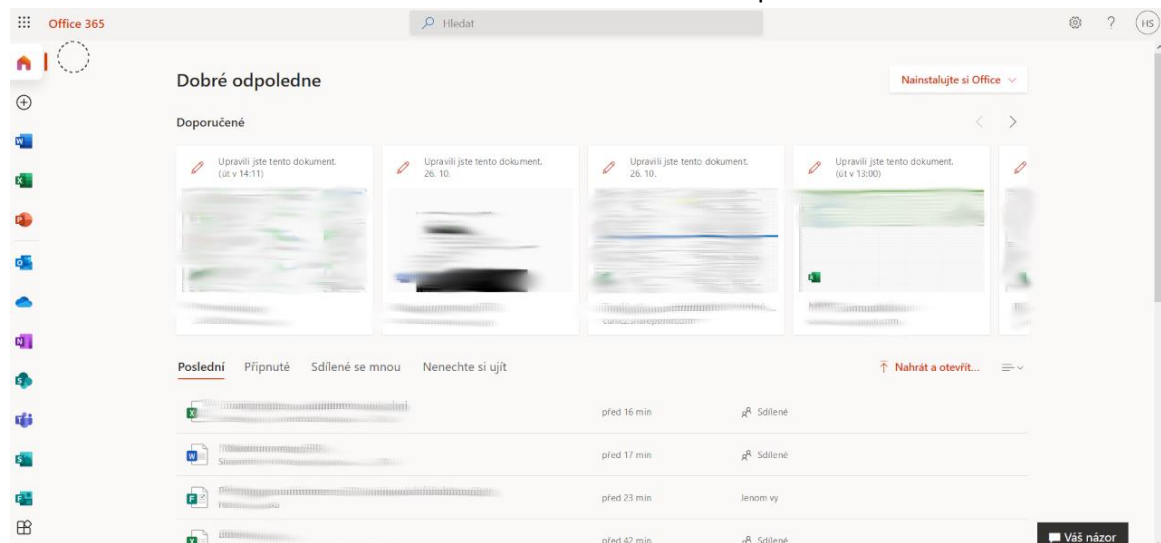




## How to gain access to your university mailbox

The e-mail address will be in the following format: [personalnumber@o365.cuni.cz](mailto:personalnumber@o365.cuni.cz). To gain access to it, you need an internet connection and your password for Charles University Authentication Service. If you run into any problem while following the steps below, please write to us at [admin-eiz@cuni.cz](mailto:admin-eiz@cuni.cz).

1. Open **new private window** in your browser (Ctrl+Shift+P for Firefox, Ctrl+Shift+N for Chrome). This is **the most important step**, so do not skip it.
2. From the private window, proceed to the page <https://office365.cuni.cz/>.
3. The system redirects you to the Charles University Authentication Service login. Log in as usual, with your username (or your personal number) and a password.
4. You are now logged in – the system probably asks you whether you want to stay logged in. It is up to you.
5. You should be in the **Office interface**. It will look similar to the picture below:



6. Find the **MS Outlook** icon, probably on the panel on the left side of the screen.
7. Click on it.
8. A web interface of MS Outlook opens in a new window/tab, and you are logged in to your university mailbox. **Now you can read and send e-mails.**

