
Office365

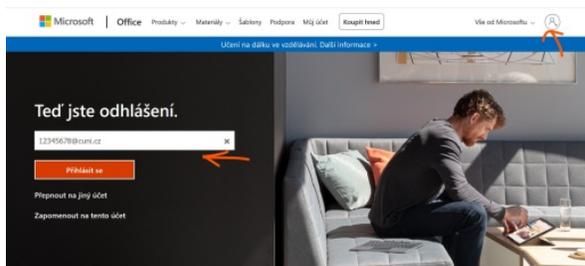


Third Faculty of Medicine is not part of the framework agreement between Microsoft and Charles University and is therefore not covered by the [Enrollment for Education Solution \(EES\)](#) licensing program. Our students and staff can still use [Office 365](#) under an [A1 license](#), which allows you to use most online services, including 5TB of OneDrive cloud storage.

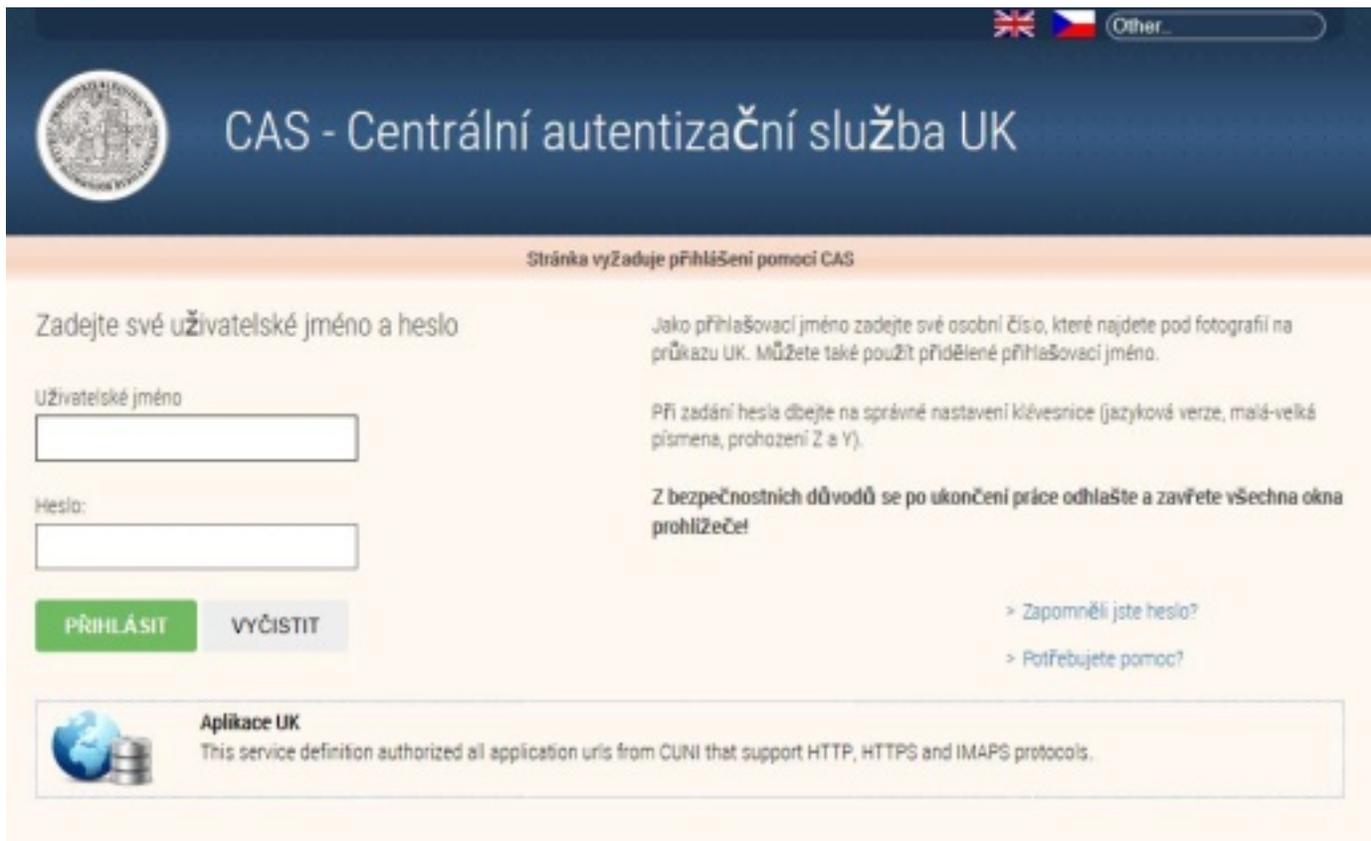
Desktop and mobile versions of Office applications cannot be installed under this license.

