



Charles
University



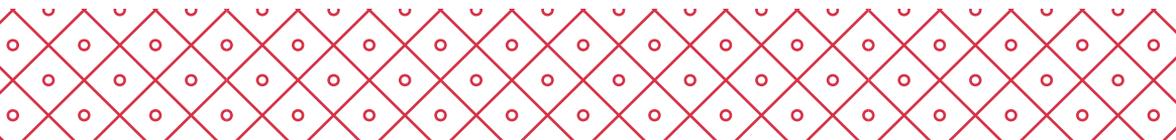
Time to start using your student e-mail!

**Studying at Charles University?
You automatically get a new e-mail address!**

Advantages?



- Your teachers can recognise you and reply quicker
- It is easier to memorise as it contains your name
- You can gain access to many e-resources



Logging into web Outlook

1.

Open the page
<https://outlook.office.com>



2.

To log in you will be using
name.surnameNUMBER@student.cuni.cz.
You will find out the NUMBER (numbers XYZ)
after first log-in. Use **personalnumber@cuni.cz**
for now.

Microsoft
Sign in
to continue to Outlook
jana.novakova321@student.cuni.cz
No account? Create one!
Can't access your account?
Next

Your personal number ("ukčo")
is written under your photo
on your student card.

3.

Now enter your CAS credentials,
i.e., **your personal number and password**.

4.
Done!

You can start using your
university e-mail.

IdP UK
Přihlášení ke službám federace
eduID.cz/eduGAIN
Enter Username & Password
Username:*
personalnumber
Password:*
.....
LOGIN

Logging into desktop Outlook

?

1.

Open the **Outlook** desktop application.

2.

To log in, use
name.surnameNUMBER@student.cuni.cz

For your first login, use
the website office.com. You will find
out how to go about it on the left
side of this leaflet

Outlook
Email address
jana.novakova321@student.cuni.cz
Advanced options ^
 Let me set up my account manually
Connect
No account? Create an Outlook.com email address to get started.

← Now enter your CAS credentials,
i.e., **your personal number and password**.

3.

You can start using your
university e-mail.

4.
Done!



And now?

Do you want to have e-mails forwarded to your personal address?

Logging in did not work?

Do you have more questions about something in Outlook?

Check out this page with more information!

