
Cloud services

Cloud services at Charles University enable safe, fast and comfortable work from anywhere. Whether you store documents, share them with colleagues, teach online or collaborate on team projects, the university offers modern cloud tools available to students and employees.

All services are integrated into the university environment, centrally managed and designed to meet the high demands of security, stability and data protection.

Microsoft 365/Office 365

The main university cloud platform for students and employees.

Within the M365 you have at your disposal:

OneDrive - Personal cloud storage for storing files and documents.

SharePoint - Team sites and shared spaces for collaboration, document management and project materials.

Teams - Online teaching, videoconferencing, team communication and teamwork.

Office apps - Word, Excel, PowerPoint and other tools available online and for installation (according to license terms)

The registration is done by the university account (personalnumber@cuni.cz / @ruk.cuni.cz / @natur.cuni.cz etc.)

Google Workspace

Google Workspace services (Gmail, Google Drive, Google Docs) may also be available at some faculties or units of the CU. Their availability usually depends on the faculty and its internal rules.

Recommendation: To work with internal or sensitive documents, preferably use M365, which is centrally managed and guarantees a higher level of security.

Cloud storage for teams and projects

In addition to the personal OneDrive, the CU also uses shared storage for larger units:

Team Share Spaces (SharePoint)

For departments, seminars, working groups or project teams.

Faculty shared repositories managed by faculty IT teams

For large data sets, laboratory projects or documents requiring multi-user access management.

The services provided include authorization management, security and data backup.

Work safety in the cloud

CU cloud services are secured and managed by experts, but users themselves play an important role in data protection.

We recommend:

- use a **strong password** and **two-factor authentication**
- do not share documents using public links
- authenticate recipients when sharing with external persons
- do not store sensitive documents outside the CU environment (e.g. on private drives or common Dropbox storage)

When to contact support

- you need to create a team space or edit your access rights
- you are facing an issue with OneDrive synchronization
- you cannot log in to Microsoft 365
- you want to set up Teams to teach or run meetings
- you need to securely share documents outside of CU
- default cloud service limits are not enough for you and you have a legitimate reason to request their modification

Frequently Asked Questions (FAQ)

Can I also use OneDrive for non-studio/work related personal files?

- Yes, but we recommend keeping work and private documents separate. Do not store personal sensitive materials outside the university's terms of use.

How much space do I have on OneDrive?

- Capacity may vary according to the type of license. Usually, however, it is fully sufficient for normal study and work use. The exact value is given in the [documentation for M365](#) on the CU website. It is necessary to request local IT support for a possible increase in the limit.

Can I share documents outside Charles University?

- Yes, but always consider the need to share. For sensitive and internal documents, sharing outside the CU is limited or inappropriate.

How do I know if my faculty uses Google Workspace?

- The easiest way is to verify the information on the faculty website or ask the faculty IT department.

What to do if OneDrive sync doesn't work?

- Try restarting the app or device to verify your login. If the problem persists, contact faculty IT support.

How do I get team SharePoint/OneDrive space?

- Contact the faculty IT department or central M365 support.

Can I use Dropbox, iCloud or other external services?

- We recommend using **only university cloud services** (M365, faculty SharePoint/storage) for work and study data. External storage is not guaranteed or secured according to CU requirements.

Where to report a problem logging into M365?

- Faculty IT or central helpdesk will help.

Support, Helpdesk

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

Important links

- [University-wide M365 environment rules](#) - requires login
- [Easy365 Education portal](#) - requires login
- [E-learningový portal](#)

Quick summary

CU cloud services allow you to safely store data, collaborate and work from anywhere.

Microsoft 365 is the main platform.

Security is key. Always use two-factor authentication, check sharing and do not transfer documents outside the CU environment.

Faculty IT will help you with support. It solves access rights, sync, login problems or Teams settings.

Use only M365 for sensitive documents.