How to sign in

1. Go to the www.office.com
2. Click Signin

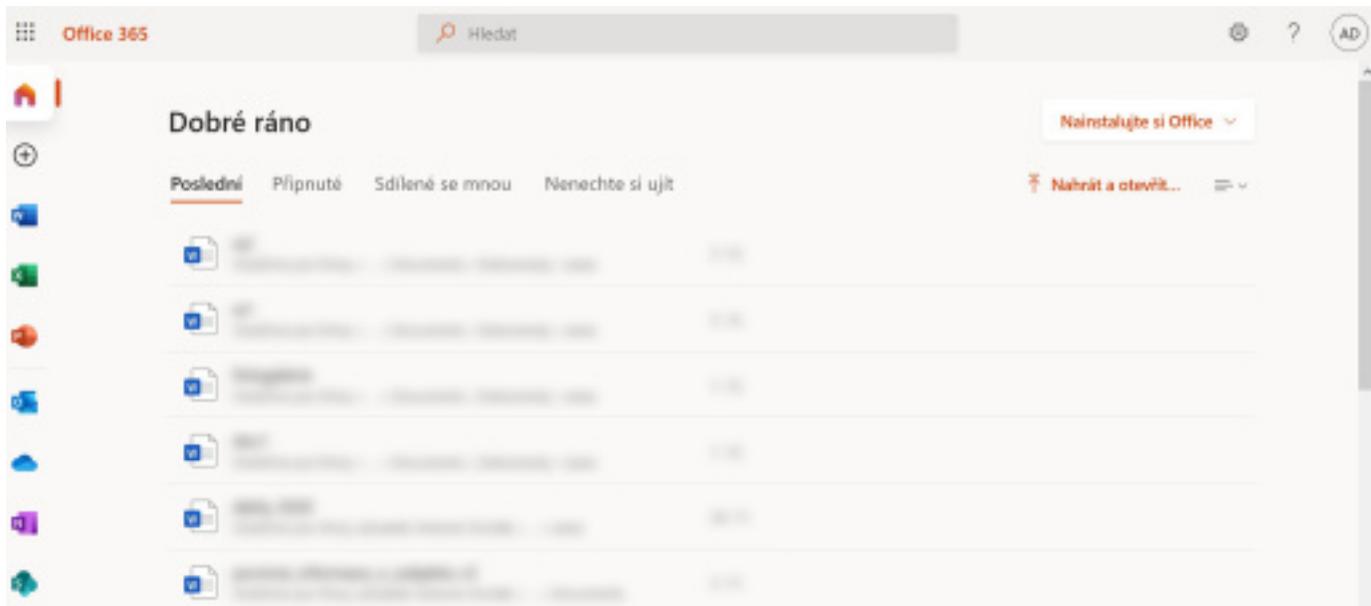


3. In the Username box we will write your login in the form of **personal_number@cuni.cz**, where the personal_number is exactly what you will find on your UK CARD under the photo
4. The page automatically directs us to log in to [THE CAS](#). Here we log in in the already known way, i.e. either the person's number or the assigned login name and password.



The image shows the login page for CAS (Central Authentication Service) in the UK. At the top, there are flags for the UK and the Czech Republic, and a language selector set to 'Other'. The main heading is 'CAS - Centrální autentizační služba UK'. Below this, a message states 'Stránka vyžaduje přihlášení pomocí CAS'. The login form asks for a username and password. The username field is labeled 'Uživatelské jméno' and the password field is labeled 'Heslo:'. There are two buttons: 'PŘIHLÁSIT' (Login) and 'VYČISTIT' (Clear). To the right of the form, there are instructions: 'Jako přihlašovací jméno zadejte své osobní číslo, které najdete pod fotografií na průkazu UK. Můžete také použít přidělené přihlašovací jméno.' and 'Při zadání hesla dbejte na správné nastavení klávesnice (jazyková verze, malá-velká písmena, prohození Z a Y)'. Below the form, there are links for 'Zapomněli jste heslo?' and 'Potřebujete pomoc?'. At the bottom, there is a section for 'Aplikace UK' with a globe icon and the text 'This service definition authorized all application uris from CUNI that support HTTP, HTTPS and IMAPS protocols.'

5. You should now be greeted by your Office 365 experience



The image shows the Office 365 dashboard. At the top, there is a search bar with the text 'Hledat' and a user profile icon labeled 'AD'. The main heading is 'Dobré ráno' (Good morning). Below this, there are tabs for 'Poslední' (Recent), 'Připnuté' (Pinned), 'Sdílené se mnou' (Shared with me), and 'Nenechte si ujít' (Don't miss). There is a button for 'Nainstalujte si Office' (Install Office) and a link for 'Nahrát a otevřít...' (Upload and open...). The dashboard displays a list of recent documents, each with a document icon, a title, and a date.