



How to use InSIS

(Integrated Study Information System)

InSIS - a part of your studies

insis.vse.cz

- Log in
- First log in to InSIS instructions
- Languages



Integrated Study Information System

⌚ Aug 31, 2016 12:25 p.m. 🌐 Pavlína



Integrated Study Information System of University of Economics, Prague allows the academic community, university staff and public to access a wide range of information. Many people have devoted much of their time and effort to help implement the system at the university. Therefore, we will truly appreciate if you direct any problems you encounter or comments you may have to the university system administrators. This way we will be able to help you or complement the information system with any relevant features. We recommend that you contact us on our e-mail address [Contact address](#).



Personal administration

[Log in to the Personal administration of InSIS](#) •
 [First log in to InSIS instructions](#) •
 [System integrators](#)



Admission procedure

[E-application form to study at VŠE](#) •
 [Admission procedure results](#) •
 [Course application](#) •
 [Application to U3V](#)



Information about VŠE

[Persons at VŠE](#) •
 [Validity verification of identification cards](#) •
 [Departments](#) •
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Study information

[Academic year schedule](#) •
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 [Course catalogue](#) •
 [Electronic study materials](#) •
 [Final theses at VŠE](#) •
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Science and research information

[Projects](#) •
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About the information system

[InSIS documentation](#) •
 [Statistics of using InSIS](#) •
 [Are you thinking of implementing a study information system at your university?](#)

LOG IN

- User name: first three letters of your surname+first letter of your name+two numbers
- e.g. krei00
- Password: be aware of Capital/small letters, numbers, type of used keyboard



Integrated Study Information System

Aug 31, 2016 12:30 p.m. Pavlína

Log in to system

On this page you can log in Integrated Study Information System. You use an assigned user name and a password. The password distinguishes upper case and low case letters. At the same time you can select after which period of inactivity the system logs you out.



If you fail to log in or do not know the above mentioned information, please contact the [system integrator](#).

User name:

Password:

Log out after 1 day of inactivity ([change](#)).

Tip: A common problem is the Caps Lock key switched on/off or the keyboard set to a different language.

Forgot your password? Password reset available [here](#).

See application [First log in to InSIS instructions](#) to view more details about log in.

Change your password

- Don't forget to change your password !

Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.

- ! [Personal data check](#)
- ! [Change of distribution server](#)
- ! [Your password expires in less than 14 days. Change your password here.](#)

Noticeboard

- :: [Nový způsob zápisu obhajoby závěrečné práce](#) (FPH / Studijní informace / Studenti FPH) ✖
- :: [Výběrové řízení na výměnné pobyty - 2. ročník Bc. s...](#) (OZS) ✖

[Search](#) [Open all](#)

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<p>Technology and its administration</p> <ul style="list-style-type: none"> ▢ Access control system ▢ Accounts administration section ▢ University e-mail delivery ▢ Types of ID cards in use 	<p>Information system administration</p> <ul style="list-style-type: none"> ▢ Super-right switch ▢ Administration of mobile applications authorizations 	<p>InSIS documentation</p> <ul style="list-style-type: none"> ▢ InSIS documentation ▢ System integrators ▢ Licence information ▢ Statistics of using InSIS ▢ My operations
<p>Game room</p> <ul style="list-style-type: none"> ▢ List of games and statistics ▢ IQ Solitaire ▢ Stone Eater ▢ Caterpillar 	<p>Adjustment of the information system</p> <ul style="list-style-type: none"> ▢ Portlets in InSIS ▢ User settings ▢ Administration of My favourites menu ▢ Configure transfer of events to Office 365 	<p>Information system set-up</p> <ul style="list-style-type: none"> ▢ Personal data check ▢ My operations ▢ Change identity ▢ Password change

Personal administration – Personal data

- Check your personal data in InSIS and confirm!!!
- Inform about any change Mrs. Ivana Krejčí
- Send your Czech contacts to Mrs. Ivana Krejčí (phone number, address out of dorms)

Personal administration

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Personal administration - Student's portal

Personal administration

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[Change of distribution server](#)
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Search Open all

<p>Public information portal</p> <ul style="list-style-type: none"> Persons at VSE Study plans Thematic search Course catalogue 	<p>My studies</p> <ul style="list-style-type: none"> Student's portal Course assessment Evaluation Course evaluation by students Study application form Student enrollment statistics 	<p>eLearning</p> <ul style="list-style-type: none"> Tests and examinations Electronic study materials
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Student's portal

