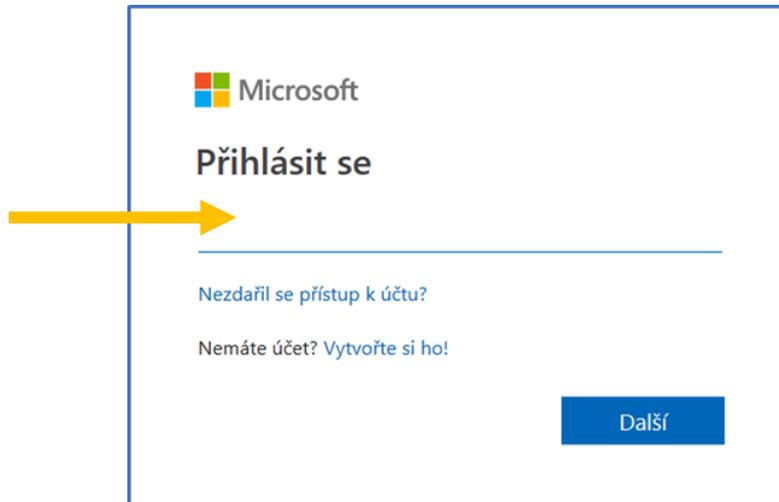


# Logging in to Office 365

1. Click on a link that you have received by email or is part of a document (Word, Excel, PowerPoint, etc.). You will be prompted to log in to Office 365.



2. Enter your username in the form personal\_number@cuni.cz (e.g. 12345678@cuni.cz). You can find your personal number (otherwise known as UKČO) on your Charles University card.
3. You will be redirected to CAS where you will enter your login details as you are used to.
4. If the „Zůstat přihlášen(a)?“ ("Stay logged in?") dialog box appears, check „Příště už nezobrazovat“ ("Do not show next time") and press "Ano" ("Yes").
5. If everything went well, you will see a shared document or folder, a SharePoint web page, or one of the Office 365 applications.

## If...

- you don't see anything, check if you are already logged in (for example, under a different account). Attention! University-wide Office 365 has the domain **@cuni.cz** - this applies mainly to FF, PF or PŘF). In this case, log out and proceed from point 1.
- logging out doesn't help either, try another browser that you don't normally use. It is possible that the browser remembers your login details and is trying to redirect you there
- you still can't log in, contact your computer administrator or your nearest IT support.