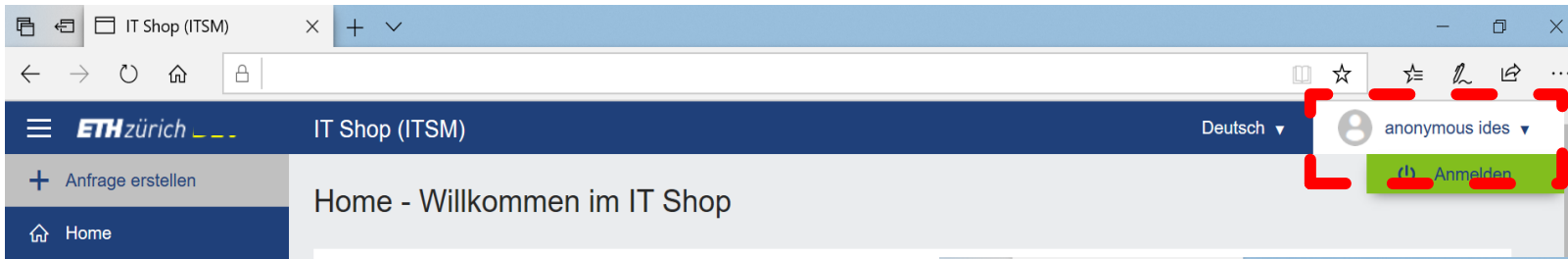


Microsoft 365

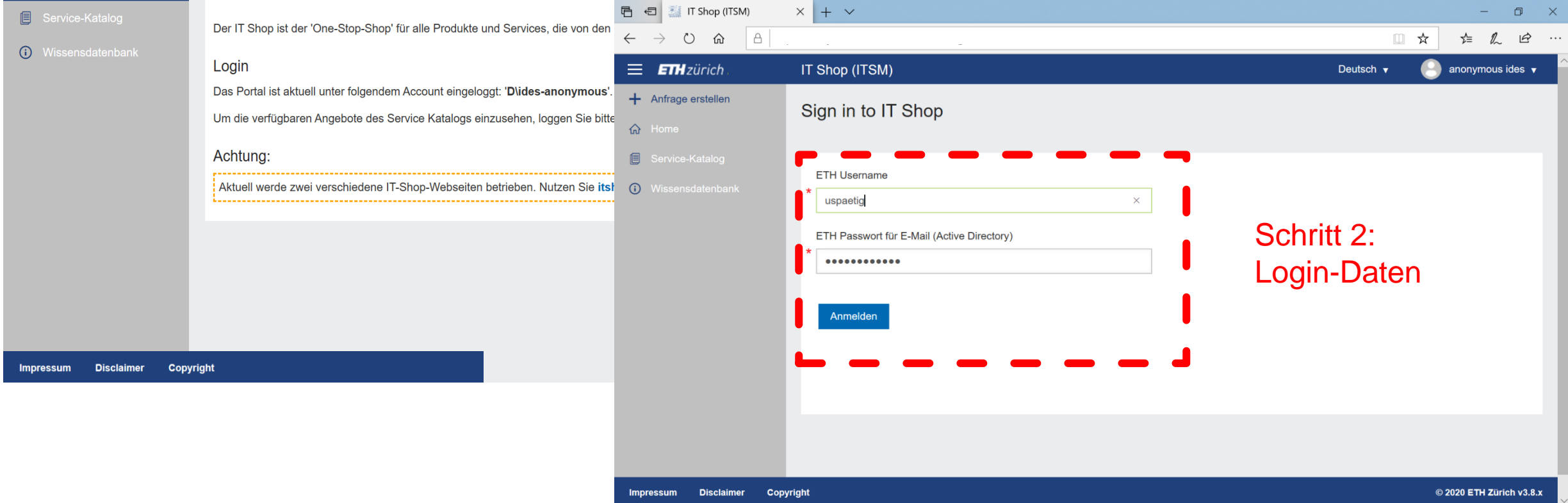
Anleitung – Cloud Subscription



Aufruf IT-Shop - <https://itshop.ethz.ch/>



Schritt 1: anonymous ides und
«Anmelden» klicken



Schritt 2:
Login-Daten

unter Identity and Access «Cloud Subscription auswählen»

IT Shop (ITSM)

Service-Katalog - Übersicht aller IT Shop Service Angebote

Anforderungen filtern...

