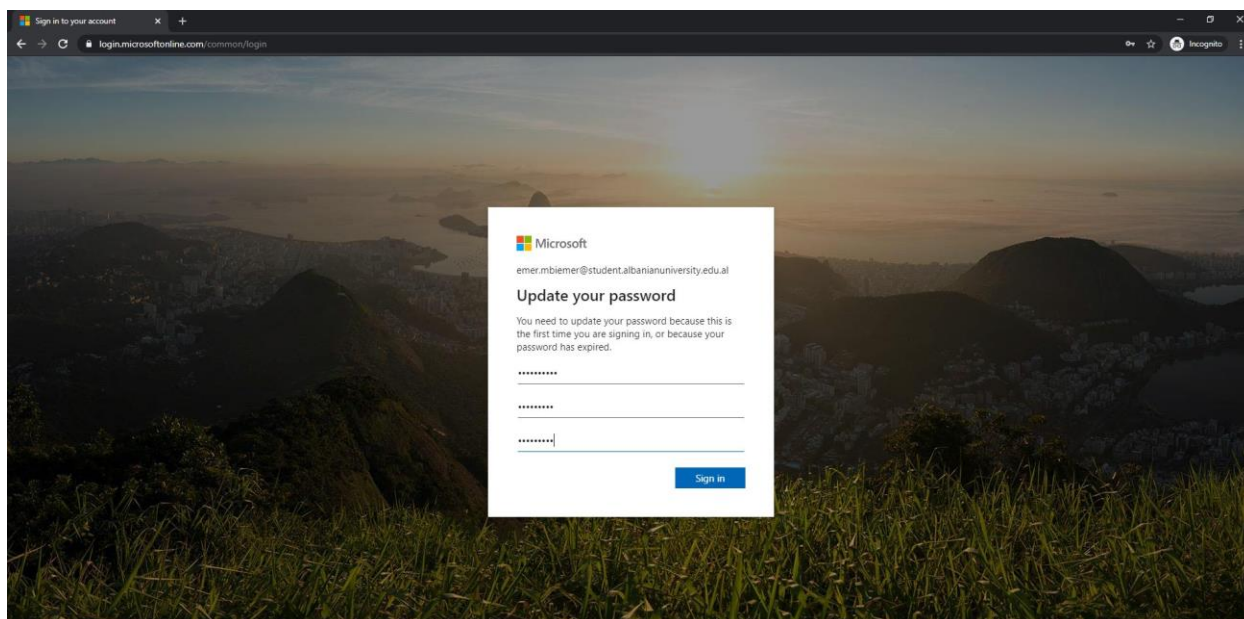
Hapi4: Ne kete faze do ndryshoni passwordin (fjalekalimin) dhe do te vendosni passwordin tuaj.

Si fillim do vendosni perseri passwordin e vjeter qe eshte **Student@AU** dhe me pas **dy here** passwordin tuaj te personalizuar.

Passwordi i personalizuar nuk duhet te permbaje emrin dhe mbiemrin tuaj.

