1) Open tne MS Forms website https://forms.office.com/Pages/DesignPageV2.aspx

2) In the upper right corner click on Logout



3) In the upper right corner click on *Login*:

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Microsoft Forms Sromaždujte lepši data a dėlėjte lepši rozhodnuti. Přihlásit se Zobrazit plány a ceny Microsoftu 365 >	Customer survey bran	Customer satisfaction survey	Mild X 0 0 0 0 0 0	Verter of the second se

- 4) If you don't want to log out, **you can open the form in a private mode**. If you do not know how to open a private window, use Google to search for "how to open a private window", do not forget to add the name of a browser you are using.
- 5) Enter your email address in the following format employeenumber@cuni.cz (students use their student number; your numbers are shown on your employee or student card).



- 6) You will be forwarded to the CAS website, where you will enter your faculty login and password and thus be logged in under your Rectorate account.
- 7) When you click on the link <u>4EU+ online application</u>, a form will open for you to fill in.