- **Personal Timetable**
- **My lectures sheet** - grades & points for tests, papers, homework, etc.
- My schoolmates
- Plan progress check
- **Register for examinations**
- Registration/Enrollment - > 2nd - 4th semester
- Extra-sem. courses - e.g Block courses, State exams

WWW.VSE.CZ

Alce Tel. seznam Download FAQ Kontakt Změnovník RSS

VŠE
VYSOKÁ ŠKOLA EKONOMICKÁ
V PRAZE

Integrated Study Information System
Sep 6, 2016 12:06 p.m. Boleslav

Logged in: Office365 0 documents 0 tasks

Student's portal

Study - OZS C-ME-IB pres [term 1, E], study period - WS 2016/2017 - OZS

[My studies](#) [E-study record](#) [My schoolmates](#) [Study details](#) [Map of my study](#)
[Course e-plans](#) [List of topics](#) [Coursework submissions](#) [Plan progress check](#) [My lectures sheet](#)

The table shows the studies commenced or completed at this university and the application icons relevant to the studies. The study and the study period you are working with at the moment can be found in the page subheader. If you have more than one study or study period use the grey bullet in the first column Choose to switch between them in the portal applications. When entering the Student's portal you are working with the active study (green bullet).

Choose	Faculty	Programme - Field of study	Progress of study	Register for examinations	Registration/Enrollment	Extra-sem. courses	Registration/Enrollment at VS
	OZS REK	C-ME International Economic Relations International Business - Central European Business Realities [full-time]	enrolled				

Support of the selected study
Application on support of the selected study.

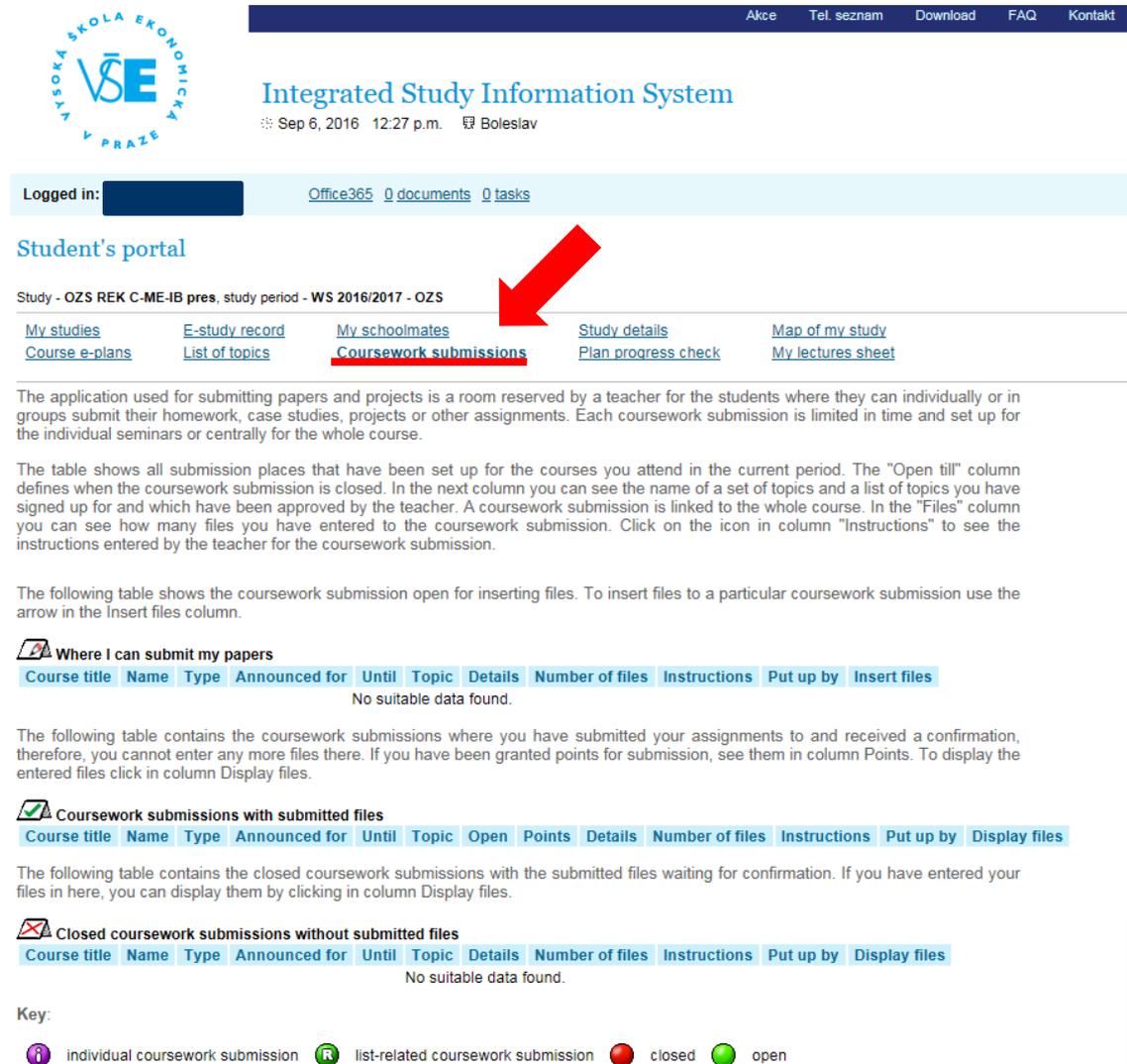
[Personal timetable](#) [Academic calendar \(weeks overview\)](#) [Academic year schedule](#) [Study Department](#) [Print enrollment sheet](#) [Study confirmation form](#) [Study confirmation form in English](#) [Print the request form](#) [Submit electronic application to Study Department](#) [My excuse notes](#) [Course evaluation by students](#)

