Signing in to Office 365

1. **Click on the link** you received by e-mail or that is a part of the website or document (Word, Excel, PowerPoint, etc.). You will be asked to sign in to Office 365.

2. **Enter your login name** in the form **ID_number@cuni.cz** (e.g. 12345678@cuni.cz). You can find your ID number on your employee ID card.

3. **You will be redirected to CAS** and will then enter your login details in the usual manner.

4. **If the “Stay signed in?” dialogue box appears, check “Don't show again” and click on Yes** (if you click on No, this will not affect your sign in).

5. **If everything went smoothly, you will see a shared document or folder, a SharePoint website, or one of the Office 365 applications.**

What if ...

- **nothing is displayed?** Check whether you are not already signed in (e.g. under another account). Be careful! The university-wide Office 365 has the domain @cuni.cz – this concerns in particular the Faculty of Arts, the Faculty of Law, or the Faculty of Science. In such a case, sign out and proceed from point 1.

- **signing out doesn’t help?** Try another browser that you don’t normally use. The browser could remember your login data and attempt to redirect you there.

- **you still can’t sign in?** Contact the administrator of your computer or IT support.