

## Instructions for using the service of electronic mail (email)

*Integrated academic studies in medicine, Integrated academic studies in dentistry*

For all students email accounts are created for a purpose of correspondence with teachers and international office. Besides e-mails, students can use online versions of Word, Excel, PowerPoint software.

Each student can access their email account via the following link:

<https://outlook.office.com/>

or via shortcut Webmail at the Faculty site.

**The username** is the following form:

**xxxxxx@mf.uns.ac.rs**

where xxxxxx represents the index number of the student – e.g. 300587.

**Password** shall be in one of the following form:

1. If a student doesn't have JMBG number (Serbian Personal Identification Number containing 13 digits – most of foreign citizens do not have it) then password is: **Xyul1234**

where X is the first letter of the first name of the student with capital, y represents the first letter of the name with small case. Below are some examples.

**Example:** Index number 2019/300587, name **Mark**, surname **Walter**, no JMBG number

Username: 300587@mf.uns.ac.rs

Password: Mwul1234

2. If student has **JMBG number** (Serbian Personal Identification Number containing 13 digits), then password is: **Xyzzzzzzzzzzzzzzzzzzzz**

where X is the first letter of the first name of the student with capital, y represents the first letter of the name with small case, zzzzzzzzzzzzzzzzzzzzz is the JMBG number. Below are some examples.

**Example:** Index number 2019/300587 name **Marko**, surname **Ćosić**, JMBG number:  
**1212999800050**

Username: 300587@mf.uns.ac.rs

Password: Mc1212999800050

If the first or last name starts with the letters Š, š, Đ, đ, Č, č, Ć, ć, Ž, ž instead used S, s, D, d, C, c, Z, z.

**If you encounter problems in activating the e-mail service, please do not hesitate to contact IT via mail [web@mf.uns.ac.rs](mailto:web@mf.uns.ac.rs)**