Passwordi i personalizuar duhet te permbaje te pakten

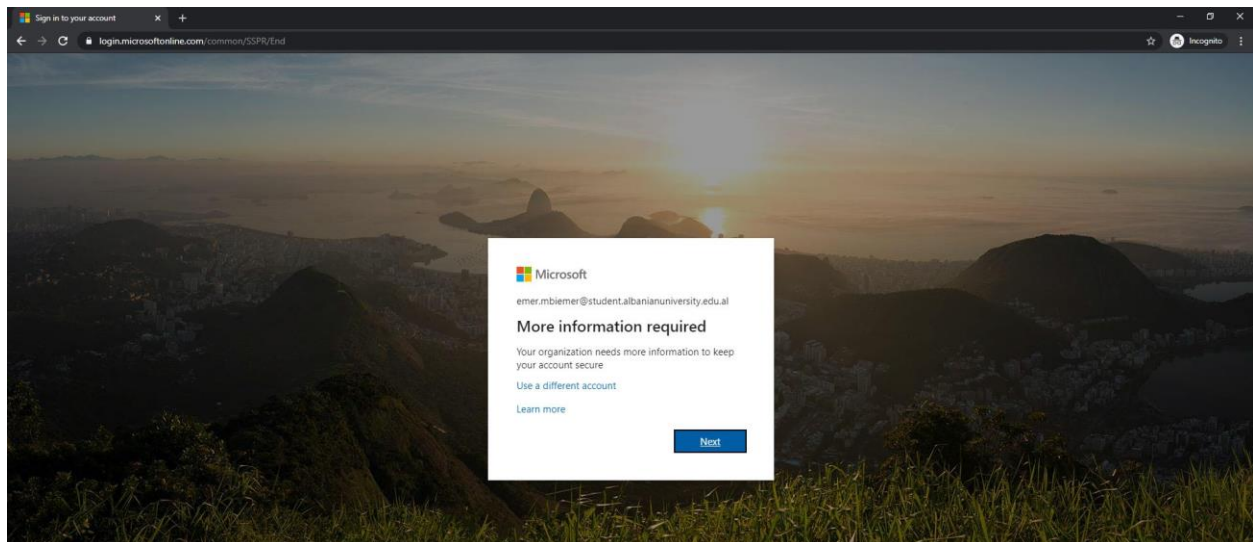
1 Shkronje te madhe, 1 Numer ose simbol dhe Minimalisht 8 karaktere.



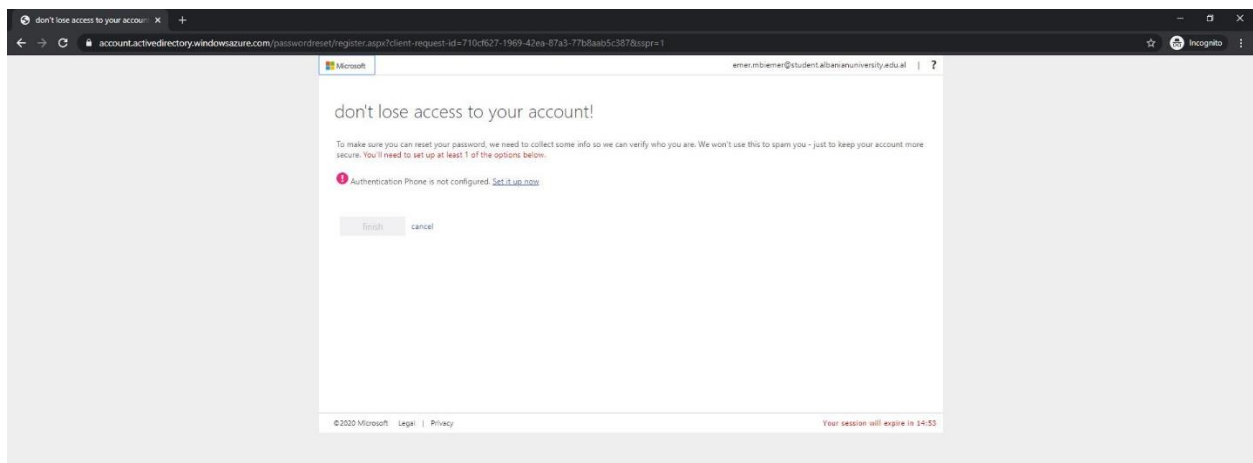
Hapi5: Pasi te keni perfunduar me sukses vendosjen dy here te passwordit tuaj personal klikoni tek **Sign in**.