Study financing and scholarships
Application on support of financing and scholarships of the selected study.

[Study financing](#) [Accommodation benefit application](#) [Paid-out scholarships](#) [Bank accounts](#)

Student's portal - Coursework submission

- Coursework submission
- Submission of homework, presentations, projects, etc.
- Confirm the submission **three times** 😊
until  appears




Akce Tel. seznam Download FAQ Kontakt

Integrated Study Information System

🕒 Sep 6, 2016 12:27 p.m. 📍 Boleslav

Logged in: [REDACTED] [Office365](#) [0 documents](#) [0 tasks](#)

Student's portal

Study - OZS REK C-ME-IB pres, study period - WS 2016/2017 - OZS

[My studies](#) [E-study record](#) [My schoolmates](#) [Study details](#) [Map of my study](#)
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The application used for submitting papers and projects is a room reserved by a teacher for the students where they can individually or in groups submit their homework, case studies, projects or other assignments. Each coursework submission is limited in time and set up for the individual seminars or centrally for the whole course.

The table shows all submission places that have been set up for the courses you attend in the current period. The "Open till" column defines when the coursework submission is closed. In the next column you can see the name of a set of topics and a list of topics you have signed up for and which have been approved by the teacher. A coursework submission is linked to the whole course. In the "Files" column you can see how many files you have entered to the coursework submission. Click on the icon in column "Instructions" to see the instructions entered by the teacher for the coursework submission.

The following table shows the coursework submission open for inserting files. To insert files to a particular coursework submission use the arrow in the Insert files column.

 **Where I can submit my papers**

Course title	Name	Type	Announced for	Until	Topic	Details	Number of files	Instructions	Put up by	Insert files
No suitable data found.										

The following table contains the coursework submissions where you have submitted your assignments to and received a confirmation, therefore, you cannot enter any more files there. If you have been granted points for submission, see them in column Points. To display the entered files click in column Display files.

 **Coursework submissions with submitted files**

Course title	Name	Type	Announced for	Until	Topic	Open	Points	Details	Number of files	Instructions	Put up by	Display files
No suitable data found.												

The following table contains the closed coursework submissions with the submitted files waiting for confirmation. If you have entered your files in here, you can display them by clicking in column Display files.

 **Closed coursework submissions without submitted files**

Course title	Name	Type	Announced for	Until	Topic	Details	Number of files	Instructions	Put up by	Display files
No suitable data found.										

Key:

 individual coursework submission
  list-related coursework submission
  closed
  open

Personal timetable

- Classroom
- Course
- Teacher

- **NB** = New Building (Nová budova)
- **RB** = Rajská Building (Rajská budova)
- **SB** = Old Building (Stará budova)

- Students can visit teachers during their **office hours** (see Persons at VŠE)


 Integrated Study Information System
 Sep 7, 2017 5:41 p.m. Regina

Logged in [REDACTED] Office365 4 documents 0 tasks

Personal timetable for student [REDACTED]

The following table shows the HTML preview of the selected timetable. Select the Output in PDF option to obtain a printed version.

