



First login to Microsoft 365 at Charles University

1. You need to know your password to CAS (<https://cas.cuni.cz>), where you log in with the UK ID number, which you can find on your ISIC or University ID card (hereafter referred to as UKČO). If you do not know your CAS password, or have other problem with your password, you can find help on the CAS website on how to solve the situation.
2. Log in to www.office.com with your university e-mail address as UKČO@cuni.cz or name.surnameXXX@student.cuni.cz.
 - a. after just entering the e-mail address you will be redirected to the CAS website to verify your UK identity,

- b. on the CAS verification page your username is just your UKČO itself (not your e-mail), see point 1, and this is where you need your CAS password.
3. Once logged in, you will see a **list of Microsoft 365 applications in the left navigation bar**, including Outlook or Teams.
 - If you don't see an **Outlook** or **Teams icon** in the left hand bar, click on the **nine dots icon** (arranged in a square)  in the top left hand corner, or the **Apps icon**  at the very bottom of the list of apps in the left navigation bar.
 - You can **log in directly to your university e-mail** from anywhere at outlook.office.com and your university e-mail inbox will open directly.