

# Cloud 365

## Using Office 365 EduID

### User Guide

#### Introduction

All employees and students of Eszterházy Károly University (hereinafter referred to as the university) have EduID access. With EduID, a number of web-based services can be used in the higher education and academic community, including Office 365 (O365).

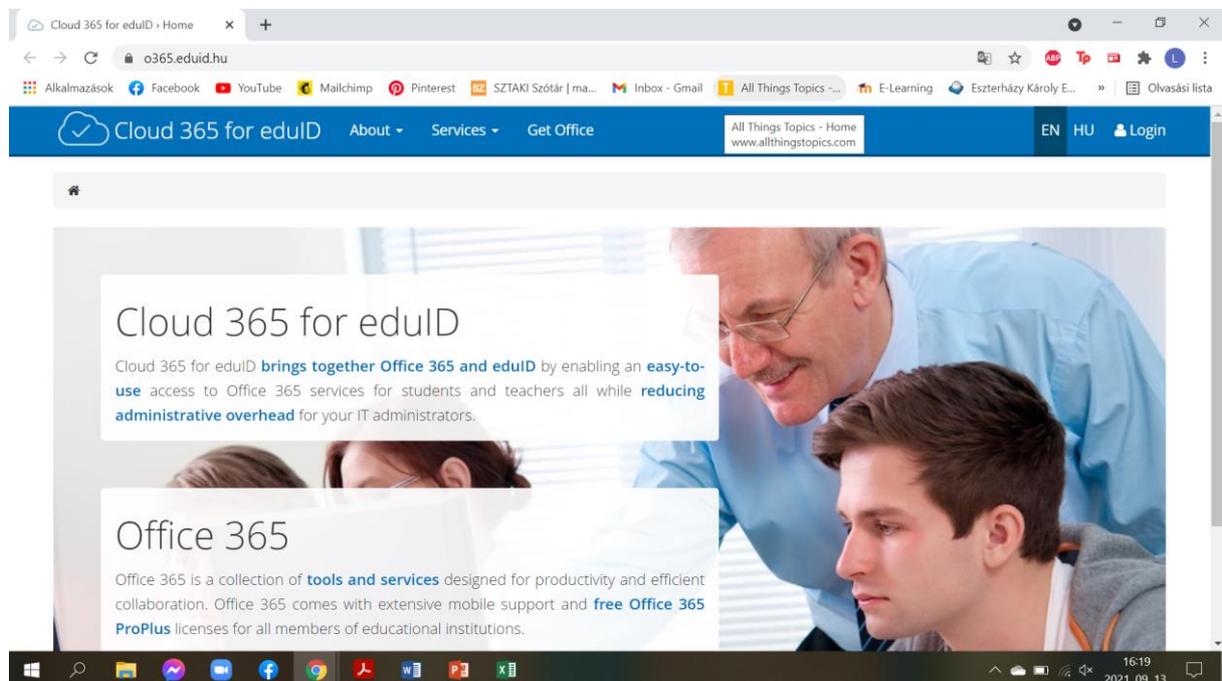
It should be noted that O365 is not a service of the university and therefore the IT department has limited technical support capabilities. We recommend that you always store a backup of any material stored in O365 elsewhere. If you are an employee of the university, please make sure that you store the first copy of your work materials on the university's servers.

#### EduID registration in O365

Even if you have used EduID for another service, or if you have not used EduID for O365, you still need to register for O365.

#### EduID Registration steps

1. Go to <https://o365.eduid.hu> (hereafter EduID portal) and click on the Login button.



The EduID portal redirects your browser to the university's EduID Identification Provider (IdP) page. If you have not yet used EduID from that browser, or are using the browser in private mode, you must

first specify which HREF institution is performing the identification. In our case, this is Eszterházy Károly University.

## Office365 eduID gateway

Office365 eduID gateway is a portal enabling access to Office365 services through federated login

This service requests that you login. Select your preferred method below...

2. After selecting the university, you can set the browser to save the selected institution and automatically redirect you to the university IdP page next time. You can limit this to until the browser is closed or for any length of time. If you have your own computer and are logged in with your own personal account, we recommend the latter.