Day	08:15-09:00	09:15-10:00	10:00-10:45	11:00-11:45	11:45-12:30	12:45-13:30	13:30-14:15	14:30-15:15	15:15-16:00	16:15-17:00	17:00-17:45	18:00-18:45	18:45-19:30
Mon													
Tue		RB 209 IP 404 Comparative Government of Central and Eastern Europe ⁽²⁾ V. Dvořáková		NB 459 IP 404 Comparative Government of Central and Eastern Europe ⁽¹⁾ P. Vymětal		SB 126 IP 416 Intermediate Macroeconomics H. Chytilová							
Wed		RB 211 IP 459 International Management M. Pichanič		RB 211 IP 459 International Management M. Pichanič									NB 459 IP 452 International Finance ⁽³⁾ K. Brůna
Thu			NB 469 IP 417 International Economics ⁽⁴⁾ P. Žamborský		NB 459 IP 415 Intermediate Microeconomics ⁽⁴⁾ H. Chytilová								
Fri													

Key:

lecture	seminar
---------	---------

Unless otherwise stated in the note, lessons take place in the campus Žižkov.

Notes:

- (1) Odd week
- (2) Co-teachers: [P. Vymětal](#)
- (3) Co-teachers: [J. Taušer](#)
- (4) Day off: 28. 09. 2017

Personal administration - Persons at VŠE

Personal administration

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Persons at VŠE

- Searching for teachers, students, staff
- Office hours
- email contact
- location of the office

1. Searching persons at VŠE

This application allows you to search for any person at VŠE. You diacritics. It is necessary to type in the minimum of three characters.

Enter the person's name

- | | |
|---------------------------------------------------------------------------|----------------------------------------------|
| <input checked="" type="checkbox"/> Faculty of Finance and Accounting | <input checked="" type="checkbox"/> Students |
| <input checked="" type="checkbox"/> Faculty of International Relations | <input type="checkbox"/> Graduates |
| <input checked="" type="checkbox"/> Faculty of Business Administration | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Faculty of Informatics and Statistics | <input type="checkbox"/> Outside staff |
| <input checked="" type="checkbox"/> Faculty of Economics | |
| <input checked="" type="checkbox"/> Faculty of Management | |

2. Persons at VŠE

This page displays all publicly accessible information about the desired person. Some information about the person's occupation and offices may be hidden.



Ing. Ivana Krejčí

Identification number: 1759

University e-mail: ivana.krejci@vse.cz

Independent expert - [Faculty of International Relations](#)

The information system receives all information about the employees' job descriptions from HR and IFIS system. In case of discrepancies, please contact the Personnel Department. The Office phone number and Office number items are set by the OSSA at your department or the system integrator.

User forwards the university mail to a different address (distribution server office365).

Personal number: 22425
 Office phone number: +420 224 098 524
 Office address: FMV, nám. W. Churchilla 4, 13067 Praha
 Office number: RB 524
 E-mail: ivana.krejci@vse.cz, krejci@vse.cz
 Contact: Fax: + 420 224 098 597
 Consulting hours: Office hours during the semester: Monday 09.30 - 11.30; 13.00 - 15.00 Tuesday 09.30 - 11.30; 13.00 - 15.00 Wednesday 09.30 - 11.30; 13.00 - 15.00
 Note: Tuesday September 4: 9.30 - 11.30 office hours cancelled (doctor)
 Sharepoint profile: [krejci](#)
 Skype for Business: [krejci](#)

Personal administration - Course Catalogue

Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.



Personal data check
Change of distribution server



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[Search](#) [Open all](#)

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Course catalogue - Course syllabus I.

- Course syllabus
- Course code + title
- Lecturers

2.



Integrated Study Information System

🕒 Sep 3, 2018 4:02 p.m. 📍 Bronislav

Logged in:

[Office365](#) [1 document](#) [0 tasks](#)

Course syllabus IP_404 - Comparative Government of Central and Eastern Europe ★ (OZS - WS 2018/2019)

[Czech](#) [English](#)

Course code:	IP_404
Course title in language of instruction:	Comparative Government of Central and Eastern Europe
Course title in Czech:	Srovnání vládních systémů střední a východní Evropy - anglicky
Course title in English:	Comparative Government of Central and Eastern Europe
Number of ECTS credits allocated:	5 (1 ECTS credit = 26 hours of workload)
Mode of delivery:	full-time; 2/1 (hours of lectures per week / hours of seminars per week) as semestral course
Mode of completion:	graded course
Language of instruction:	English
Level of course and year of study:	master (second cycle): 1
Semester:	WS 2018/2019
Name of lecturer(s):	prof. PhDr. Vladimíra Dvořáková_CSc. (examiner, instructor, lecturer, supervisor) Ing. Petr Vymětal_Ph.D. (examiner, instructor, lecturer)
Prerequisites and co-requisites:	none
Recommended optional programme components:	none
Work placement:	none

