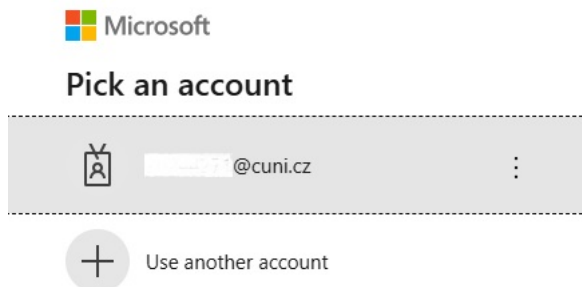

Microsoft 365 package installation

Manual is relevant to users with Microsoft 365 licence pack A3

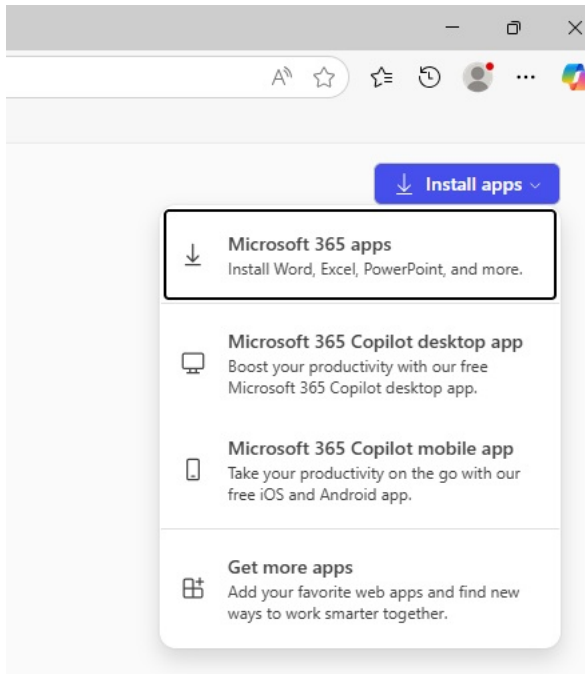
Availability of this package depends on affiliation to faculty or unit and may be obtained on request.

Notice: Do not log in under your work account on a PC with multiple users! For example, if you have PC shared with family members you have to create a separate account accessible solely by you. This will prevent access to private information, work documents and emails to anyone unauthorized. This applies to family members as well.

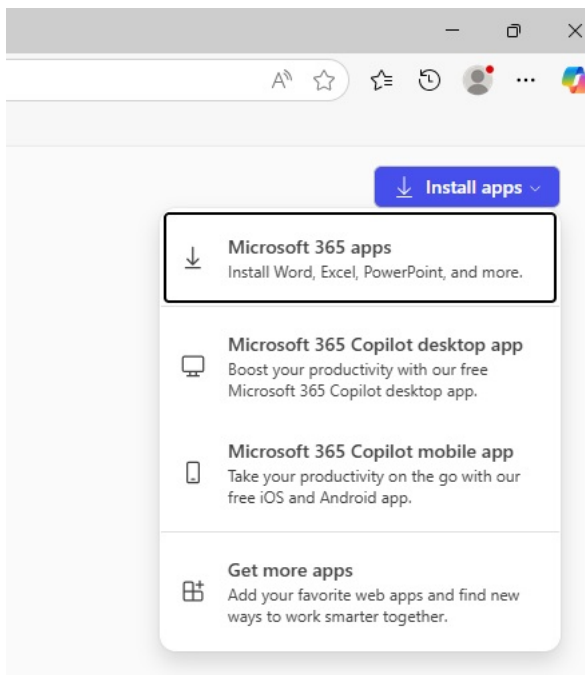
1. Go to www.office.com page.
2. Click on **Log in** and fill in your login information **personalnumber@cuni.cz**
Tip: You can find your Personal Number on your CU identification card, below your photo.



3. If you are logging in for the **first time**, the website will redirect you to login to **CAS for verification**. Please fill in your login details, **Personal number and password**, and continue.
4. **Notice: Do not** click Yes on this part of the login if you are accessing your account on shared PC. This would allow access to work documents and emails to everyone using this PC.



5. Once logged in, please click on **Instal apps** button in the **top-right corner**.



6. Go to Download file and open the installation file you just downloaded.
7. In the following window select **Spustit**.

Note: If your account does not have admin authorization, you will need to contact IT admin from your faculty/unit to finish the installation.