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Esztergomi Arany János Általános Iskola - Esztergom  
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Esztergomi József Attila Általános Iskola - Esztergom  
Esztergomi József Attila Általános Iskola - Esztergom

Gárdonyi Zoltán Református Általános Iskola és Alapfokú Művészeti Iskola -  
Biharkeresztes  
Gárdonyi Zoltán Református Általános Iskola és Alapfokú Művészeti Iskola - Biharkeresztes

Mezőkeresztesi Kossuth Lajos Általános Iskola Szederkényi Anna Tagiskolája -  
Mezőnyárad  
Mezőkeresztesi Kossuth Lajos Általános Iskola Szederkényi Anna Tagiskolája - Mezőnyárad

**Eszterházy Károly University, Eger**  
Eszterházy Károly University, Eger

3. On the University's IdP page, you will need to enter the identifier in the form neptuncode@std.uni-eszterhazy.hu and the password used in Neptun (as in the case of EduROAM or EKE OpenVPN).

**EduID belépés**  
**Eszterházy Károly Egyetem**



**Felhasználónév és jelszó**

Ez a szolgáltatás megköveteli, hogy azonosítsa magát. Kérjük, adja meg felhasználónevét és jelszavát az alábbi űrlapon.



Felhasználónév:

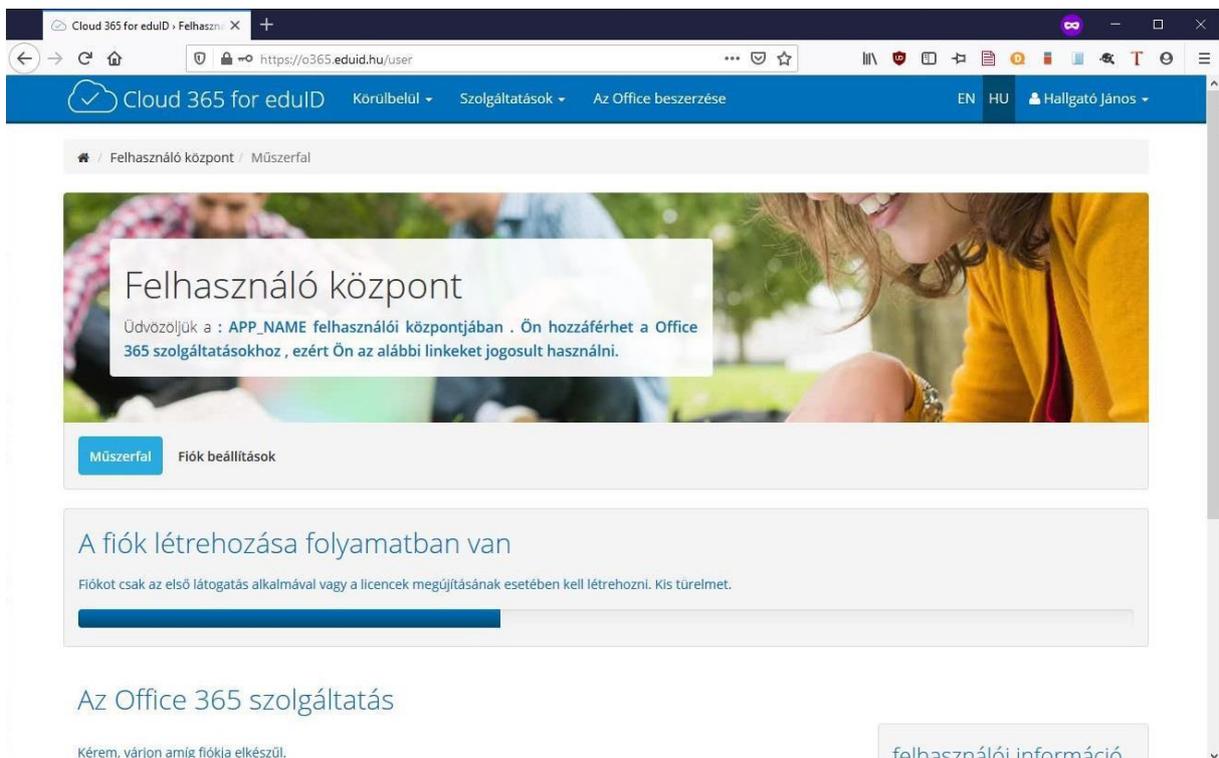
Jelszó:

[Bejelentkezés](#)

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After logging in, the IdP will redirect you back to the EduID portal and log you in. At the same time the portal creates (registers) your user ID in O365.