Aims of the course:

The goal of the course is to provide information about features and characteristics that are typical for political and economic regimes of the Central and East Eur

Learning outcomes and competences:

Upon successful completion of this course, students will be able:

- to understand the development of the Central and Eastern Europe,
- to identify the key national and religious cleavages in the Central and Eastern Europe
- predict possible solution of internal and external conflicts in the region
- understand the process of transition to democracy and transition to market economy



Integrated Study Information System

🕒 Sep 3, 2018 4:00 p.m. 📍 Bronislav

Logged

[Office365](#) [1 document](#) [0 tasks](#)

Course catalogue

Use this application to search for any courses at the VŠE in the current, future and past study periods. You can search by a range of criteria - by the name or the code of the course (the application accepts words with or without diacritics; it is necessary to type in either three characters of an arbitrary subchain of the course name or the entire code of the course), by supervising departments, by thematic templates, by semesters, etc.

[Courses by their names](#) [Courses by departments](#) [Extended search](#)

Enter the course name:

Select the department

Which academic year do you wish to search for the courses?

- Faculty of Finance and Accounting
- Faculty of International Relations
- Faculty of Business Administration
- Faculty of Informatics and Statistics
- Faculty of Economics
- Faculty of Management
- Centrum tělesné výchovy a sportu
- Pedagogické oddělení
- International Office
- Oddělení vědy a výzkumu
- Francouzsko-český institut řízení
- Central and East European Studies Program
- Institut oceňování majetku
- University of Third Age
- University of Third Age - Jindřichův Hradec
- International School of Business and Management

- 2019/2020
- 2018/2019
- 2017/2018
- 2016/2017
- 2015/2016

Course syllabus - II.

- **Assessment methods and criteria**
- Reading
- Regular course units

Assessment methods and criteria:

Requirement type	Daily attendance
Active lecture/seminar/workshop/tutorial participation	10 %
Presentation	20 %
Mid-term test(s)	35 %
Final test	35 %
Total	100 %

Assessment:

Graded courses

- 1 Excellent (90 - 100%)
- 2 Very good (75 - 89%)
- 3 Good (60 - 74%)
- 4 Insufficient (0 - 59%)

Ungraded courses

- P Passed
NP Not Passed

Special requirements and details:

none

Reading:

Type	Author	Title	Published in	Publisher	Year	ISBN	Library
RQ	WHITE, S.	Developments in Central and East European Politics		Macmillan	2003		
RQ	TISMĂNEANU, V.	Reinventing politics : Eastern Europe from Stalin to Havel	New York	Free Press	1992	0-02-932605-2	details
RE	WHITE, S.	Developments in Russian Politics		Macmillan	2005		
RE	SMITH, J.	Fall of Soviet Communism, 1986 - 1991		Palgrave	2005		

- RQ required
RE recommended

Regular course units:

Day	From-til	Room	Teacher	Type	Frequency	Capacity
Tuesday	09:15-10:45	RB 209	V. Dvořáková, P. Vymětal	Lecture	Every week	50
Tuesday	11:00-12:30	NB 459	P. Vymětal	Seminar	Even week	25
Tuesday	11:00-12:30	NB 459	P. Vymětal	Seminar	Odd week	25

Personal administration - Documents



Integrated Study Information System

Sep 3, 2018 4:04 p.m. Bronislav

Logged in: Office365 1 document 0 links

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Noticeboard

- [Nový způsob zápisu obhajoby závěrečné práce \(FPH / Studijní informace / Studenti FPH\) ✖](#)
- [Výběrové řízení na výměnné pobyty - 2. ročník Bc. s... \(OZS\) ✖](#)

[Search](#) [Open all](#)

