
Office 365

Students and employees of all faculties of Charles University may use the Office 365 services **free of charge** for up to **5 devices**. (this is available at the Rectorate, the Faculty of Arts, the Faculty of Law, the Catholic Theological Faculty, the Faculty of Social Sciences, the Faculty of Education, the Faculty of Humanities, the Environment Centre, the Faculty of Pharmacy in Hradec Králové, Dormitories and Refectories, the Faculty of Medicine in Hradec Králové, the Faculty of Science, the 1st Faculty of Medicine, and the Institute for Language and Preparatory Studies)

The services include:

- **Full versions** of the classic programs Word, Excel, PowerPoint, Outlook, OneDrive for Business, OneNote, Publisher, Skype for Business, Access for PC or Mac.
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- **Mobile versions** of the programs for Android, iOS, or Windows Mobile.
- **Up to 1 TB of cloud space** for OneDrive for Business, with access anywhere.
- **Office online** allows you to create and edit documents anywhere in a web browser.
- **Additional online services**
 - **Forms** for the creation of forms and questionnaires
 - **Planner** for the organization of tasks and their current status
 - **Video** for sharing and streaming
 - **SharePoint** for the creation of team or internal networks
 - **Delve** displays a combination of content from Office 365 so you can find out what others are working on and others see what you are doing
 - **Yammer** can be used as a business social network
 - **Teams** can be used to communicate and collaborate on projects or as a part of teams

Detailed instructions for installation can be found [here](#) .