How to use Microsoft Office 365

Students and staff of some faculties and other components of Charles University now have the opportunity to use Office 365 services free of charge, which include not only cloud services such as 1 TB of free cloud drive or web versions of popular programs, but also the installation of classic desktop versions of programs such as Word, Excel, Outlook a dalších and others on up to 5 devices, such as home computers or tablets.

Service components

- **Full versions of classic** Word, Excel, PowerPoint, Outlook, OneDrive for Business, OneNote, Publisher, Skype for Business, Access for PC, or Mac.
- **Mobile versions** of programs for Android, iOS or Windows Mobile.
- **Up to 1 TB** of OneDrive for Business cloud storage that can be accessed from anywhere and that you can sync to your PC or Mac so you can work with it offline. You can also easily share documents with others inside and outside your organization.
- **Office online** lets you create and edit documents directly in your web browser wherever you are.
- Other online services, which you can use are: **Forms** for creating forms and questionnaires, Planner for **organizing** tasks and their current statuses, Video for sharing and streaming (e.g. various video tutorials, presentations, etc.), **SharePoint** for creating team or internal sites, **using Delve** to find out what **others** are working on and others will see news about you, **Yammer** can use as a corporate social network, and in **Teams you** can communicate and collaborate on individual projects or within certain teams.
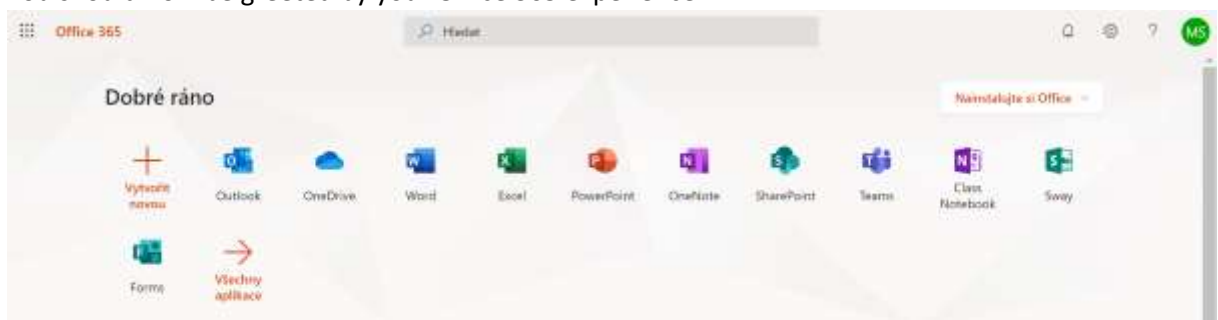
How to sign in

1. Go to the www.office.com
2. Click **Sign in**

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.

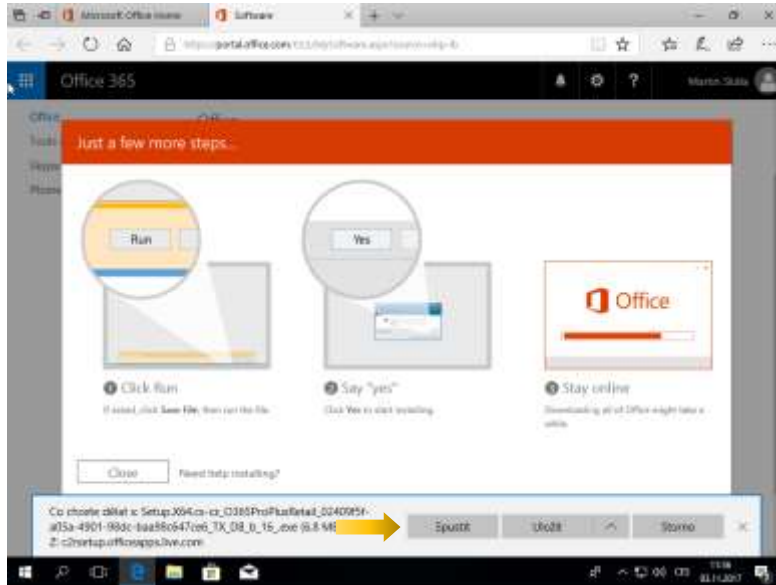5. You should now be greeted by your Office 365 experience:

How to install the full version of Office

To successfully complete the installation, you need to have administrator access to your computer. This is usually the case, but if you have a computer from someone or share it with someone, this condition may not be met.
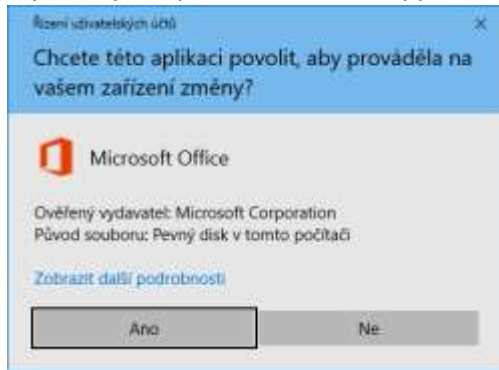
1. Sign in to your Office 365 environment (see previous instructions) and click Install Office.
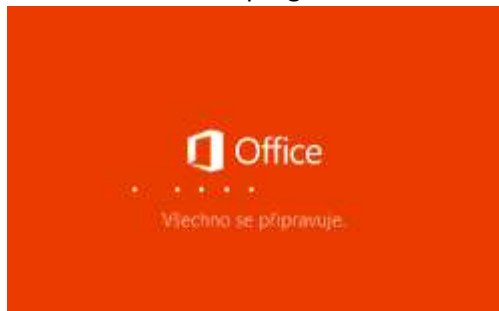
2. Setup will start downloading to your computer, which you can run after downloading.