<p>Public information portal</p> <ul style="list-style-type: none"> Persons at VŠE Departments Study plans Thematic search Course catalogue 	<p>My studies</p> <ul style="list-style-type: none"> Student's portal Course Attainment Evaluation Course evaluation by students Study application form Student enrollment statistics 	<p>eLearning</p> <ul style="list-style-type: none"> Tests and examinations Electronic study materials 	<p>Science and research</p> <ul style="list-style-type: none"> Matching of publications Biographical information Writing CVs
<p>Personal management</p> <ul style="list-style-type: none"> Sign up for news Mail box Document server Discussion platforms 	<p>eAgenda</p> <ul style="list-style-type: none"> Contact centre eSurveys 	<p>Technology and its administration</p> <ul style="list-style-type: none"> Access control system Accounts administration section University e-mail delivery Types of ID cards in use 	<p>Information system administration</p> <ul style="list-style-type: none"> Super-right switch Administration of mobile applications authorizations
<p>InSIS documentation</p> <ul style="list-style-type: none"> InSIS documentation System integrators Licence information Statistics of using InSIS My operations 	<p>Game room</p> <ul style="list-style-type: none"> List of games and statistics IQ Solitaire Stone Eater Caterpillar 	<p>Adjustment of the information system</p> <ul style="list-style-type: none"> Portlets in InSIS User settings Administration of My favourites menu Configure transfer of events to Office 365 	<p>Information system set-up</p> <ul style="list-style-type: none"> Personal data check My operations Change identity Delegates set-up Password change

Documents

- Sent by teachers
- Homework, lectures, presentations
- Document server (tree) = all documents you received
- You can also see documents in E-study record

New documents in the Document server

[DS](#)

[Document tree](#)

[All my folders](#)

[New documents \(0\)](#)

[DS settings](#)

[Searching](#)

Use this application to view all new documents. After reading it, the document will not be displayed again.



[Update documents](#)



You have no new documents

- [Back to Document server \(tree\)](#)
- [Back to Personal administration](#)

Personal administration - Mail Box - Office 365

- On InSIS or at o365.vse.cz
- username@vse.cz
- Password is the same as to InSIS (after the change of the first password you were supposed to do after first log in to InSIS)
- **ONLY** Official university mail address is used by teachers and administration of VŠE

Logged in: **Office365** | document | 0 tasks

Personal administration

Welcome to the Personal administration section of the Integrated Study Information System.

Noticeboard

- Nový způsob zápisu obsahoby závěrečné práce (EPH / Studijní informace / Studenti EPH) ✖
- Vyběrové řízení na výměnné pobyty - 2. ročník Bc. s... (OZS) ✖

Public information portal

- Persons at VŠE
- Departments
- Study plans
- Thematic search
- Course catalogue

My studies

- Student's portal
- Course Attainment Evaluation
- Course evaluation by students
- Study application form
- Student enrollment statistics

eLearning

- Tests and examinations
- Electronic study materials

Science and research

- Matching of publications
- Biographical information
- Writing CVs

Personal management

- Sign up for news
- Mail box
- Document storage
- Document server
- Discussion platforms

eAgenda

- Contact centre
- eSurveys

Technology and its administration

- Access control system
- Accounts administration section
- University e-mail delivery
- Types of ID cards in use

Information system administration

- Super-right switch
- Administration of mobile applications authorizations

InSIS documentation

- InSIS documentation
- System integrators
- Licence information
- Statistics of using InSIS
- My operations

Game room

- List of games and statistics
- IQ Solitaire
- Stone Eater
- Caterpillar

Adjustment of the information system

- Portlets in InSIS
- User settings
- Administration of My favourites menu
- Configure transfer of events to Office 365

Information system set-up

- Personal data check
- My operations
- Change identity
- Delegates set-up
- Password change

Office 365

- Electronic mail (Outlook) - 50GB
- Document repository for individuals (OneDrive)
- Document sharing within study teams
- Messaging, online meetings and web conferencing (Lync or Skype for business)
- **Office 365 Pro Plus** - students can install Microsoft Office (Word, Excel, PowerPoint, Outlook, OneNote, Publisher, Access and Lync) up to five of their devices

<https://:o365.vse.cz>

OFFICE 365 - set language (1)

Set the language after log in to your mail box

Step 1

The screenshot shows the Outlook web interface. The top navigation bar includes the Outlook logo and a search icon. The main content area displays the 'Inbox' with a message icon and the text: 'Vyberte položku, kterou si chcete přečíst. Pokud chcete, aby se vždycky vybrala první položka ze seznamu, klikněte sem.' The right-hand pane is open to the 'Nastavení' (Settings) page. A red circle highlights the gear icon in the top right corner of the Outlook interface, and a red arrow labeled 'Step 1' points to it. Another red circle highlights the 'Office 365' option under the 'Nastavení vašich aplikací' (App settings) section, with a red arrow labeled 'Step 2' pointing to it.