Workplace

- Client Delivery Services for Workplace- and Server-Management**
Providing tools for automated configuration, setup and remote management of your clients and servers across various operating systems.

Databases

- MSSQL**
Hosting (incl. monitoring and backup) of MS SQL databases for organisational units at ETH Zurich.
- MySQL**
Hosting of personal MySQL databases at ETH Zurich

Printing

- Printer Order**
Request new IT Service compliant devices.

Identity and Access

- Cloud Subscription**
Request access to Cloud provider and manage subscriptions

Server and Clusters

- Virtual Servers**
Provisioning of virtual servers running VMWare ESX (Linux-based or Windows-based), including operating on request.

Software and Business Applications

Microsoft Cloud Access auswählen

The screenshot shows the IT Shop (ITSM) web interface. The browser window title is "IT Shop (ITSM)". The page is organized into several sections:

- Databases**
 - MSSQL**: Hosting (incl. monitoring and backup) of MS SQL databases for organisational units at ETH Zurich.
 - MySQL**: Hosting of personal MySQL databases at ETH Zurich.
- Printing**
 - Print Service**: Prepay stations or follow-me-printing for copying and printing.
 - Printer Order**: Request new IT Service compliant devices.
- Email and Calendar**
 - E-Mail Services**: Various E-Mail Services for End Users and Administrators.
- Identity and Access** (highlighted with a red dashed box)
 - Cloud Subscription**: Request access to Cloud provider and manage subscriptions
 - Microsoft Cloud Access** (highlighted with a green box): Request access to Microsoft Cloud and manage subscriptions.

Bitte lesen Sie die Rechtshinweise sorgfältig

IT Shop (ITSM) x + v

← → ↻ 🏠 | 🔒 | 📖 ☆ ⚙️ ✍️ ↗️ ⋮

ETH zürich IT Shop (ITSM) Deutsch Spätig Urs Beat (ID P...)

+ Anfrage erstellen
🏠 Home
📄 Service-Katalog
📊 Übersicht
📣 Anfragen
📅 Aktivitäten
📁 My Services
📖 Wissensdatenbank

Seite 1

Microsoft Cloud Access

Formularhinweise

Rules for the use of Office 365 – Your consent

When using Cloud Services you have to note the following:

A. **Be aware that you work in a Cloud environment.**
B. This implies **augmented risk for the information** which you handle over the Cloud System (writing or annotating, sharing, sending or receiving documents).

To safeguard ETH Zurich's pool of information against the loss of confidentiality, integrity and availability, the following rules apply:

1) Information classified or declared “confidential” is not allowed in Cloud Services.

2) If you violate this rule **you and/or the information owner are responsible** (depending on the individual facts of the violation)
3) **If you are not sure** about classification and confidentiality, **ask the information owner.**
4) The **information owner is responsible for classifying** information properly (Art. 21 of the Directive on “Information Security at ETH Zurich” dated 9 April 2018). Special attention shall be paid on maintaining privacy and intellectual property rights.

That means:

- if you use (upload, annotate, share in a Cloud Service) information someone else had created, follow **her/his** instructions. If unclear, ask her/him for the classification status.
- If you create new information yourself (you write a document), **you** decide on the sensitivity of information. If you classify it as “confidential” keep it out of the Cloud.

As a guideline for you, information usually classified “confidential” includes:

- research data subject to contractual confidentiality with third parties
- research findings before publication
- important ETH Zurich business data (e.g. financial data, lawsuits, expert opinions)
- sensitive personal data (health data, qualification reports, HR files)
- evaluation reports in the recruitment/ appointment process (for employments or professor-ships)

ETH Zurich must retain access to and control over confidential data at all times.

Formular komplettieren - «Anfrage übermitteln»

* By clicking on the Yes/Ja button, you will confirm that you have read the Rules above and "Information Security at ETH Zurich" and that you understand and accept them.

