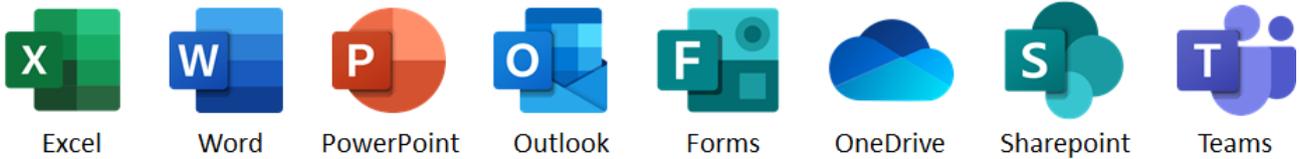
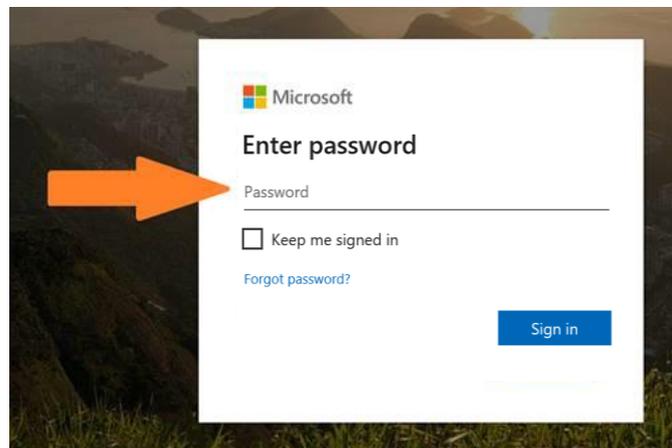


# How to sign in into Office 365



Attention! This user guide shows you how to sign in into the Office 365 in **@cuni.cz** domain.  
If you need to access e.g. faculty environment, please contact your Office 365 administrator.

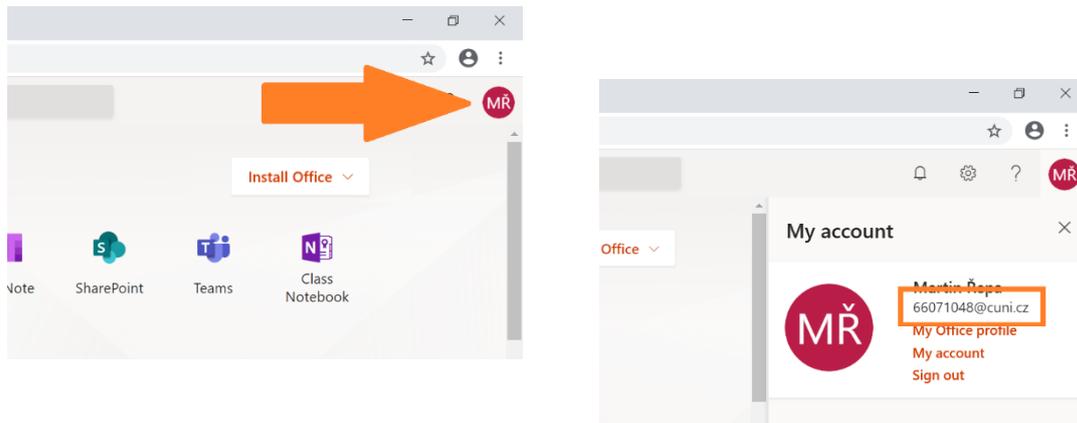
1. Click on the link you received by e-mail or that is a part of the website or document (Word, Excel, PowerPoint, etc.). You will be asked to sign in into Office 365.



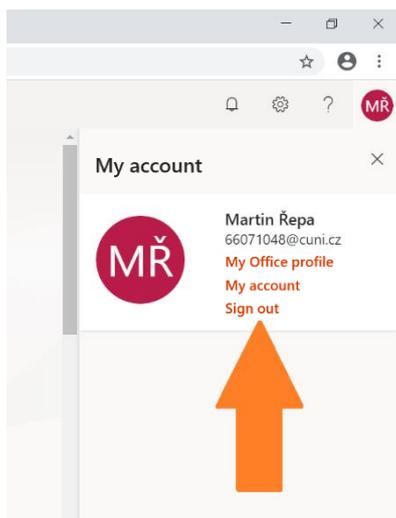
2. Enter your login name in the format **ID\_number@cuni.cz** (e.g. 12345678@cuni.cz). Your ID number is on your employee ID card below your photograph.
3. You will be redirected to **CAS** and will be asked to enter your login details in the usual manner.
4. If the "Stay signed in?" dialogue box appears, check "Don't show again" and click on Yes (if you click on No, this will not affect your sign in process).
5. If everything went smoothly, you would see a shared document or folder, a SharePoint website, or one of the Office 365 applications.

**If you don't see requested document, folder or data or you see something else, then continue to the next page...**

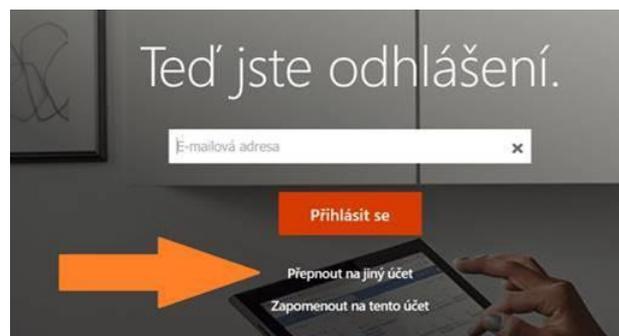
6. In the top right corner click on the round icon with your name initials or profile photo and check, if you've entered in the "right" Office 365 environment.



7. If you see account with a domain different from @cuni.cz, then sign out.



8. Switch to a different account.



9. And go back to step 1.

If troubles remain, try another web browser that you don't normally use (e.g. Chrome, Firefox, Explorer, Edge etc.).

If you still can't sign in, contact the administrator of your computer or IT support.