Set language (2)

WWW.VSE.CZ

Set language (2)

Můj účet

Nastavení

Hledáte nastavení zabezpečení a ochrany osobních údajů? Jsou teď trochu jinde. [Ukázat](#)

Motiv
Zvolte svůj oblíbený motiv. Výchozí motiv

Úvodní stránka
Změňte místo, kam přejdete po přihlášení. Outlook

Oznámení
Určete, která oznámení potřebujete. Zapnuto

Software
Nainstalujte software.

Jazyk a časové pásmo
Zvolený jazyk vám pomáhá vybrat správné možnosti formátu data a času. [Další informace](#)

Jazyk
English (United States)

Aktuální časové pásmo
(UTC+01:00) Praha, Bratislava, Budapešť, Bělehr

Formát data (například 1. září 2016 se zobrazí takto)
9/1/2016

Formát času
1:01 - 23:59

Uložit Zrušit

OFFICE 365 Pro Plus installation (1)

- You can install Microsoft Office Pro Plus (Word, Excel, PowerPoint) up to five devices (i.e. laptop, mobile phone, tablet) for free

The screenshot shows the 'Nastavení' (Settings) page for a Microsoft Office 365 Pro Plus account. The left sidebar contains navigation options: 'Můj účet', 'Osobní údaje', 'Předplatná', 'Zabezpečení a ochrana osobních údajů', 'Oprávnění aplikací', 'Stav instalace', and 'Nastavení'. The main content area lists various settings:

- Motiv**: Zvolte svůj oblíbený motiv. (Default: Východní motiv)
- Úvodní stránka**: Změňte místo, kam přejdete po přihlášení. (Default: Outlook)
- Oznámení**: Určete, která oznámení potřebujete. (Default: Zapnuto)
- Software**: Nainstalujte software. (This option is circled in red with a red arrow pointing to it)
- Jazyk a časové pásmo**: Zvolte jazyk, časové pásmo a formát data/času. (Default: English (United States))

At the top of the settings page, there is a search bar with the text: 'Hledáte nastavení zabezpečení a ochrany osobních údajů? Jsou teď trošku jinde. Ukázat'.

OFFICE 365 Pro Plus installation (1)



Software

Office

Nástroje a doplňky

Skype pro firmy

Telefon a tablet

Office

Spravovat instalace

Chcete deaktivovat produkt Office na jednom počítači a nainstalovat ho na jiný? Přejděte na [Můj účet](#) > [Stav instalace](#).

Nainstalovat Office 365 ProPlus s novými aplikacemi verze 2016 [Co se stalo s Office 2013?](#)

Poznámka: Správce povolil nové verze, takže budete mít přednostní přístup k nejnovějším funkcím Office. Pokud k nim budete mít nějaké připomínky nebo s nimi budete mít nějaké problémy, kontaktujte prosím správce.



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Skype pro
firmy



OneDrive
pro firmy

Jazyk:

English (United States)

Verze:

Rozšířené možnosti

Step 1

Don't see the language you want? Install one of the languages in the list above and then install a language accessory pack. Additional languages and language accessory packs don't count against your install limit.

[Informace o systémových požadavcích](#)

[Poradce při potížích s instalací](#)

Nainstalovat

Step 2

To forward your emails...



Options

- Shortcuts
- General
- Mail
 - Automatic processing
 - Automatic highlighting
 - Automatic replies
 - Clutter
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings
 - Retention policies
 - Undo send
 - Accounts
 - Block or allow
 - Connected accounts
 - Forwarding
 - POP and IMAP
 - Attachment options
 - Attachment preferences
 - Storage accounts
 - Layout
 - Conversations
 - Email signature
 - Focused inbox
 - Link preview
 - Message format
 - Message list
 - Quick actions
 - Reading pane
 - S/MIME
 - Clean up mailbox

Mail options

In this section, you can change your email account settings. Email options are organized into the following categories:

- Automatic processing — Control how incoming and outgoing email is handled.
- Accounts — Choose how email will flow in and out of your accounts.
- Layout — Customize the look of your inbox and email messages.
- S/MIME — Manage encryption and digital signature settings for email that you send.

Settings

Search all settings

Automatic replies
Create an automatic reply (Out of office) message.

Display settings
Choose how your Inbox should be organized.

Offline settings
Use this computer when you're not connected to a network.

Manage add-ins
Turn add-ins from your favorite app vendors on and off.

Manage connectors
Connect Outlook to your favorite services.