Dritarja qe shfaqet quhet More Info required (Sherben per te siguruar llogarine tuaj ne rast se humbisni passwordin ne te ardhmen)

Klikoni **Next**



Hapi6: Dritare qe hapet kerkon nga ju qe te klikoni **Set it up now** (kjo do sherbeje per te vazhduar ne fazen tjeter)

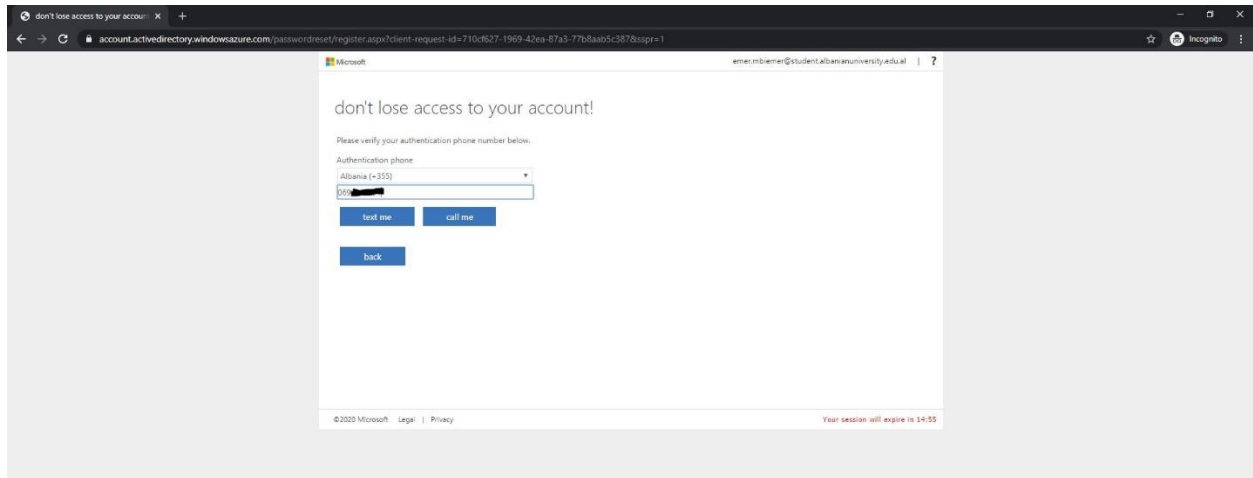


Hapi7: Dritare qe hapet eshte dritare e cila do kerkoje nga ju numrin tuaj personal te telefonit. Kjo do sherbeje per tju derguar nje sms konfirmimi dhe me vone ky nr telefoni do ju sherbeje ne rast se nuk mbani mend passwordin.

Zgjidhni shtetin ne te cilin ndodhet numri juaj I telefonit (besoj shumica Albanian (+355))

Me poshte vendosni numrin tuaj personal te telefonit ne formatin p.sh. *0692012345*

