

Office 365 and Outlook

When, Why, Where and How

Office and Outlook

The Office 365 is the Microsoft package used by the Corvinus University. It is available free of charge for all officially enrolled students.

You will be able to use the programs through the web or via downloaded application. We strongly recommend that you **to install the Outlook app to your phone and turn on the notification**, so you will be informed about every important news, tasks, changes related to your studies.

When?

You will be able to access the Office 365 package at any time once you have set up your CUSMAN.

We strongly advise that you download the Outlook app to your phone once you have registered in CUSMAN. If you cannot log in to your email right after the registration process, please be patient as it might take a bit of time.

Why is it important?

The Office 365 package includes all the essential programs that you will need throughout your studies at Corvinus University: e.g., preparing presentations, calculations, or essays (Word, Excel, Power Point... etc). By using the OneDrive cloud-based service, you will be able to share files or edit them together with other students.

The university's chosen mailing system is Outlook. Due to identification and GDPR reasons, you will receive all communication from Corvinus to your student email address (**xxx@stud.uni-corvinus.hu**), and you will only receive answer to your emails if you are using the above-mentioned address. The importance of Microsoft Teams has been discussed earlier.

Where?

You can download the Office365 software from [here](#).

How?

Once you are officially registered and have set up your Cusman code, you can use Outlook and the other Office 365 programs by using your official Corvinus student email address (...@stud.uni-corvinus.hu) and CUSMAN password.

Should you have any login issues, please contact ithelpdesk@uni-corvinus.hu.

Guides on how to use the above programs are available [here](#).