Theme
Default theme

Notifications
On

Your app settings
Office 365

- Mail
- Calendar
- People

3

4

2



Options

Shortcuts

General

- My account
- Change theme
- Distribution groups
- Keyboard shortcuts
- Manage add-ins
- Mobile devices
- Offline settings
- Accessibility settings
- Light version
- Region and time zone
- Text messaging
- Export

Mail

- Automatic processing
 - Automatic highlighting
 - Automatic replies
 - Clutter
 - Inbox and sweep rules
 - Junk email reporting
 - Mark as read
 - Message options
 - Read receipts
 - Reply settings
 - Retention policies
 - Undo send
- Accounts
 - Block or allow
 - Connected accounts
 - Forwarding**
 - POP and IMAP

 Save **3** × Discard

Forwarding

Start forwarding **1**

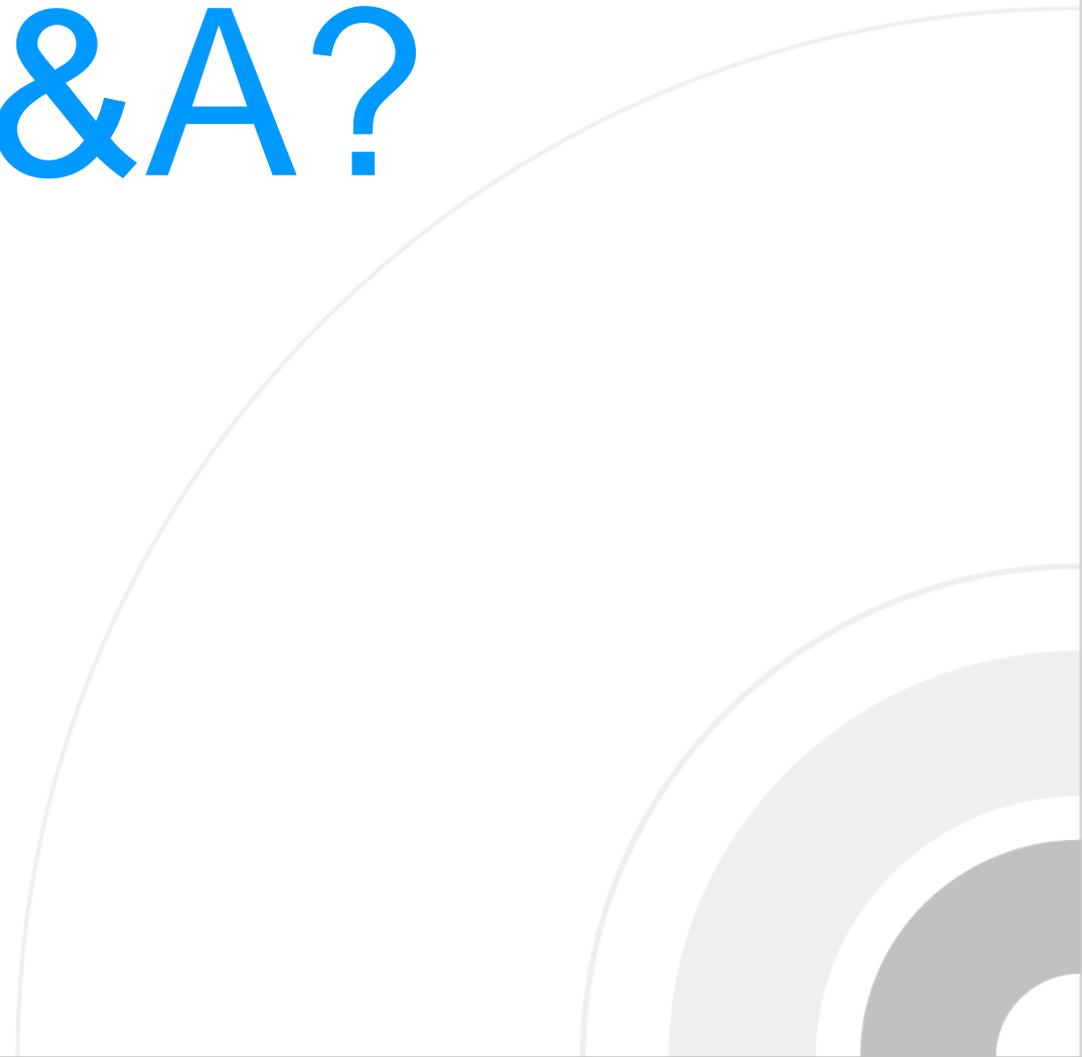
Forward my email to:



2 Keep a copy of forwarded messages

Stop forwarding

Q&A?



Thank you for your attention!

Good luck with your studies
and
enjoy your stay in Prague!

