

Basic instruction:

The Office of Information Technology has installed a Single Sign On system on the university's Google Workspace Education system so that users can conveniently log in using the same username and password as the ones used on Office 365 for Education. Effective July 31, 2018 users can use Chula email address as username and CUNET password. Staff and students of Chulalongkorn University can access services of Microsoft 365 and Google Workspace for Educationvia a Single Sign On process for verification. To sign on, perform the following steps:

- 1. Go to https://apps.google.com/user/hub
- You will be automatically redirected to Microsoft Office 365 after logging in using your Chula email address as username and CUNET password. You will then be directed to the Google Workspace Home page and able to access its services.
- 2. Go to <u>https://portal.office.com</u> or <u>https://login.microsoftonline.com</u>
- Users type Chula email address @chula.ac.th or @student.chula.ac.th or @alumni.chula.ac.th (for students who graduated in the 2016 academic year onwards).



• In the Password box, enter your CUNET password.





🔔 Chulalongkorn University ទុយាតតានណ៍អកាวิทยาลัย

← test@chula.ac.th

ใส่รหัสผ่าน

รหัสผ่าน

ลึมรหัสผ่านของฉัน

ลงชื่อเข้าใช้

ผู้ไข้ user@g.chula.edu เดิม โปรดเข้าด้วยอีเมลจุฬาฯ และรหัสผ่าน CUNET สำนักบริหารเทคโนโลยีสารสนเทศ จุฬาลงกรณ์มหาวิทยาลัย. ชั้น 4 อาคารจามจุรี 3 ถนน พญาไท ปทุมวัน กรุงเทพฯ 10330 โทรศัพท์ : 0-2218-3314 โทรสาร : 0-2218-3338 Email : help@chula.ac.th





• Once you have successfully logged in, you will be directed to the Microsoft Office 365 Home Page.





• Click the menu icon on the left to choose from the services on offer, or choose "*All Apps*" to see links to Google services after you have logged in.



Services for alumni

Alumni who are eligible to utilize the services are those who attended commencement in the 2017 academic year onwards. You can use the same Student email username, but change the address to @alumni.chula.ac.th (For example, somchai.s@student.chula.ac.th will be changed to somchai.s@alumni.chula.ac.th). The password is the one last used to log in to the reg chula website. If you have forgotten this password, click on "*Forgot password*" on the Home page when you log in (The Office of Information Technology is no longer the administrator of this password.)

Manual/instruction for Google Apps

The Office of Information Technology does not offer training or provide a manual for Google Workspace. You may find the instructions in English language at <u>http://learn.googleapps</u>