
Team communication

At Charles University, team communication supports **cooperation between staff, teachers and students** – from document sharing and task planning to online meetings and information transfer within faculties, departments, work teams or the university alliance 4EU+.

The basis of this collaboration is the **Microsoft 365 environment**, especially **Teams, SharePoint and the university Intranet**, which work closely together.

What do you need advice on?

What is team communication for?

- **MS Teams** - used for daily communication - online meetings, video calls and chats, document sharing and teamwork - all in one place.
- **SharePoint** - a tool for managing and sharing documents, intranet pages and team spaces.
- **Intranet of Charles University** - a place where you can find internal information, documents, instructions and access to Charles University services.

MS Teams

At Charles University, you can be enrolled in **two MS Teams environments** (university-wide and faculty-wide) depending on the license used. Therefore, please always pay attention to the environment in which the lessons take place. Teachers can use both environments for their lessons.

- [How to log in](#)
- [Complete instructions for working with Teams](#)

SharePoint

SharePoint is a platform from Microsoft that allows organizations to create intranet sites. It is used for storing and sharing documents, creating and managing a site for teams and access to internal materials of the faculty.

Content on SharePoint is **not public** – only users who have been invited to the team or space have access to it. If you don't see any content, you probably don't have access to it yet.

- [How to log in](#)
- [Complete instructions for working with SharePoint](#)

Intranet of Charles University

Intranet of CU is a central place for sharing important information across faculties, the Rector's Office and other parts of the University. Instead of searching in several different systems, you will find everything clearly in one place.

One of the main objectives of the Intranet is primarily the protection of information against misuse from outside and related protection of the employees.

How to log in

You login to [Intranet of CU](#) via your [CAS account](#) — i.e. using your username (personal number) and password.

Who has access?

The Intranet is primarily intended for employees, but students with a work or internal status can access it according to their assigned permissions.

What can you find on Intranet?

- **News and events** from university life (training, interesting events, important announcements).
- **Internal documents and forms** (directives, templates, procedures).
- **Well-arranged tools and links** - direct access to the necessary applications and systems.
- **Practical calendar** of university trainings, meetings and events.
- **Search "What interests you"** - here you quickly search for content by topic, not by department.

Is there a mobile version?

Yes, the interface is responsive and customized for mobile phones and tablets.

Where to write a remark or suggestion?

The team willingly accepts your input and will do their best to meet all your expectations towards mutual satisfaction.

Write your ideas and suggestions to internikomunikace@ruk.cuni.cz .

Frequently Asked Questions (FAQ)

What to do if I cannot log in/lack access?

- Check that you are using your [university login details](#) . If the problem persists, contact the **IT support of your faculty** or the [IT support of Charles University](#) .

Who can use team communication tools?

- Access to Microsoft 365 tools (including Teams and SharePoint) is available to Charles University employees. Students may be invited to the teams according to the faculty or workplace settings.

Where can I find manuals and support?

- Detailed manuals and instructions for using Microsoft Teams and SharePoint are available at [E-Learning](#) and SharePoint [Easy365](#) .

Can I also use team communication tools on my mobile device?

- Yes, Microsoft Teams and Sharepoint are available free of charge for Android and iOS devices.

What happens to my data if I leave the university?

- Up to 4 months after my relationship with CU ends, you can continue to use the services. After 4 months, the services will be reduced to an email service only (including deletion of user data, excluding emails). And after another 3 months, the email service will be deactivated, including deletion of emails. The deletion will not affect the data you have stored in a common space (e.g. in MS Teams or SharePoint). If necessary, you can request the preservation of user data with [faculty IT support](#) or [IT support from Charles University](#) , for a university-wide environment.

Support, Helpdesk

If you have problems logging in, sharing or setting up an account, contact your faculty helpdesk (you can find contacts on the faculty website) or [IT support of Charles University](#) .

Important links

- Easy365 Educational portal (requires login):
 - [MS Teams](#)
 - [SharePoint](#)
 - [Outlook](#)
- E-learning portal
 - [MS Teams](#)