3. If you're prompted to allow the app to make changes, click Yes.

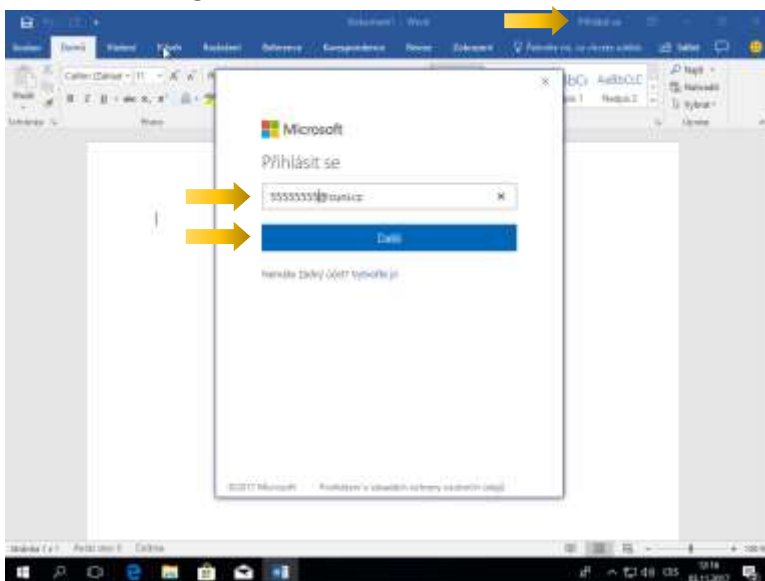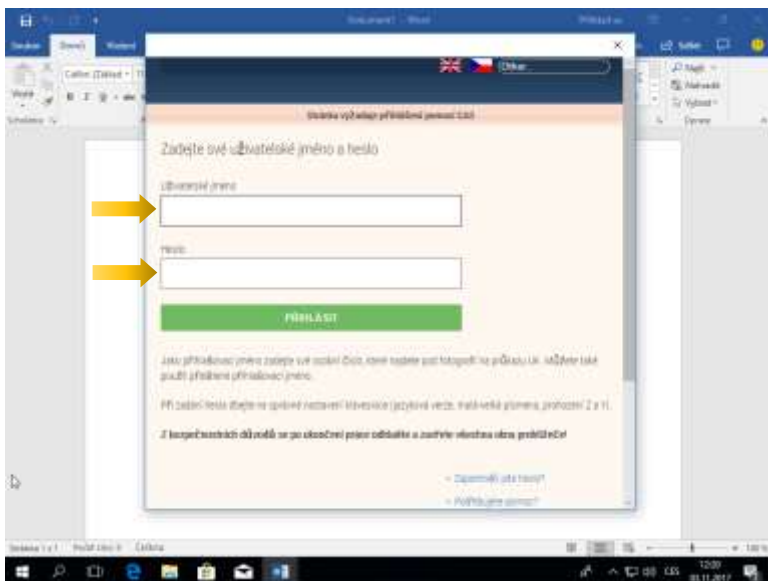4. Now wait for Office programs to install.

5. When you're done installing and running a program (such as Word), you may see a window to select the file type by default. For normal use, **select Open Office Open XML formats,** and then click **OK**.
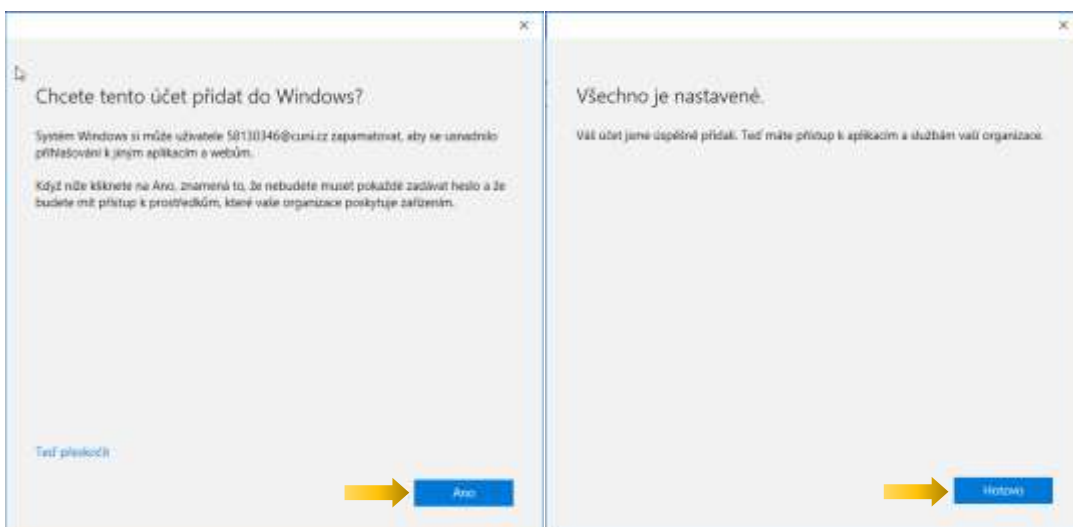

6. To get the most out of Office 365, you can sign in again with your CAS sign-in account. If you're only going to use programs without additional sharing and collaboration services, you don't need to sign in.

7. If you work with Office 365 services frequently (not just Word, Excel, etc.), you can have your password memorize.

    Beware of remembering passwords: If you choose anywhere and on any device to remember your password, make sure that none other than yourself can get into your device! If your device is lost or forgotten, anyone could log in with your account anywhere and cause damage.

8. You should now have your name listed on the right in the program header.