

GUIDE FOR NEW STUDENTS

How to work with the Microsoft 365?

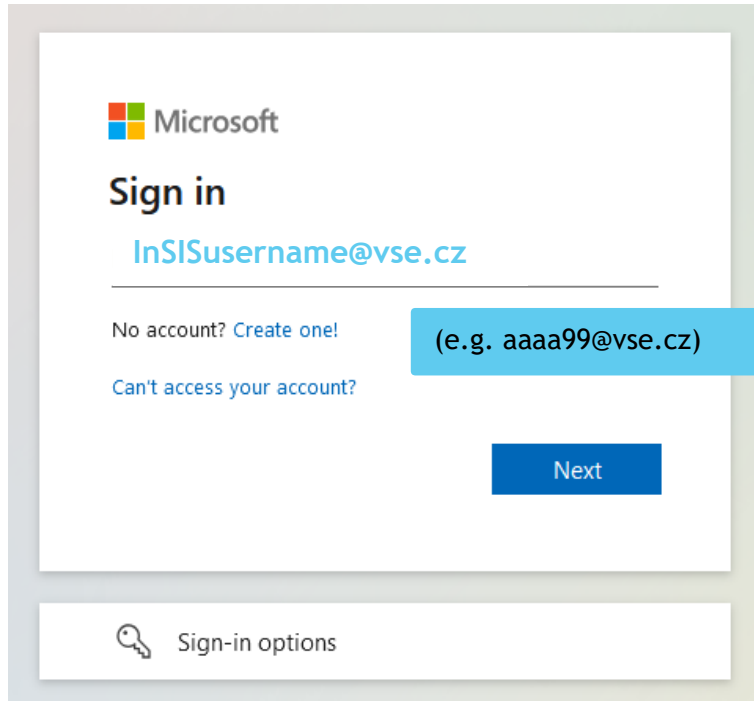


Introduction of VSE email account

- ▶ Your personal VSE email account was created
- ▶ To receive important notifications and information from VSE, you need to log in to your VSE email account
- ▶ To access your VSE email, go to [Outlook at VSE](#) and follow the instructions below

Introduction of VSE email account

- ▶ Go to **outlook.vse.cz**
- ▶ You will be redirected to the Microsoft Outlook login page
- ▶ Enter your **VSE email address** in the login field
- ▶ Enter the password associated with your VSE account and click **Sign in**



Microsoft

Sign in

InSIUsername@vse.cz

No account? [Create one!](#)

[Can't access your account?](#)

Next

 Sign-in options



Prague University of Economics
and Business

Sign in

InSIUsername@vse.cz

InSI password

☐ Keep me signed in

Sign in

Sign-in requires format **username@vse.cz**

[Www.vse.cz](#) [Privacy](#) [Support](#)

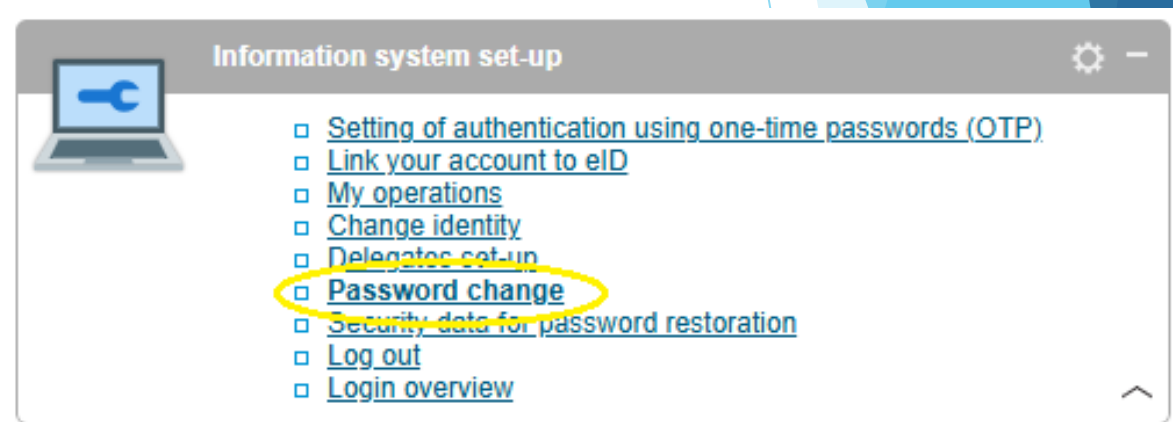
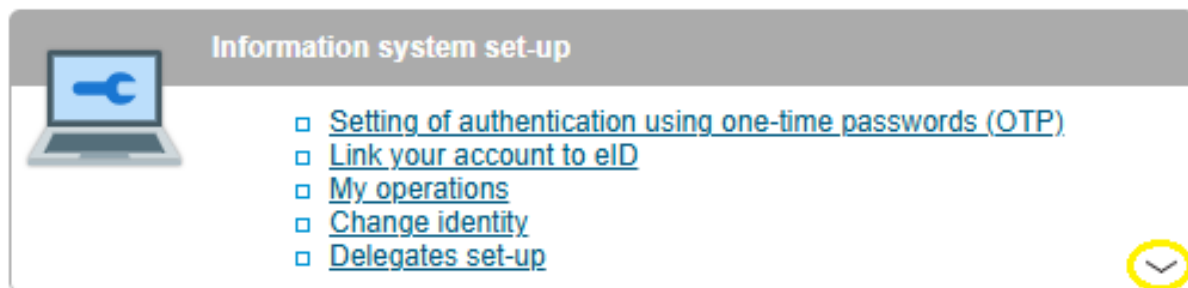


Tip:

If your password does not work, change it in InSIS and try to log in to o365 next day

Introduction of VSE email account

- ▶ In case you previously changed your password and now your password works for InSIS but not for Microsoft 365 (Outlook, MS Teams etc.), please change the password in InSIS again in the section *Information system set-up*



- ▶ This new password will be exported to your Office 365 account and it will be possible to login there after 24 hours.
- ▶ If that does not solve your problem, please contact us on exchange@vse.cz