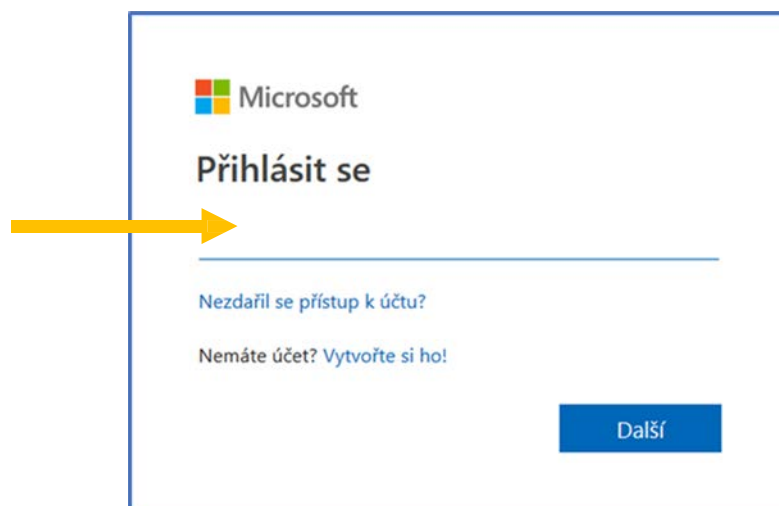# Logging in to MS Office 365

1. Click on the link (either received in e-mail or accessible as a part of a Word, Excel or PowerPoint document). A pop-up window asking you to log in to MS Office 365 will appear.

2. Fill in your login name in the following form: UniversityPersonalNumber@cuni.cz (ex. 12345678@cuni.cz). You will find your personal university number either on your student card issued by Charles University, or in SIS right under your name.

3. You will be forwarded to CAS (Central Authorisation Service) – the login for CAS is the same as the login for SIS.

4. You know your login is successful if you are able to see a shared document of folder, a SharePoint page or any of MS Office 365 apps.

In case that:

- You do not see any of the shared documents or apps listed above, you might be already logged in (for example into a different account). It is important to note that MS Office 365 supported by University has @cuni.cz domain (not @fhs.cuni.cz)! In such a case, log out and log in with the correct account.

- Logging out and logging in again is of no help, try using a different browser. It is possible that the browser you usually use remembers your login information and is therefore logging you in to the same (incorrect) account.

- You still have difficulties logging in, please contact IT support: lvt@fhs.cuni.cz