Ja Nein

Select Organisation Unit

*

The following user will receive the selected subscription

Display Name	User Name
Spätig Urs Beat (ID PPF)	uspaetig

Add subscription to your account

	Subscription Name	Notes
	Microsoft VirtualOffice Standard Subscription	The subscription includes currently the following applications and services (subject to change): <ul style="list-style-type: none">- Word, Excel, PowerPoint- OneDrive- Teams (Please note that access to the personal mail profile incl. calendar and contact data will remain in the current set-up)

Impressum Disclaimer Copyright

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Abwarten Bestätigungsmail (dies kann je nach Belastung unserer Systeme bis zu 20 Minuten dauern)

The Microsoft Cloud Access request completed: Request ID [SR458740]



IT Shop DEV Service Account
An Spätig Urs Beat (ID PPF)

[↩ Antworten](#) [↩ Allen antworten](#) [→ Weiterleiten](#) [⋮](#)

Mo. 23.03.2020 09:52

The Microsoft Cloud Access request completed: Request ID [SR1452003]

Dear User

Your 'Microsoft Cloud Access' request was completed, details can be found in **IT Shop → My Services → Identity and Access → Cloud Subscription** .

Here are the next steps you need to carry out:

- Go to www.office.com and click on the Sign-in button
- Login with *ETH user name@ethz.ch*:
- You'll have to enter your ETH password for email (Active Directory) to authenticate

Service Info: **Microsoft Cloud Subscription 'Microsoft VirtualOffice Standard Subscription'**
Service Status: **Active**

Best regards,
IT Shop Team

Order references

Order ID:	SR1452003
Affected User:	
Title:	Add Cloud subscription 'MS Cloud Access' - 'Microsoft VirtualOffice Standard Subscription'

www.office.com aufrufen - auf «Anmelden» klicken

The image shows a browser window displaying the Microsoft Office website. The browser's address bar shows the URL <https://www.office.com/>. A cookie notice is visible at the top of the page. The main navigation bar includes the Microsoft logo, the word "Office", and several menu items: "Produkte", "Ressourcen", "Vorlagen", "Support", and "My account". A button labeled "Office 365 kaufen" is also present. On the right side of the navigation bar, there are links for "Alles von Microsoft" and "Anmelden" with a user icon. The main content area features a large background image of people working together. Overlaid on this image is the text "Willkommen bei Office" and the subtitle "Ihr Ort, an dem Sie erstellen, kommunizieren, zusammenarbeiten und hervorragende Arbeit leisten." Below the text are two buttons: "Office erhalten" and "Anmelden". A red dashed rectangular box highlights the "Anmelden" button. At the bottom center of the page, there is a small orange circle with a white downward-pointing arrow.

ETH Username@ethz.ch eingeben

Bei Ihrem Konto anmelc

Diese Website verwendet Cookies für Analysen, personalisierten Inhalt und Anzeigen. Durch die weitere Verwendung dieser Website stimmen Sie dieser Nutzung zu. [Weitere Informationen](#)

Microsoft
Anmelden

E-Mail, Telefon oder Skype

Kein Konto? [Erstellen Sie jetzt eins!](#)

[Sie können nicht auf Ihr Konto zugreifen?](#)

[Anmeldeoptionen](#)

Weiter

Microsoft

← [uspaetig@ethz.ch](#)

Kennwort eingeben

Kennwort

[Kennwort vergessen](#)

Anmelden

Zusätzliche Sicherheitsüberprüfung

Für einmalige Validierung Mobilnummer für Code-Zustellung angeben und den erhaltenen SMS-Code eintragen. Danach vom Browser abmelden (oben rechts).

The image shows a sequence of three overlapping screenshots from the ETH Zurich account security interface:

- Left Panel (Main Account Page):** Displays the ETH zürich logo, the email address `uspaetig@collab.ethz.ch`, and the heading "Weitere Informationen erforderlich". Below this, it states "Ihre Organisation benötigt weitere Informationen zum Schutz Ihres Kontos." and provides links for "Anderes Konto verwenden" and "Weitere Informationen". A blue "Weiter" button is visible at the bottom.
- Middle Panel (Step 1):** Titled "Zusätzliche Sicherheitsüberprüfung", it prompts the user to secure their account by adding phone verification. It asks "Schritt 1: Wie dürfen wir Sie kontaktieren?" and provides a dropdown for "Telefon für Authentifizierung" (set to "Schweiz (+41)") and a text input for the number "79 111 22 33". A "Methode" section offers two options: "Code per SMS an mich senden" (selected) and "Anrufen".
- Right Panel (Step 2):** Also titled "Zusätzliche Sicherheitsüberprüfung", it informs the user: "Schritt 2: Wir haben eine SMS an folgende Nummer geschickt + 41 79 111 22 33". It asks the user to enter the received code in a text input field (shown as "xxxxxx"). A blue "Weiter" button is at the bottom right.