After the registration process you will see the following screenshot.

There is nothing more to do here, you can exit the portal.

If you receive an error message when creating a user, you will not be able to use the service, so please report this immediately by sending an email to [helpdesk@uni-eszterhazy.hu](mailto:helpdesk@uni-eszterhazy.hu) with the ID you wish to use.

### More to do on the EduID portal

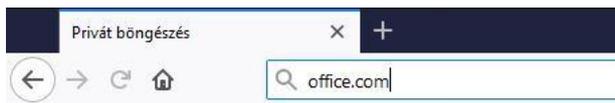
Next time, you only need to log in here if you need to extend your access because your user rights have expired. You will receive an email before the expiry date. For students, user rights expire every

semester and can be extended by logging back into the EduID portal. The rights always lasts for the next half year + 60 days, ensuring that students have enough time to renew. Of course, once the student's status has been terminated, the entitlement can no longer be extended.

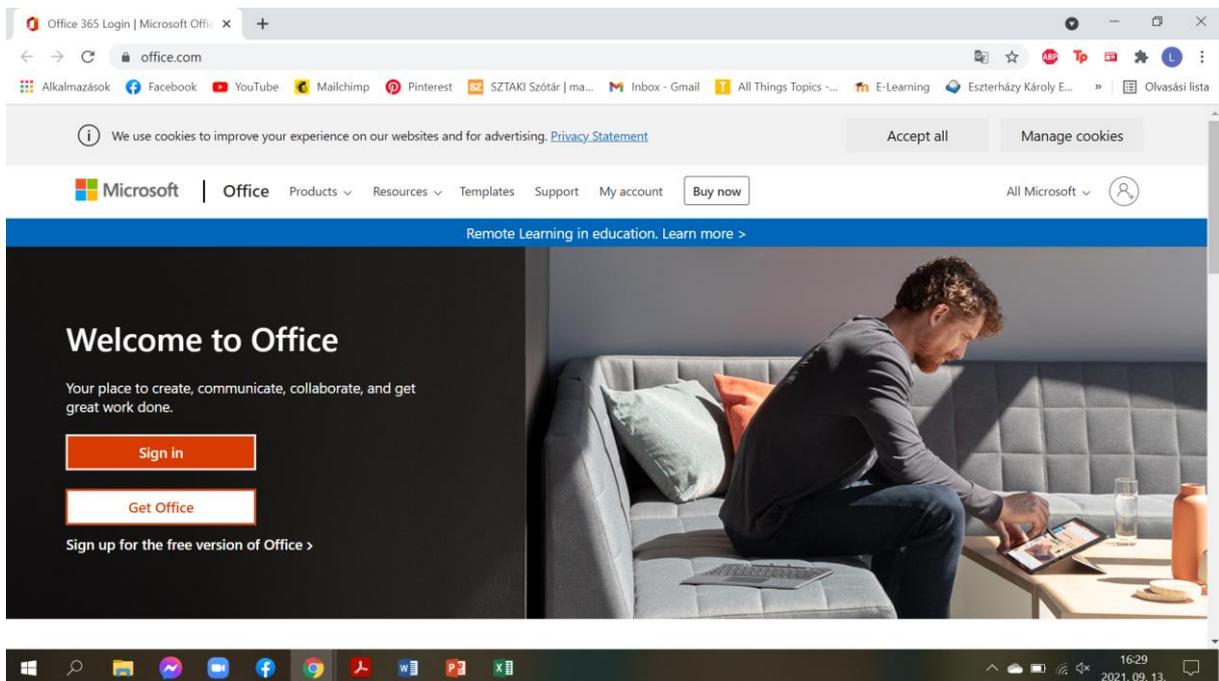
## Access to O365

After registration, you just need to log in to O365 and you can use the service.