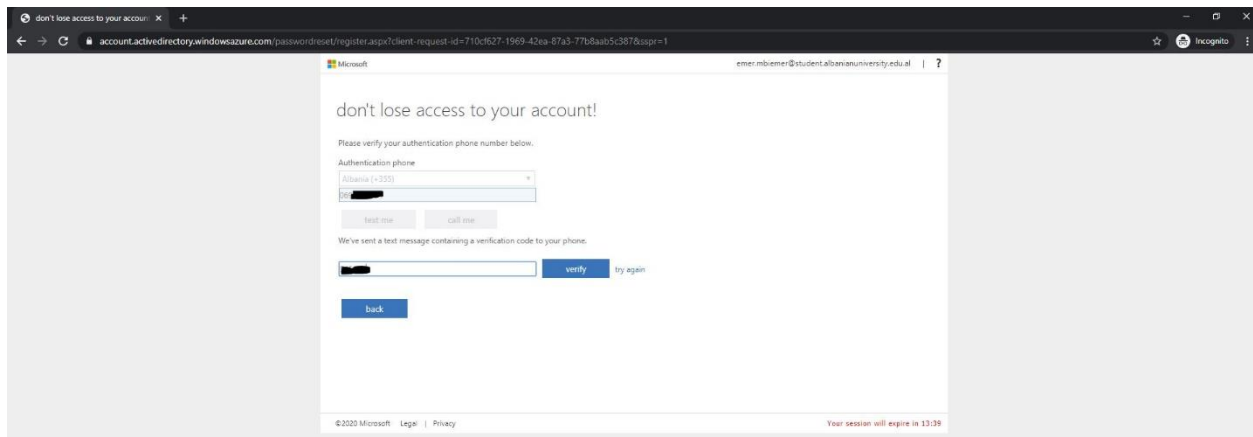
Klikoni **text me**



The screenshot shows a web browser window with the URL `account.activedirectory.windowsazure.com/passwordreset/register.aspx?client-request-id=710cf627-1969-42ea-87a3-77b8aab5c387&sp=1`. The page title is "don't lose access to your account!". The main heading is "Please verify your authentication phone number below.". Under "Authentication phone", there is a dropdown menu set to "Albania (+355)" and a text input field containing a redacted phone number. Below the input field are three buttons: "text me" (highlighted in blue), "call me", and "back". At the bottom right, it says "Your session will expire in 14:55".

Hapi8: Ne telefonin tuaj personal do vije nje sms e cila permban nje kod. Ju lutem te vendosni kodin qe sapo ju erdhi si me poshte.

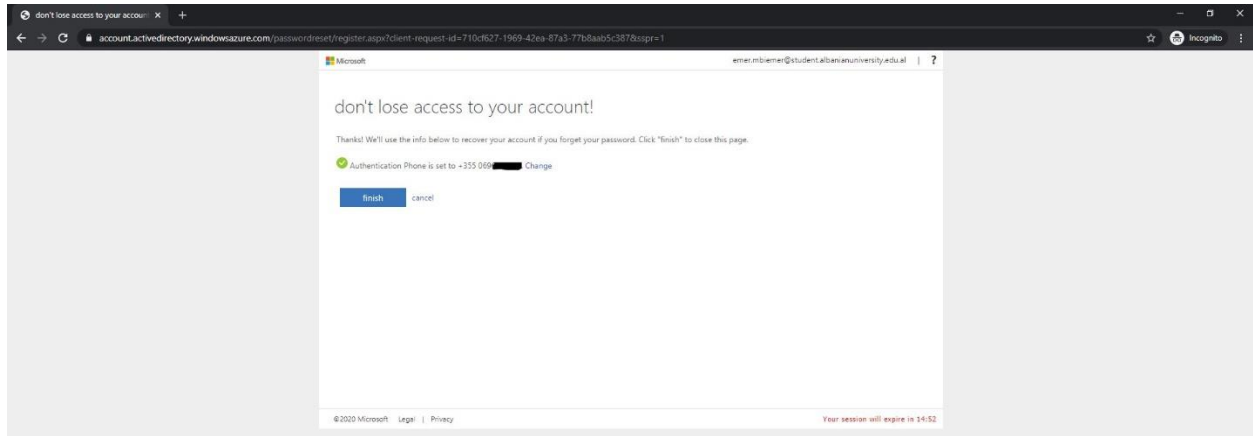
Vendosni kodin dhe pas klikoni **verify**



