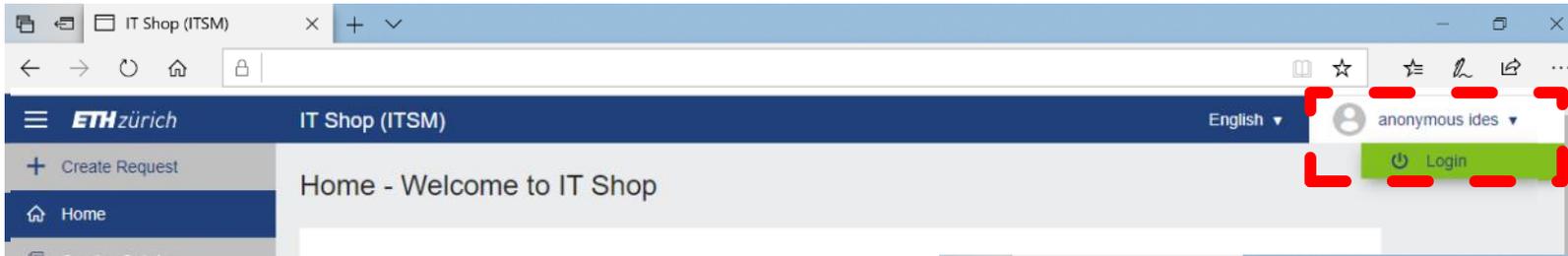


Microsoft 365

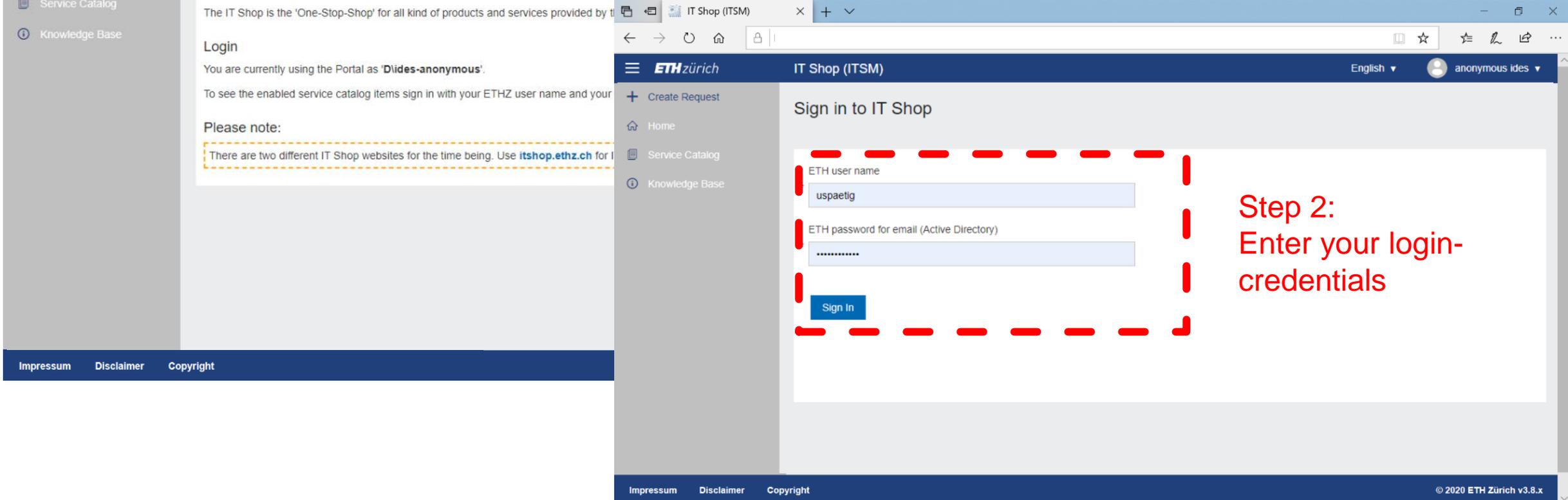
Instruction for the cloud subscription



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



Step 1: click on anonymous ides and then click on «Login»



Step 2:
Enter your login-
credentials

Choose «Cloud Subscription» under Identity and Access

The screenshot shows the IT Shop (ITSM) Service-Katalog interface. The browser window title is "IT Shop (ITSM)". The page title is "Service-Katalog - Übersicht aller IT Shop Service Angebote". The left sidebar contains navigation options: "Anfrage erstellen", "Home", "Service-Katalog", "Übersicht", "Anfragen", "Aktivitäten", "My Services", and "Wissensdatenbank". The main content area displays a list of service categories, each with a sub-section header and a list of services. The "Identity and Access" category is highlighted with a red dashed box, and the "Cloud Subscription" service is highlighted with a red solid box. The "Cloud Subscription" service description is "Request access to Cloud provider and manage subscriptions".