Installation von Microsoft Teams

Die Installation von MS Teams hängt davon ab:

a.) welche Art Client Sie haben

- ob Sie einen sog. managed Client haben, oder
- ob Sie mit einem self-managed Client arbeiten

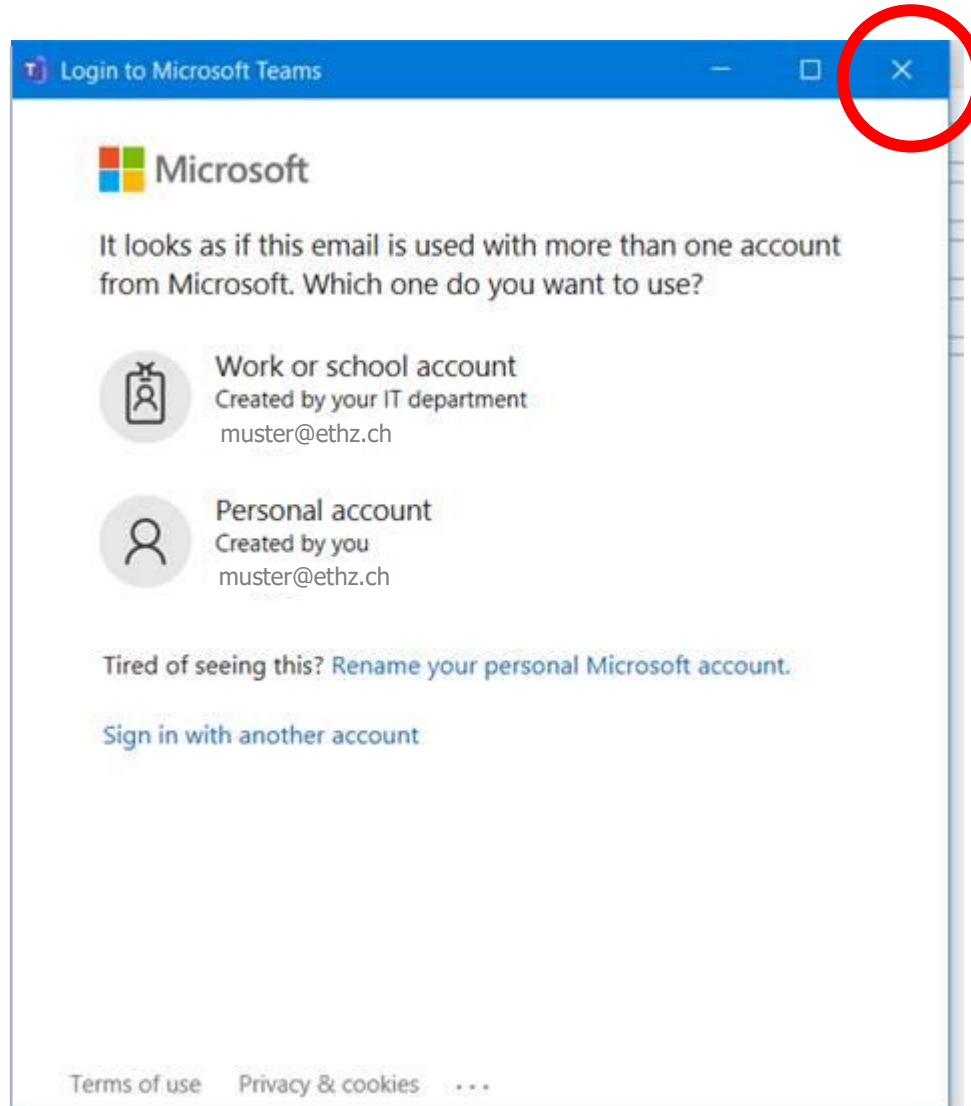
b.) Welches Betriebssystem Sie nutzen (Windows, Mac oder Linux)

Für managed Windows Clients wird Microsoft Teams von IT Support installiert.

Für managed Mac Clients kann die Software vom ETH Self-Service Store installiert werden.

Für self-managed Clients (Windows, Mac und Linux) kann die Software via <https://teams.microsoft.com/downloads> heruntergeladen werden.