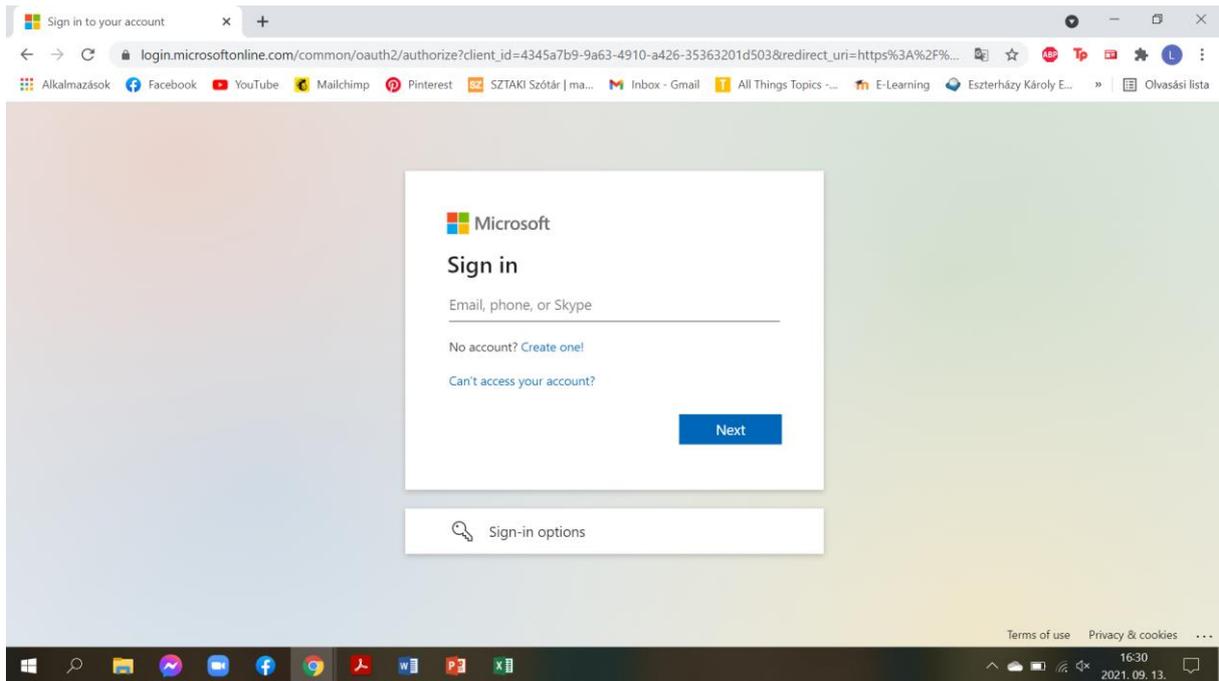
1. In the address bar of your browser, type the address of O365: office.com (<https://www.office.com/>)