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

Select Microsoft Cloud Access

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.

Please read the legal notices carefully

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.

Complete the form and click on «Submit request»

IT Shop (ITSM)

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.

Yes No

Select Organisation Unit

Type here to filter results...

| Name | Short Name |
|--|------------|
|  ETH-ADMIN-ID | id |

The following user will receive the selected subscription

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

Add subscription to your account

Type here to filter results...

| Subscription Name | Notes |
|---|--|
|  Microsoft VirtualOffice Standard Subscription | The subscription includes currently the following applications and services (subject to change): - 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) |

 Close

Submit Request →

Impressum Disclaimer Copyright

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Wait for the confirmation-mail (might take up to 20 minutes depending on system load)

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

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

Mo. 23.03.2020 09:52

[← Antworten](#) [↶ Allen antworten](#) [→ Weiterleiten](#) [⋮](#)

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

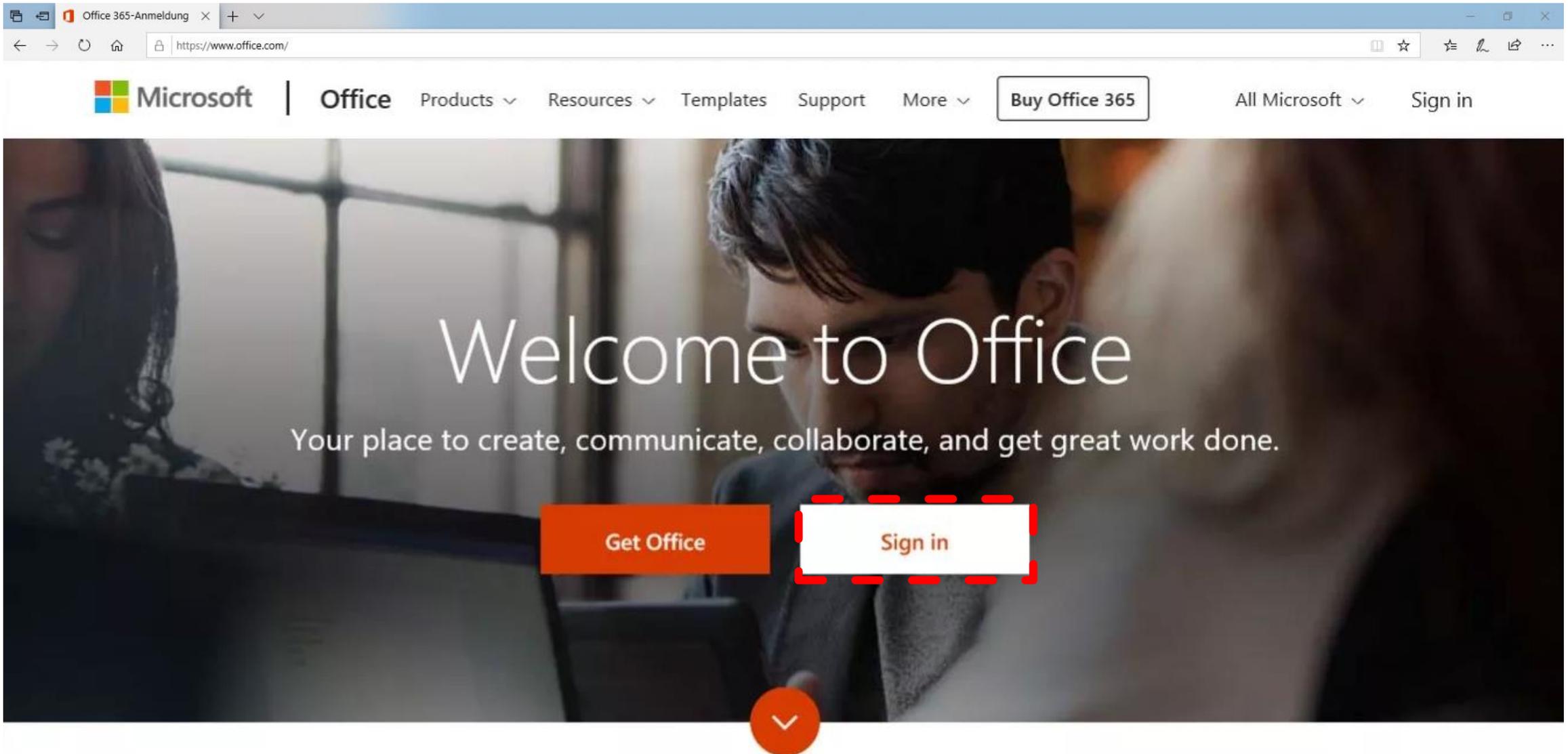
Service Info: **Microsoft Cloud Subscription 'Microsoft VirtualOffice Standard Subscription'**
Service Status: **Active**

