
First login to Microsoft 365 at Charles University

Microsoft 365

Every student, whether full-time or part-time, has access to a wide range of tools and services from Microsoft that can help with their studies and beyond.

What is available to you?

Outlook: a professional email service with calendar, contacts and tasks to help you better organise your time. An email inbox in the form of name.lastnameXYZ@student.cuni.cz (XYZ is three random numbers providing unique identification) will soon be the main link between faculty and you (it will be listed in SIS).

Office 365 applications: full desktop+online versions of applications such as Word, Excel, PowerPoint, OneNote, and more that you can install on up to 5 PCs or Macs and 10 mobile devices.

OneDrive: 40GB of storage on OneDrive to store and share your documents and files.

Teams: a collaboration and communication tool that lets you easily connect with your classmates and teachers, participate in online meetings, and share materials.

Microsoft Copilot: An intelligent assistant that helps you write documents, analyze data in Excel, create presentations, and many other tasks.

... and many more. You can find all the apps available to you here.

[You will find detailed instructions here](#)