
Access

Students and employees of Charles University have access to **cloud services Microsoft M365**, provided by the university, without further fees.

Provision of these services is not unified and varies by faculty and/or unit.

Type and level of provided services may also vary, depending on the license type.

Access your account at www.office.com or simplified office.com and also via login.microsoft.com .

If your faculty or unit has its own cloud environment (so called tenant), it is necessary to log in into the correct environment and also with correct identity (see login guidelines per environment below).

Faculties with their own tenant:

- **Faculty of Social Science** (personalnumber@fsv.cuni.cz)
- **Faculty of Pharmacy in HK** (login@faf.cuni.cz)
- **Faculty of Arts** (login@ff.cuni.cz)
- **Faculty of Medicine in HK** (login@lfhk.cuni.cz)
- **Faculty of Science** (login@natur.cuni.cz)

Students and employees of other faculties and/or units may use:

- **University-wide cloud services** – personalnumber@cuni.cz

If you are student or employee of faculties listed above, please use primarily M365 environment of your designated faculty – examples of login variants in brackets next to faculty name.

In case you do not know your login information, use [CAS](#) to search it by **Personal Number** (to be found on CU identification card).

Notice: All users have their identity in the university-wide tenant of M365. That includes mailbox with default email address personalnumber@o365.cuni.cz

Students have their own alias, **name.surname***@student.cuni.cz** (***) being three-digit number which ensures uniqueness).

Even if you do not use or need the university-wide tenant, we do recommend setting [redirection of mail](#) from this tenant, for the event of cooperation proposals within the university-wide environment.