How to set Microsoft 365 cloud services to English

Quick instructions for English-speaking students using an SGGW student account

Start here Open https://poczta.sggw.edu.pl/ and sign in using your student email (sXXXXXX@sggw.edu.pl; XXXXXX = your six-digit student ID number) and password.

01 Open Outlook

After signing in, your student mailbox will open in Outlook on the web. The interface may initially be displayed in Polish.

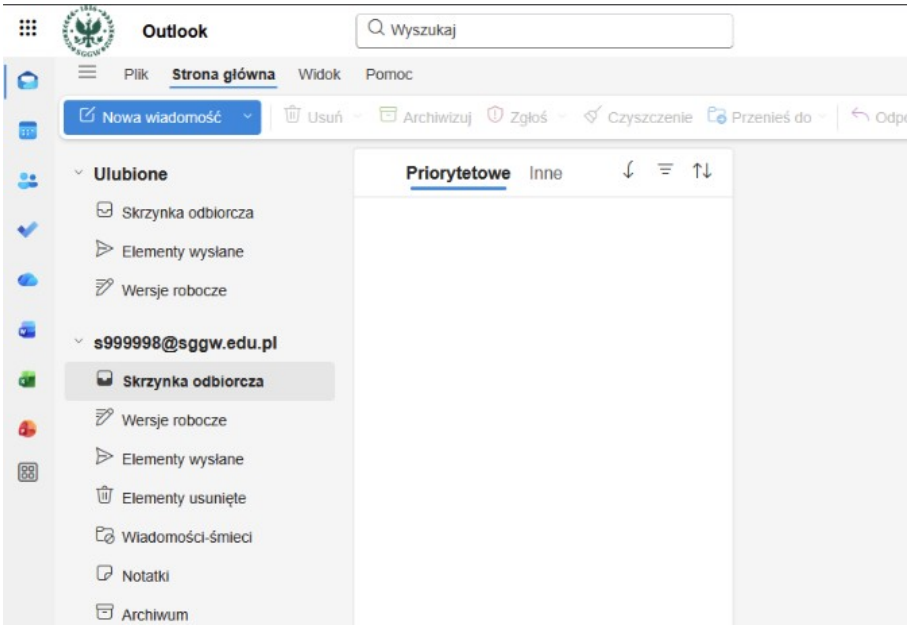


Figure 1. Outlook after signing in to your SGGW student account.

02 Open your account settings

Click your profile picture or initials in the top-right corner, then choose “Wyświetl konto” (View account).

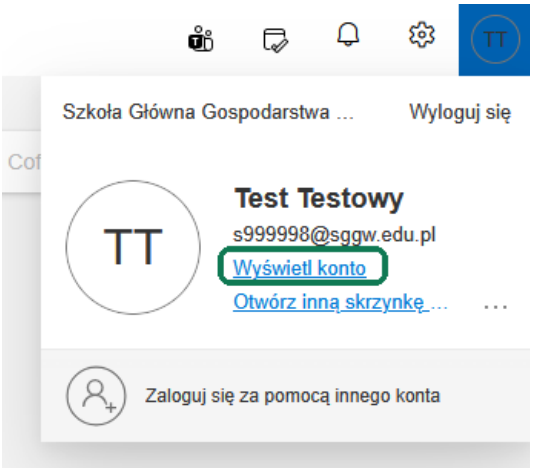


Figure 2. Account menu: select “Wyświetl konto”.

Language settings

Follow the Polish menu labels shown in the screenshots.

03 Go to Language & Region

On the account page, select “Ustawienia i prywatność” (Settings & Privacy). Under “Język i region” (Language & Region), click “Zmień język wyświetlania” (Change display language).