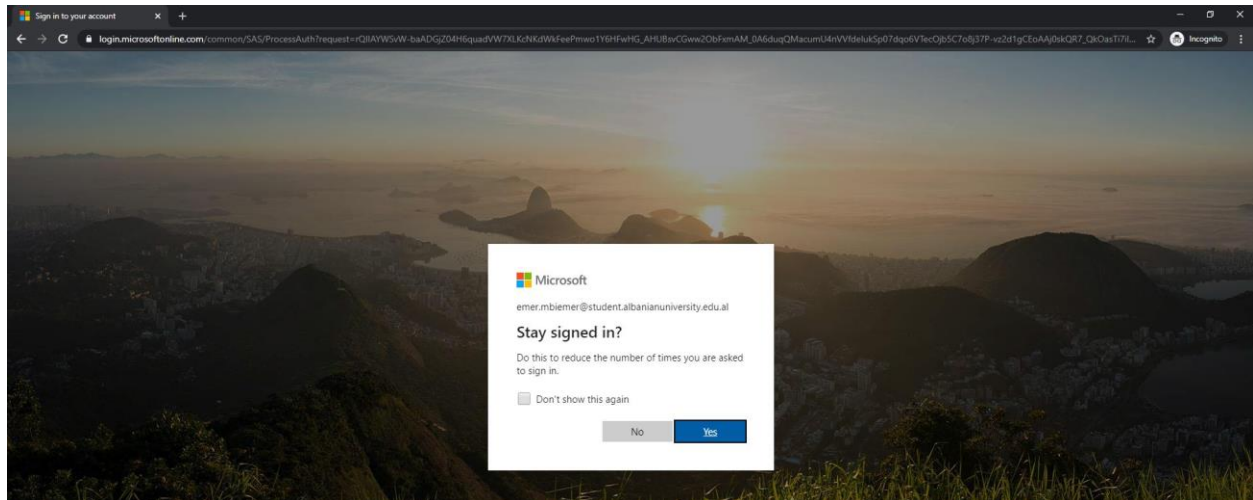
The screenshot shows the same web browser window as before. The main heading is "Please verify your authentication phone number below.". The "Authentication phone" dropdown is still set to "Albania (+355)". The "text me" and "call me" buttons are now disabled. Below the input field, there is a message: "We've sent a text message containing a verification code to your phone." Below this message is a text input field containing a redacted verification code and a "verify" button (highlighted in blue) with a "try again" link next to it. A "back" button is also present. At the bottom right, it says "Your session will expire in 13:39".

Hapi9: Dritarja qe shfaqet ju tregon qe keni mbaruar me sukses verifikimin e adreses tuaj te email.

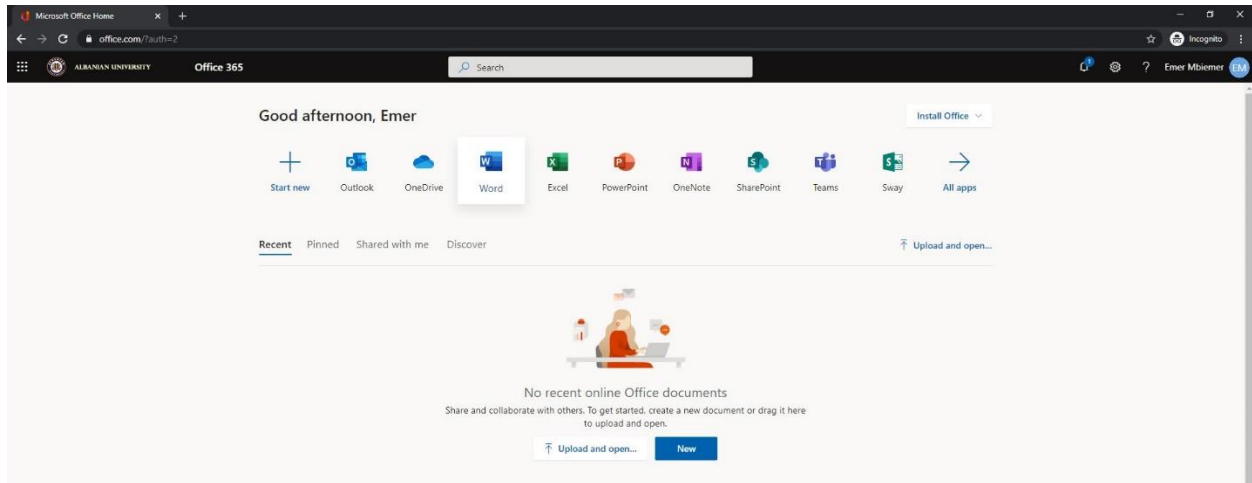
Klikoni **finish**



Hapi10: Dritare qe ju shfaqet ju kerkon nese deshironi qe browser juaj te mbaje mend adresen tuaj. Mund te klikoni **yes**



