

Recommended computer/laptop settings guide

Log in to your computer

To log in, use your **UČO** and **Secondary Password**.

- UČO and primary password: Every MU employee is assigned a UČO (university ID number). UČO is generated by a member of the Human Resources Department and will be given to you, including the primary and secondary passwords, when you sign your contract, no later than the day you start.
- Secondary password: The secondary password should be different from the primary password. For example, to access Wi-Fi, Open VPN, log in to a PC or to log in to a computer in the University-wide computer lab (e.g., for training).
- Both passwords can be changed in the [IS MU Password application](#). More information is available on the website [What is the Primary and the Secondary Passwords for](#).
- **UNDER NO CIRCUMSTANCES EVER TELL YOUR PASSWORD TO ANYONE (NOT EVEN TO THE IT DEPARTMENT FOR PROPER SETUP)!**

Log in to MS Outlook

Use the [instructions](#) to log in to the Outlook desktop application.

- To log in, use **UČO@muni.cz** and the **Primary Password**.
- Employees have an automatically created email in the format [UČO@muni.cz](#), which is managed in O365 or MS Outlook.
- Each employee has an automatically created additional email [UČO@mail.muni.cz](#), which is managed in the IS.
- After joining, contact the Office for Information and Communications Technologies (OIKT) via the [form](#) with your name, UČO and the required alias (for example, [surname@sci.muni.cz](#)).
- To ensure that MS Office applications (including MS OneDrive and MS Outlook) work properly, change the license [in Inet](#) to A3 - employee.
- You can also [set the language](#) to be used by MS Office.
- It is recommended to actively [use calendar sharing](#).
- Create your personal certificate by following the [instructions](#). Then [import the certificate](#) into MS Outlook.
- Set up an [automatic signature](#).

Log in to MS Office

In case you have correctly logged into MS Outlook, you can use MS Office straight away. In some cases, it takes up to 24 hours to link the license. In the meantime, you may see a login window.

- MS Office is also available on the web at [www.o365.muni.cz](#) ("Web Office").
- To log in, use **UČO@muni.cz** and the **Primary Password**.
- Possibility to [install MS Office on other devices](#) (mobile phone, tablet, home computer).
- To connect your own photos to Office (including MS Teams and email communication), follow the [description](#).

Log in to MS OneDrive

Follow the [instructions](#) to log in and synchronise correctly. **Leave all folders (Documents, Desktop and Pictures) selected in step 6. Just click on the Next button! ATTENTION:** The instructions are valid for laptops. For desktop PCs, your [IT department](#).

- To log in, use **UČO@muni.cz** and the **Primary Password**.
- All files are synchronized and backed up (especially Desktop, Documents, Pictures).
- Always save files to OneDrive for syncing and backup purposes.

Log in to MS Teams

To log in, use **UČO@muni.cz** and the **Primary Password**. The default is [UČO@ucn.muni.cz](#), which MS Teams will not log you in with, so follow the [instructions](#)!

- MS Teams is the university's main communication tool and MS Outlook.

Eduroam Wi-Fi connection

To connect, use **UČO@muni.cz** and the **Secondary Password**.

- For proper functionality, if you are not yet connected to the network by cable, use the [MUNI](#) auxiliary network, where you log in using your UČO and Secondary Password.
- In case you are connected by cable, or you have connected using the MUNI network, then follow the [instructions](#).

VPN - Connection from Home

You will find the OpenVPN application on your computer. You log in to this application using **UČO** and **Secondary Password**.

- **Always use a VPN** if it's a **public Wi-Fi** network, whether it's password-protected or not.
- Instructions for installing and setting up VPNs on other devices are available [here](#).

Printers settings

[Contact your IT department](#) to set up your printers.

Economic and personnel systems Magion (Rumbur)

For the operationalization of economic and personnel systems, the head of the workplace should be contacted to arrange approaches with the head of the Finance Office or Personnel Office (HR). The subsequent commissioning of the application will be handled by an IT technician.

Setting default applications

To make it easier to work with some file types, set up your default applications as [instructed](#).

More information

Supported browsers

- See the [software overview on the employee PCs](#).

Software catalogue in the device

- If you have a device in Central Administration (logging in with a UČO and Secondary Password), you can use the Software Center. Follow the [instructions](#) to install the applications.
- The range of software available for installation is listed on the [website](#).

MU Employee Portal - intranet

- The portal can be accessed at www.portal.muni.cz.
- Use your **UČO** and **Primary Password** to log in.
- On the MU Portal, you will find information from the [dean's departments](#) (always distinguished by faculty green).
- An introduction to the MU Portal is available on the [website](#).

Other university systems and training

- <https://inet.muni.cz/>
- <https://is.muni.cz/>
- <https://kompas.muni.cz/>
- Cybersecurity training: <https://security.muni.cz/cybercompass>
- Application training: <https://portal.muni.cz/zamestnanec/osobni/skoleni>
- [Overview of available software and applications](#).

Contact to the IT department

- In case of problems, please contact the IT department by email at it@sci.muni.cz or use the [contact form](#).
- Information about the department, including useful tips and news, is available on the website www.it.muni.cz/en/sci or the [MU Portal](#).
- If a service is not working, check the [website with service outages](#).
- For all IT tutorials and news, visit www.it.muni.cz.

Check the checklist on the last page of the document to ensure that the settings are correct.

Device Settings Checklist

Log in to your computer

- Login: UČO and Secondary password

Log in to MS Outlook

- Login: UČO@muni.cz and Primary password
- Request to set an alias
- A3 license setup
- Set up the language in Inet
- Personal certificate setup
- Setting up an automatic signature

Log in to MS Office

- License check in MS Office (can take up to 24 hours)
- Login: UČO@muni.cz and Primary password

Log in to MS OneDrive

- Login: UČO@muni.cz and Primary password

Log in to MS Teams

- Login: UČO@muni.cz and Primary password

Eduroam Wi-Fi connection

- Eduroam Wi-Fi connection: UČO@muni.cz and Secondary password

Printers settings

- Request printer settings from your IT department

Setting default applications

- Internet browser
- E-mail client – MS Outlook
- Pdf file viewer – Adobe Acrobat
- Images – IrfanView
- Videos, Music – VLC media player

More information and training

- <https://inet.muni.cz/>
- <https://is.muni.cz/>
- <https://kompas.muni.cz/>
- <https://portal.muni.cz/>
- <https://o365.muni.cz/>

Cybersecurity training

- <https://security.muni.cz/cybercompass>

Magion systems

- Rumbur – remote desktop
- Uniprint
- Remote scan

Contact to the IT department

- it@sci.muni.cz
- <https://it.muni.cz/sci>
- IT tutorials: <https://it.muni.cz/>