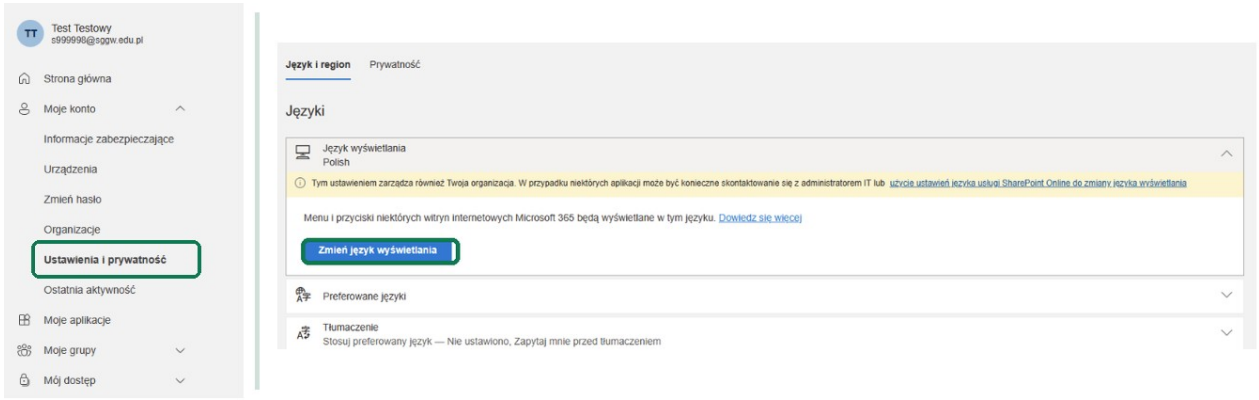


Figure 3. Open Settings & Privacy, then change the display language.

04 Choose English

In the language picker, type “eng” in the search box. Select “English (United States)” (or “English (United Kingdom)”), then click “Wybierz” (Select).

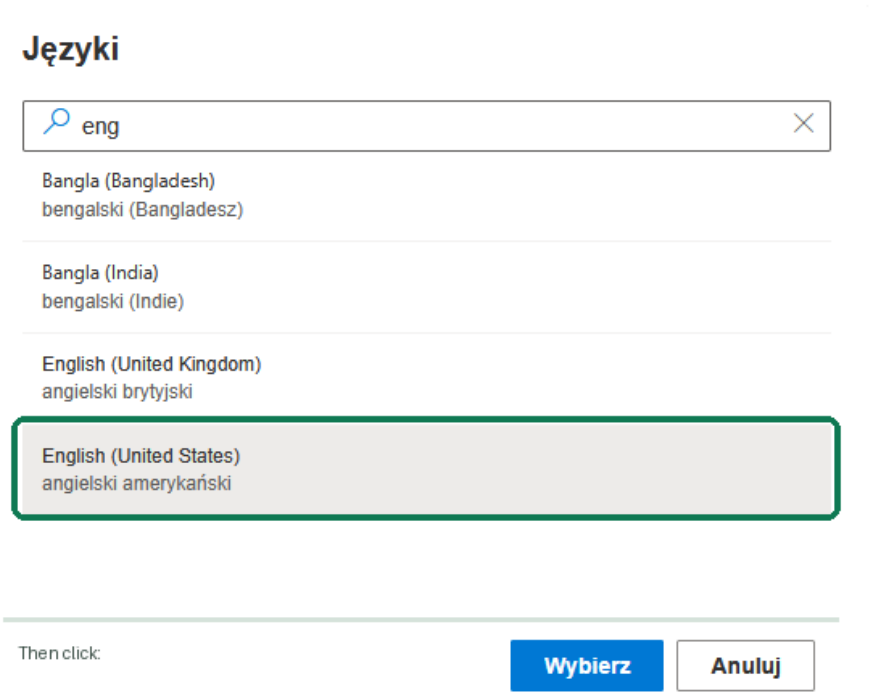


Figure 4. Find English and confirm your selection.

Apply and check the change

Sign in again to finish applying your new language preference.

05 Sign out to apply the change

A confirmation window will appear. Click “Yes, sign out now”. Then sign in again using your SGGW student account.