Hapi11: Dritare qe hapet eshte hapësira juaj e punës e cila përmban të gjitha aplikacionet që mund të përdorni me adresën tuaj personale tek Albanian University

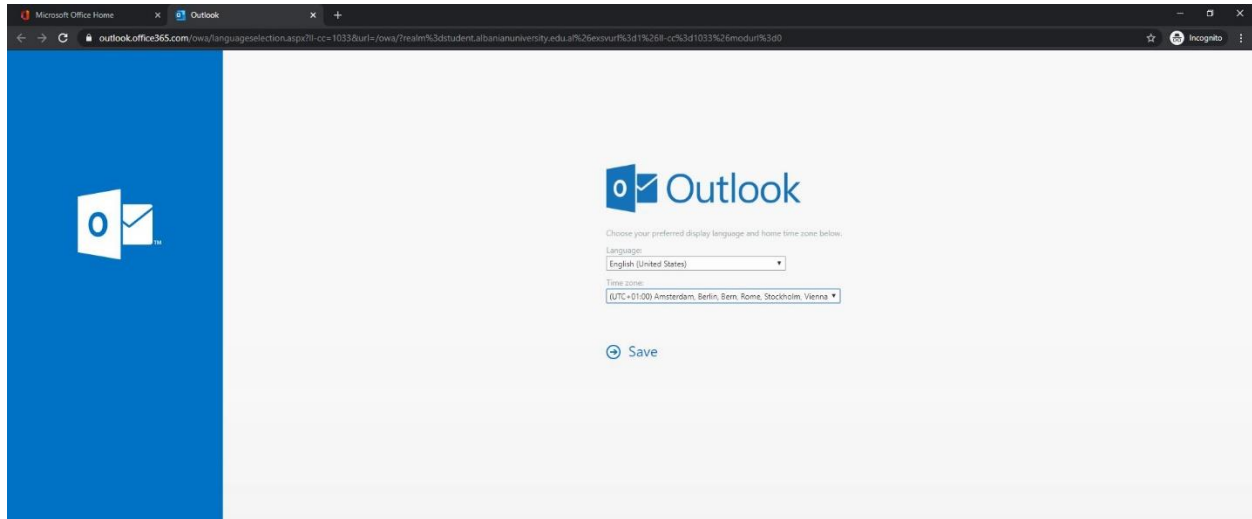


Hapi12: Outlook është aplikacioni ku mund të dërgoni dhe të merrni emailë.