Best regards,
IT Shop Team

Order references

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

Go to www.office.com – and select the «Sign in» button



Enter your ETH user name@ethz.ch

Bei Ihrem Konto anmelden

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

Microsoft
Sign in

[No account? Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Next

Microsoft

uspaeitg@ethz.ch

Enter password

[Forgot my password](#)

[Sign in with another account](#)

Sign in

Additional security verification

For a one-time validation, specify mobile number for text-delivery and enter the code received. Then log out of the browser (top right).



Additional security verification

Secure your account by adding phone verification to your password. [View video](#)

Step 1: How should we contact you?

Authentication phone

Schweiz (+41)

Method

Send me a code by text message

Call me

Additional security verification

Secure your account by adding phone verification to your password

Step 2: We've sent a text message to your phone at

When you receive the six-digit code, enter it here

Installation of Microsoft Teams

The installation of MS Teams is dependent:

a.) what type of client you have

- whether you have a so-called managed client or
- whether you are working with a self-managed client

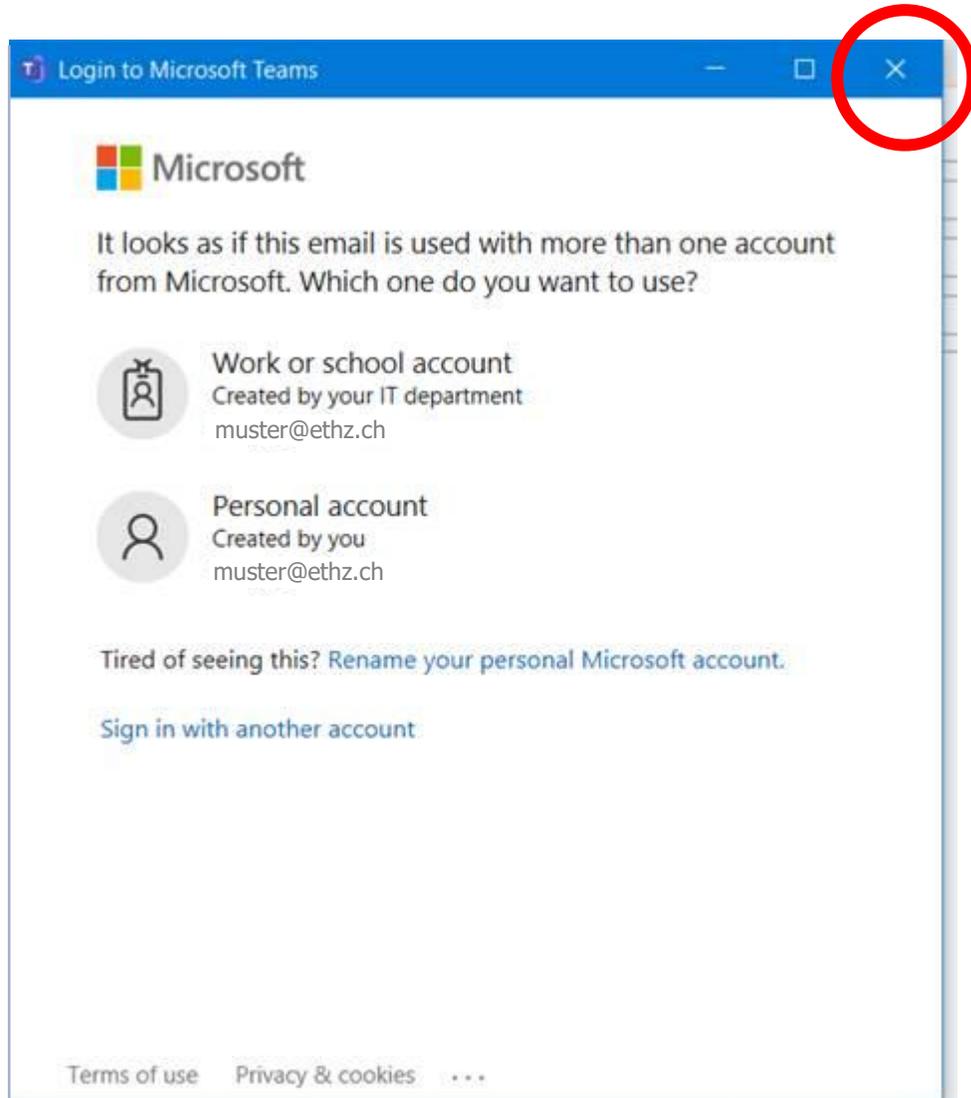
b.) Which operating system you use (Windows, Mac or Linux)

