

Manual – How to log in into the cloud.

1. Please, open your email in two separate tabs in your browser
2. In the first tab with your email, open the email which you received from us--> at the bottom of the email you will see blue bottom with white sign "**OTEVŘÍT**" (open)
3. Click on the button **OTEVŘÍT**
4. It will direct you to the site where is a blue button with sign "POSLAT **OVĚŘOVACÍ KOD**"
5. Click on the button "**POSLAT OVĚŘOVACÍ KÓD**"
6. Now, open the second tab with your email, where you have received an email from Microsoft Office--> you will find there your verifying code (numbers)
7. Copy the verifying code and go back to the fist tab with your email
8. Paste in the code (you copied it in the previous tab) into the field "**Ověřovací Kód**"
9. Click on the button "**Ověřit**"
10. You should be now transferred into the cloud

We will upload pictures and presentations from the staff week afterwards (within few weeks 😊)