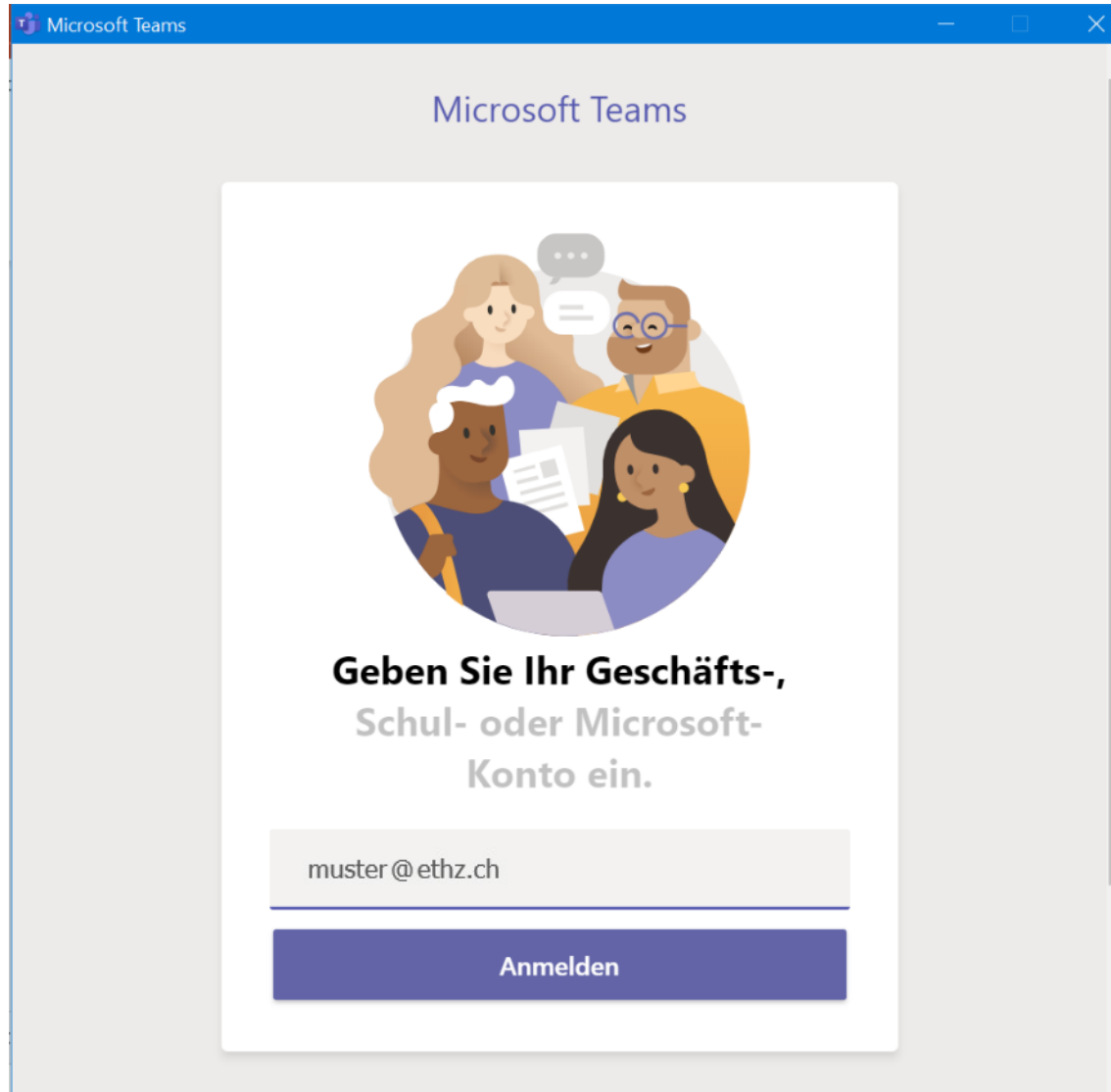
Ignorieren Sie diese Meldung



Falls Sie auf Ihrem Client bereits ein anderes Microsoft-Konto nutzen, erscheint diese Meldung.

Bitte ignorieren Sie diese Meldung indem Sie auf das Kreuz klicken, um das Fenster zu schliessen.

Login in Microsoft Teams



Geben Sie Ihren
ETH Username@ethz.ch ein.

Sie werden an die Seite des
AD-Authentication Dienst
weitergeleitet.

ETH Username und ETH Passwort für E-Mail (Active Directory) eingeben

Welcome to ETH Zurich AD user authentication

You have requested access to a service that requires your authentication. Please sign in with your ETH username followed by @ethz.ch and your ETH email password (Active Directory password).

muster@ethz.ch

.....

Anmelden