

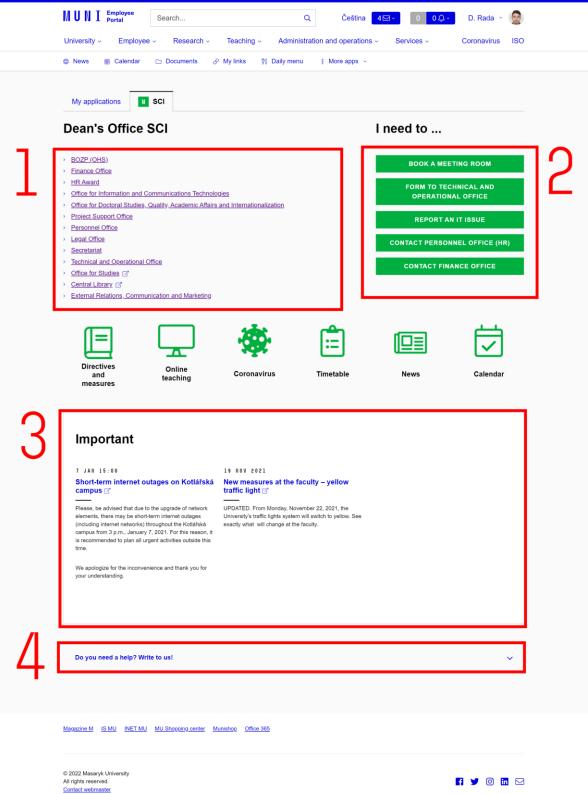


MUNI Employee Portal

WWW.PORTAL.MUNI.CZ

- 1. Highlights from the faculty if something is not working correctly or is an important announcement, you can find it here. You can also find other important news at the faculty directory (item 6).
- 2. News you will always be up to date with what is happening at the faculty. In addition, you can choose from filters which types of news you are interested in.
- 3. Notifications from Inet in this block you will see notifications.
- **4. Calendar** you automatically have linked calendars from Outlook and IS.
- 5. My Links Your own links in one place.
- **6. Faculty directory** access to faculty information and contacts.

Coordination of faculty content for all dean's departments of the SCI provided by Department for Information and Communication Technologies it@sci.muni.cz

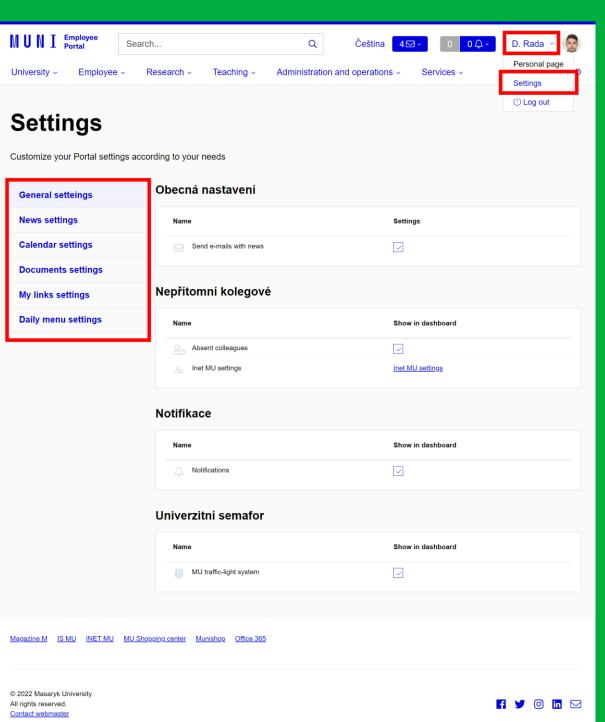




Faculty Directory

- 1. List of departments information about individual departments of the Dean's Office of the SCI.
- 2. "Quick help" the most important contacts and forms.
- Important news from the faculty all the most important news in one place.
- 4. Don't know what to do? Each faculty page has a quick contact form for a specific person/department at the bottom.

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Portal MU - Customisation

- 1. Click on your name in the top right corner.
- 2. Select "Settings".
- 3. Select the item you want to edit on the left side.
- 4. Make the required changes.

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