Student email

Using university emails is now mandatory for all students

The summer 2024/2025 term brings a change in email communication between students and faculty members. Starting March 3, 2025 all FTVS CU students are required to use only unified student email addresses assigned by the uUniversity for email communication with faculty members and FTVS employees.

From this date onwards, faculty members will send all official and formal communication to actively studying students only via the student's university email address (official communication is considered to be communication from the faculty on academic matters, internal matters and student requests). The personal email address provided by the student upon enrolment will not be used by the faculty as a primary means of communication during the period of active study.

Student emails have a uniform format of firstname.lastnameXYZ@student.cuni.cz , where XYZ represents a three-digit number, e.g. jana.novakova321@student.cuni.cz. Each student's email address and Outlook inbox is automatically created along with their Microsoft 365 account at the time of successful enrollment. As of March 3, 2025, this email address is set as the default for faculty-to-student and student-to-faculty communication.

Access to email

You can access your email through the Outlook web interface , through the Outlook desktop application downloaded to your computer, or through any POP or IMAP email client.

To log in to your Outlook web email account, use https://outlook.office.com/, where you can enter any email address that ends with "cuni.cz" on the Microsoft login page. You are then always redirected to the CAS sign-in page to verify your CU identity, where you log in with your university account (the same as in SIS), where the username is the personal CU number allocated to each student and shown on the student ID card (e.g. ISIC).

If you have forgotten your login details, please follow the help instructions on the CAS page .
For more information on logging in and using email, click here .

Benefits of using Microsoft university email

The student email account in Microsoft Outlook is part of the Microsoft 365 suite of services, so all students can use the other Microsoft 365 tools at the same time as email and take advantage of a wide range of benefits:

•   Email in-boxes are automatically backed up and have a capacity of 15 GB
•   Sensitive or large data can be easily shared via the 40GB OneDrive cloud storage
•   Students can install the desktop applications of Microsoft 365 Office tools (Outlook, Word, Excel, Powerpoint) on up to 5 computers and mobile phones
•   Both Outlook and Teams provide calendar functionality to share availability and schedule time with others
•   Microsoft 365 offers a wide range of digital collaboration options for students and faculty members

A detailed description of how to use Microsoft 365 at FTVS CU with a link to web tutorials can be found here .

Forwarding of your university email

If you don't want to be actively using your university Microsoft 365 email account, we strongly recommend setting up automatic forwarding to another email address. This is the only way to ensure that you receive all information from faculty in a timely manner and that you don't miss anything.

You can set up email forwarding in Outlook via the "wheel" on the top right. In the settings panel, go to the Forwarding tab under Mail, where you enable forwarding by toggling the button, and then enter the address to which you want to forward mail from your university student address. Emails will be sent to your specified email address.

Just remember, when you reply to a forwarded email, you should do so from your assigned university email account and address, *not* from your private email. This is the only way to ensure that your student email is displayed to the

recipient and they can see your student identity. In the case where you reply from an email address other than your assigned university email account, the recipient (e.g. your teacher) will not see your student identity and will not respond to your email.

For more information on how to use your university email with a link to web-based instructions, click here .

There are several ways to learn what your default university email address is:

- On your Microsoft 365 account page https://myaccount.microsoft.com in the tile with your name and photo
- By logging into the web-based Outlook - scroll to the top right by clicking on your name and then on "View Account", where you will find your address, again in the tile with your name and photo, as in the previous case
- After logging into web Outlook - go to the top right by clicking on the "wheel" in the Outlook settings to the Account > Email Account tab

Links and help with email and Microsoft 365

There is a large number of resources to get information on Microsoft 365 services at Charles University. Here is a summary of recommended sources of information at FTVS CU:

- Easy guide for first time login to Microsoft Outlook
- Comprehensive information on using Microsoft 365 at FTVS UK here .