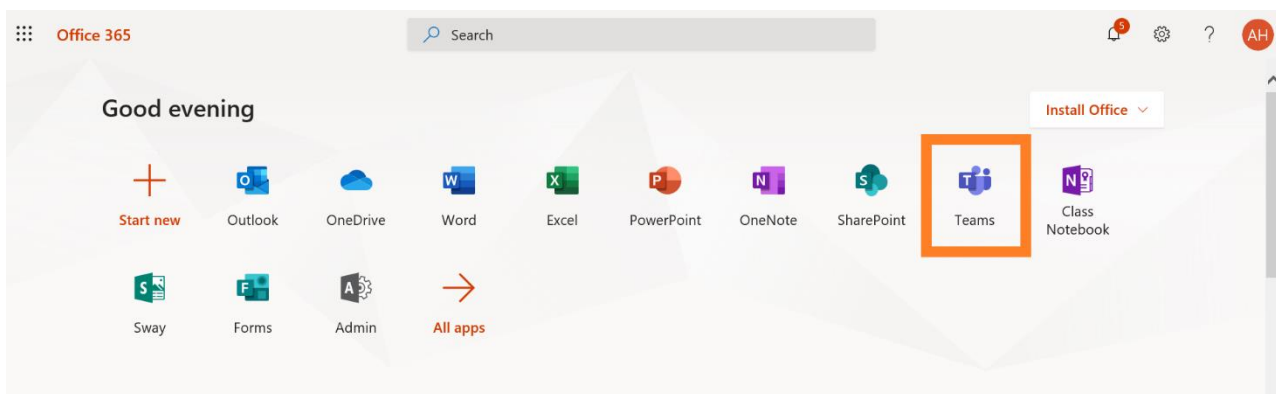


How to sign in into Teams



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. Into the web browser address bar write **office365.cuni.cz**
2. You will be redirected to **CAS** and will be asked to enter your login details in the usual manner.
3. 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).
4. If everything went smoothly, you would see Office 365 welcome screen.



5. Click on the Teams icon (or icon of another application) and wait until application starts.

Office 365 applications summary

Outlook e-mail, contact, calendar, to do, notes
OneDrive cloud data and documents storage
Word, Excel, PowerPoint well known office applications
OneNote capturing and organizing texts, pictures and multimedia
SharePoint document management and data storage system
Teams hub for team collaboration
Sway interactive reports, newsletters and simple web presentations
Forms simple surveys, polls and quizzes
Power Apps simple business applications
(databases, booking systems, interactive forms etc.)
Power Automate automated workflows
(e.g. approval process, e-mail notification etc.)