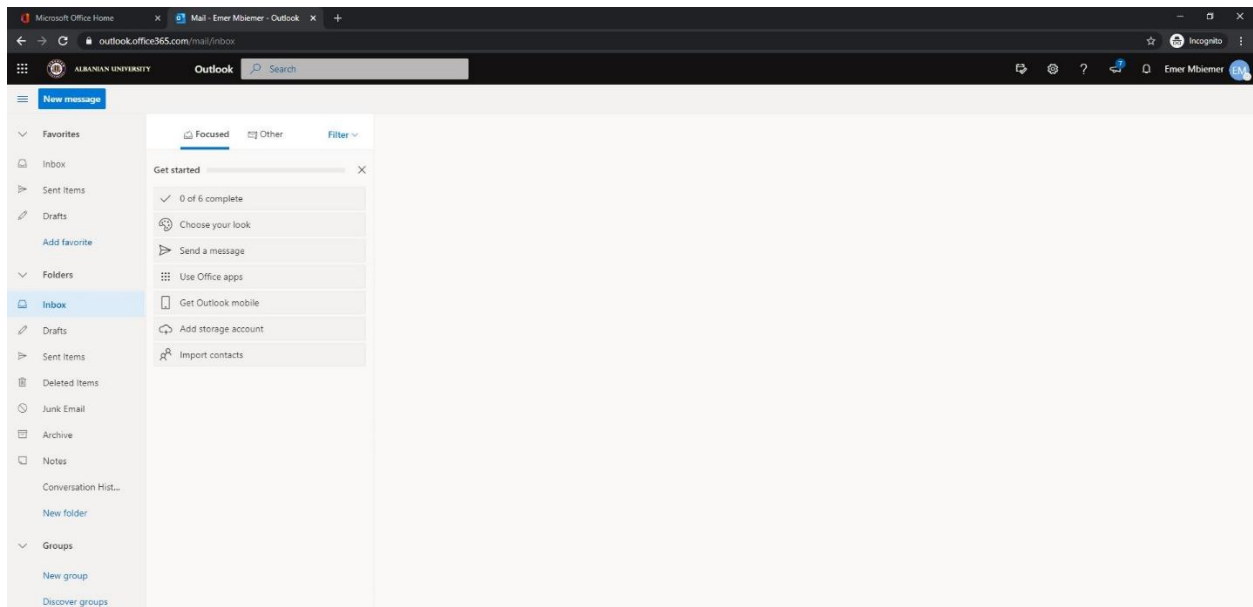
Klikoni **Outlook**

Sgjidhni gjuhën e dëshiruar të përdorimit dhe brezin orar (Shqipëria ndodhet (UTC +01:00))

Klikoni **Save**

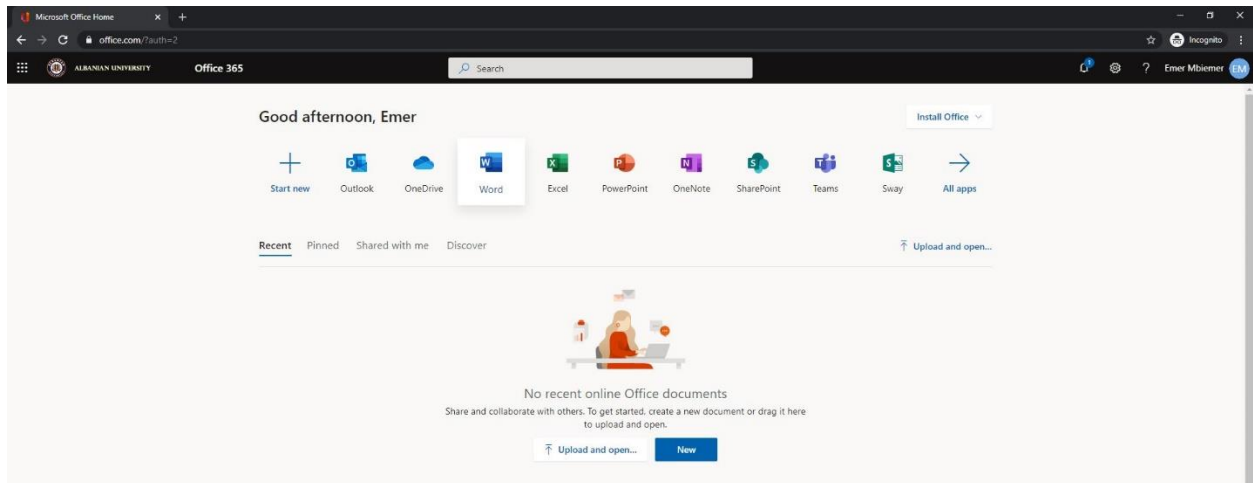


Hapi13: Dritare qe hapet eshte mailboxi juaj.



Hapi14: Shkoni perseri tek hapësira juaj e punës dhe

Klikoni Teams



Hapi15: Dritare qe hapet tregon Degen dhe Vitin ne te cilin Studioni si p.sh farmaci-1 (farmaci Viti i Pare).

Ketu pedagoget tuaj do mund te hedhin dhe japin leksionet online.

