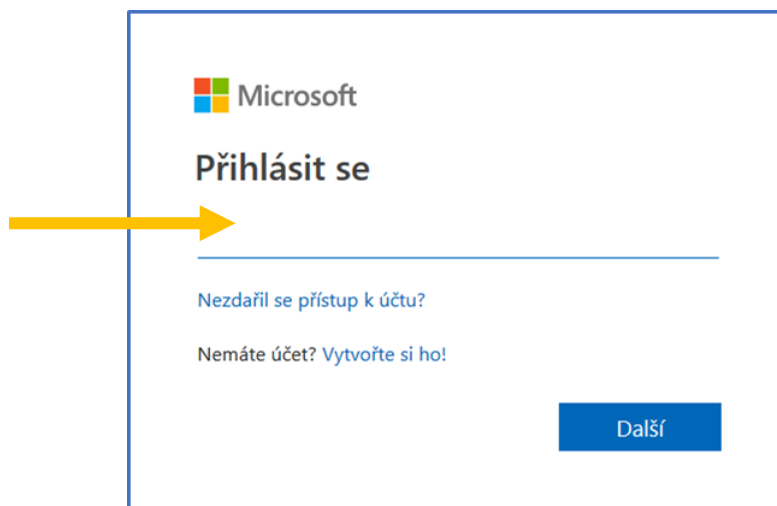# Signing in to Office 365

1. **Click on the link** you received by e-mail or that is a part of the website or document (Word, Excel, PowerPoint, etc.). You will be asked to sign in to Office 365.

2. Enter your login name in the form **ID_number@cuni.cz** (e.g. 12345678@cuni.cz). You can find your ID number on your employee ID card.

3. You will be redirected to **CAS** and will then enter your login details in the usual manner.

4. 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).

5. If everything went smoothly, you will see a shared document or folder, a SharePoint website, or one of the Office 365 applications.

What if ...

- nothing is displayed? Check whether you are not already signed in (e.g. under another account). Be careful! The university-wide Office 365 has the domain **@cuni.cz** – this concerns in particular the Faculty of Arts, the Faculty of Law, or the Faculty of Science). In such a case, sign out and proceed from point 1.

- signing out doesn't help? Try another browser that you don't normally use. The browser could remember your login data and attempt to redirect you there.

- you still can't sign in? Contact the administrator of your computer or IT support.