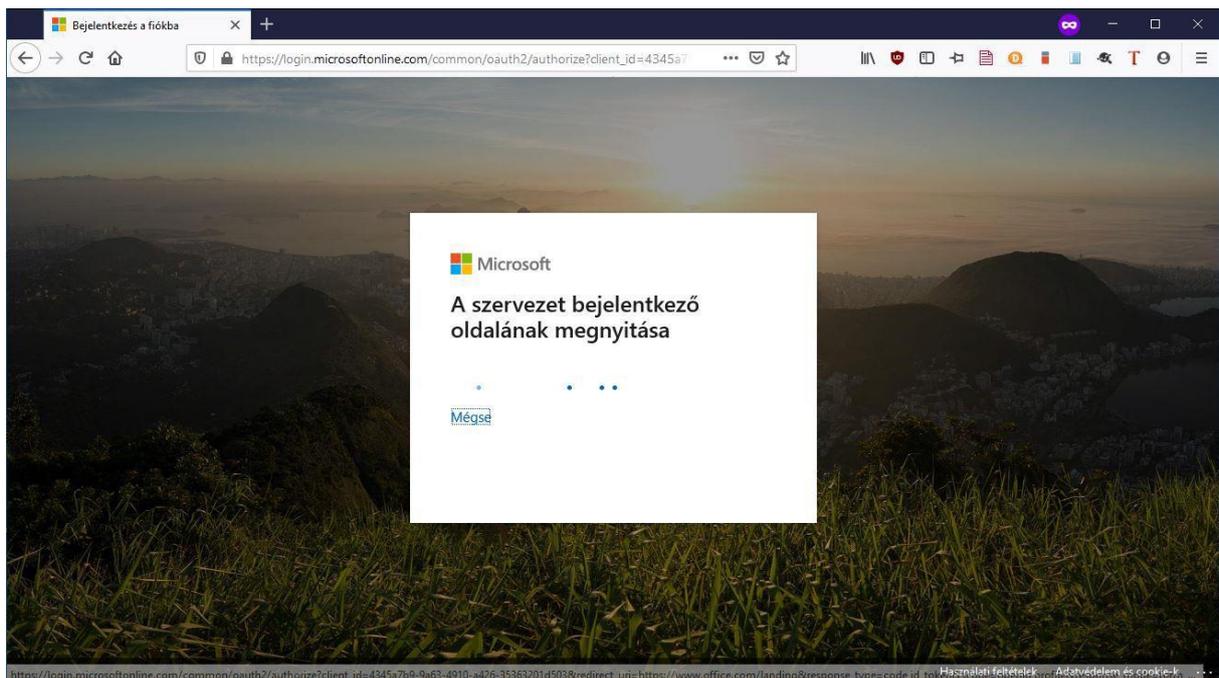
2. Click the login button!



3. Enter your EduID ID. This is necessary because O365 will decide how to identify you based on the ID you enter here.



The uni-eszterhazy.hu part of the identifier indicates to O365 that it is dealing with EduID identification, so the browser should be redirected to the university IdP page.



4. Enter your ID and password on the university's IdP page, as already described in the EduID portal login.

**EduID belépés**  
**Eszterházy Károly Egyetem**



**Felhasználónév és jelszó**

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 Felhasználónév:

Jelszó:

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5. After logging in, the window that appears allows you to specify whether the user should remain logged in to Office. If you have your own device, you may want to select this option, and you can also select the Do not show up again checkbox so that O365 never asks this question again. Of course, you can still log out of O365 at any time.



