HOW TO

- log in to online instruction applications (MS Teams and Office 365)

- set the forwarding function in your Office 365 e-mail account so that you receive all notifications into your mailbox

Dear Students,

to make sure that our online instruction works correctly, we are kindly asking you for your cooperation in the two following points:

1. **LOGGING IN ONLINE INSTRUCTION APPS:** On logging in MS Teams and any other Office 365 application, please follow the guidelines on Charles University website here, use the British flag tab to switch into English. When logging in for the **first time**, please follow the guidelines of **How to sign in the University Office 365 environment** here:
    https://cczv.cuni.cz/CCZV-220-version1-how_to_sign_in_into_teams.pdf
   This is because MS Teams is an integral part of Office 365 and it **DOES NOT** use the e-mail address you have listed in the Student Information System (SIS). MS Teams uses login that appears as PersonalNumber@cuni.cz. You can find your Personal Number in Personal Data on the main SIS website.

   Please note that **only this method** of logging in and no other will grant you access to all instruction materials in MS Teams and will secure smooth operation of online instruction.

2. **SETTING THE FORWARDING FUNCTION IN YOUR EMAIL ACCOUNT:** All messages from your Teams pertaining to you respective courses, alerts on new conversations, assignments etc. **ARE NOT** sent to your e-mail address listed in the SIS. Instead, they are sent to your e-mail address that comes into existence automatically upon the configuration of your logging in to Office 365 applications (including MS Teams) and it appears as follows: PersonalNumber@o365.cuni.cz. Therefore it is vital that you set the forwarding function in this account correctly so that all messages generated within MS Teams are sent to the e-mail address you use on regular basis, i.e. the e-mail address you have listed for the SIS.

   In order to set the forwarding function i) open your e-mail PersonalNumber@o365.cuni.cz in the Office 365 Outlook application by logging in Office 365 environment as mentioned above in point 1 or through https://www.office.com/.

   The Outlook application is to be found on the left-hand side of your screen. ii) In your Outlook e-mail account go to Settings and then to View All Outlook Settings.

   In Mail, select Forwarding and enter your e-mail address listed in the SIS. For details, see the manual here: https://support.microsoft.com/en-us/office/turn-on-automatic-forwarding-in-outlook-on-the-web-7f2670a1-7fff-4475-8a3c-5822d63b0c8e

   Only if you follow these guidelines you will receive all notifications about your respective Teams to your e-mail account.

Good luck with the setting-up process.

In feminist solidarity,

Your Gender Studies MA Program Team ☺