Office 365 Account

Currently, Office 365 users have to have registered their mobile phone and secondary email. It is necessary for the reset password procedure.

You may use email addres in format **name.surname@cerge.cuni.cz** as a secondary email if you don't want to share your private email with Microsoft.

Reset your password

There are two ways of setting up the password:

Self serviced reset procedure

If you forget your password, there is simple way to reset it.

- go to the https://login.microsoftonline.com ,
- enter your username (in format name.surname@cerge-ei.cz) and
- click 'Lost password' link.
- you will be redirected to https://passwordreset.microsoftonline.com
- enter your username (if not prefilled), enter captca,
- select either sending recovery information to your secondary email address or mobile phone.

If you do not have your secondary email and mobile phone set, please contact helpdesk@cerge-ei.cz - we will reset account settings so you will be able to process.

Send request to Helpdesk

In case you cannot reset password please send your request to reset password to Helpdesk at helpdesk@cerge-ei.cz

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