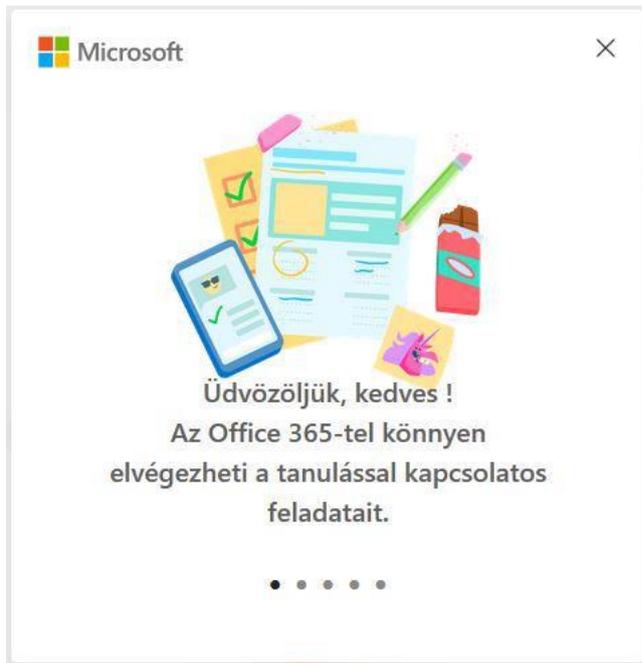
nptnkd@std.uni-eszterhazy.hu

**Bejelentkezve marad?**

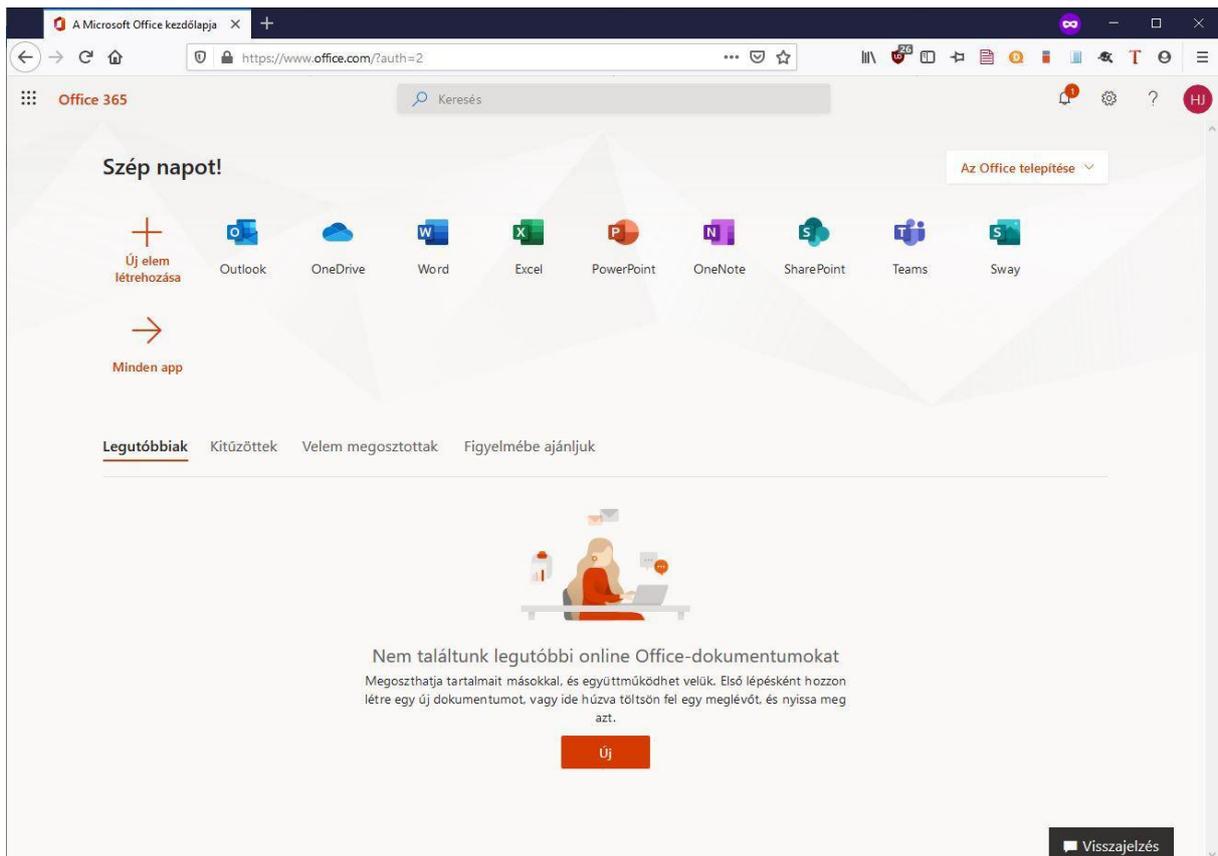
Ezzel csökkentheti a bejelentkezésre való felszólítások számát.

Ne jelenjen meg többé

6. After successfully logging in, a welcome window will appear the first time you use the service, which you can review and close to start using the service.



The home page of O365:



Other important information:

Since the identification is done by the University's IdP, you will not be able to change passwords from O365, and the various identification settings may not work. Since your password is also your Neptun password, you can change it in Neptun. It is important to know that changing your password will

change the password you use for all university services (Neptun, VPN, Eduroam, EduID), because you use the same email address ID for all services ([neptuncode@std.uni-eszterhazy.hu](mailto:neptuncode@std.uni-eszterhazy.hu)).

IT Directorate, 09.04.2020