IT Support will install Microsoft Teams for managed Windows clients

For managed Mac clients, the software can be installed from the ETH self-service Store

For self-managed clients (Windows, Mac and Linux) the software can be downloaded via the following link <https://teams.microsoft.com/downloads>

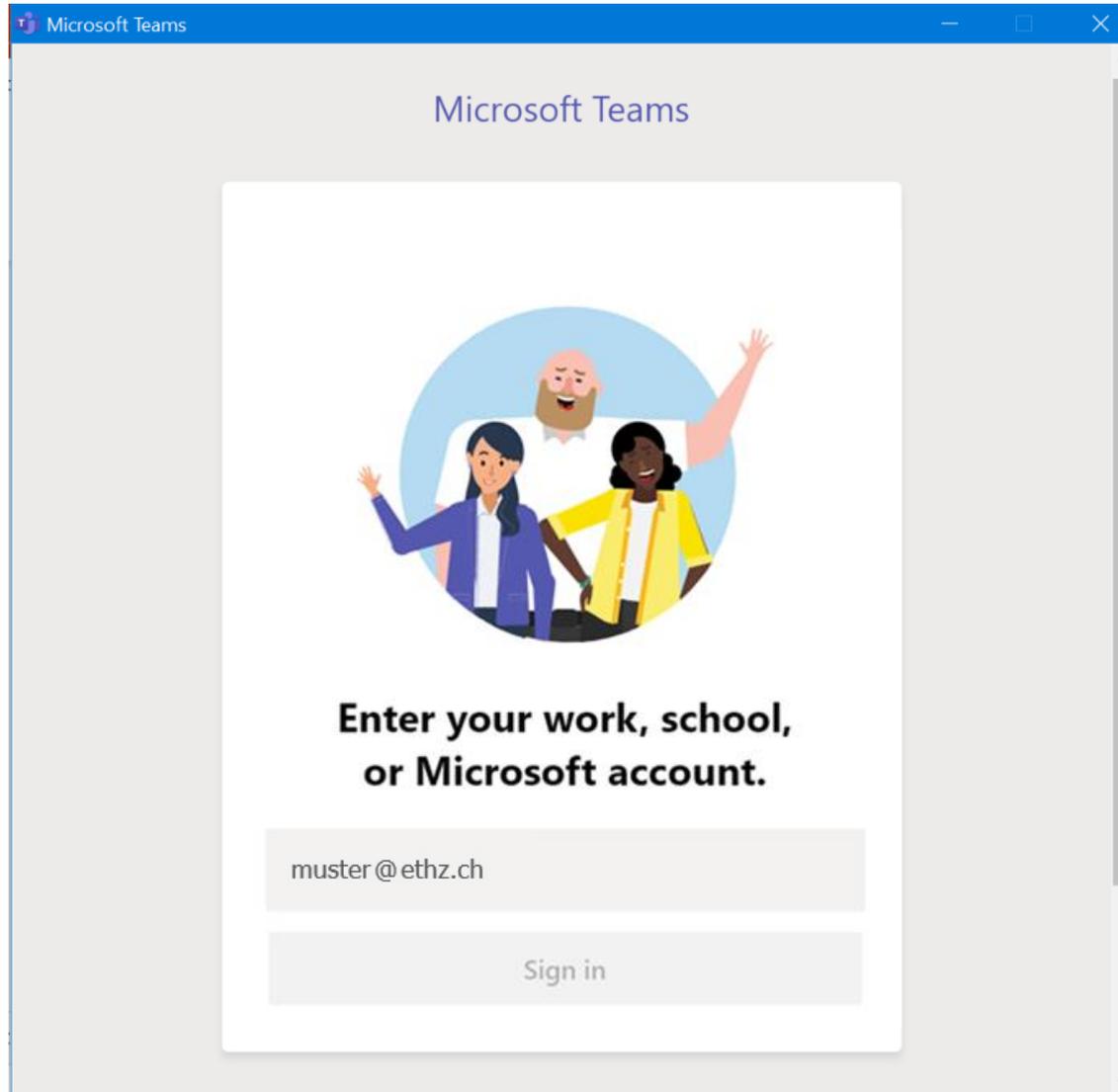
Ignore this message



If you are already using another Microsoft account on your client, this message appears.

Please ignore this message by clicking on the cross to close the window.

Login to Microsoft Teams



Please enter your
ETH username@ethz.ch

You will be redirected to
to the AD-Authentication
Service of ETH Zurich.

Please enter your ETH user name and ETH password for email (Active Directory)

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