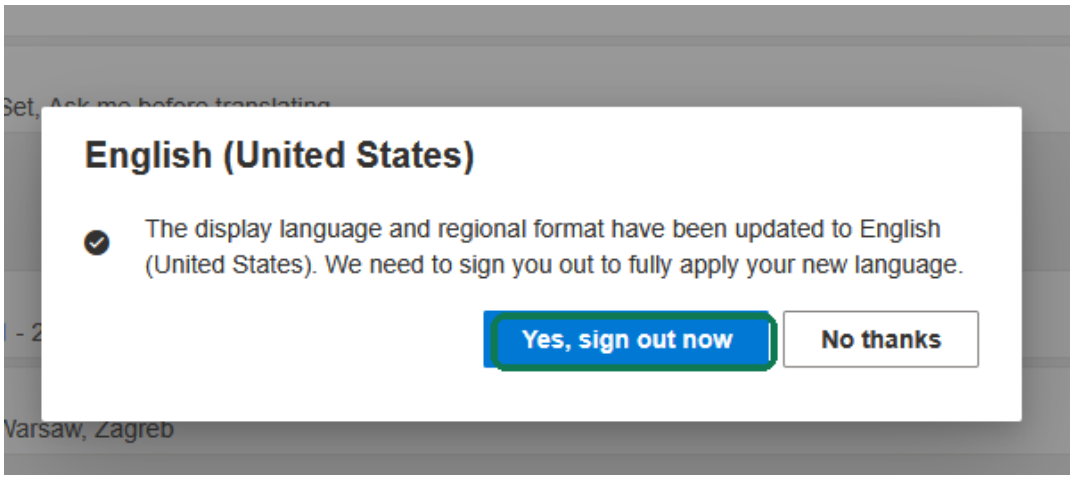


Figure 5. Confirm that you want to sign out.

06 Verify the language in Microsoft 365

Open Word, Outlook, or another Microsoft 365 web app. The interface should now display in English.

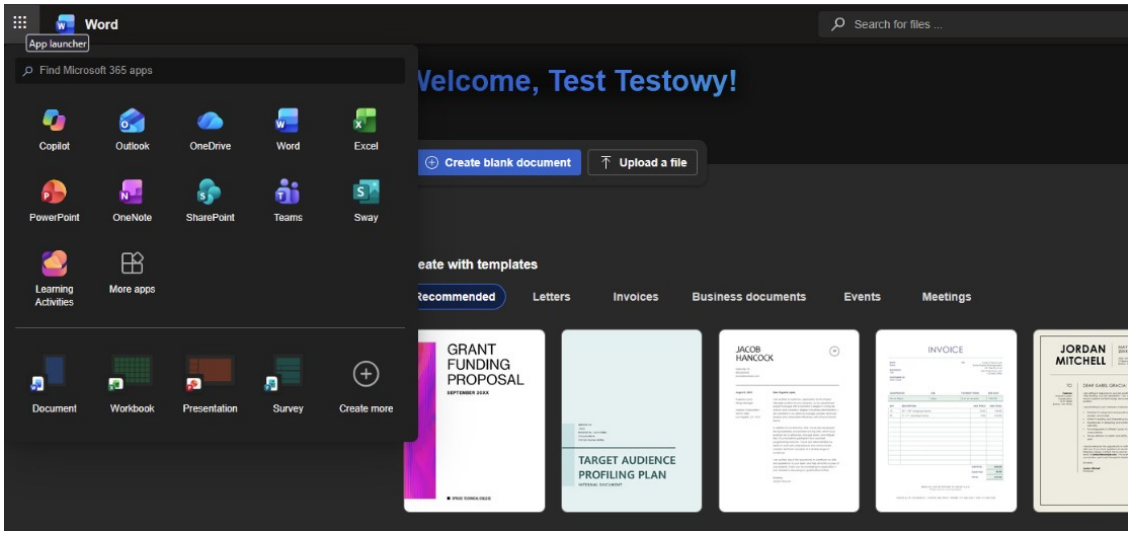


Figure 6. Example: the Word web interface displayed in English.

Please note Some Microsoft 365 services may apply their language settings separately or after a delay. If a page remains in Polish, sign out and back in, or reopen the application in a new browser tab.

Need help? If you have any problems, please contact the SGGW IT Helpdesk by email at pomoc_it@sggw.edu.pl or by phone at +48 22 593 55 50.