

Inregistrare in Microsoft Teams

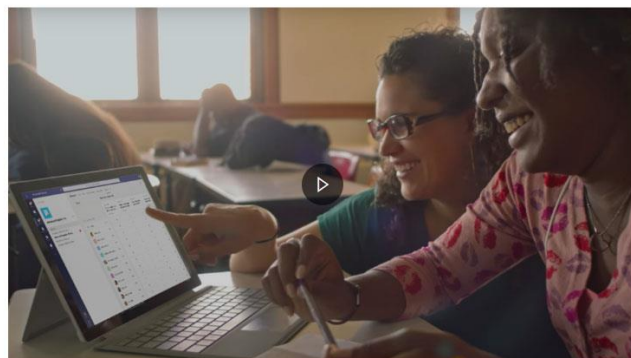
1. Daca nu aveti deja un cont de office 365 se intra pe linkul <https://www.microsoft.com/en-us/education/products/teams>
2. Se introduce adresa dvs. de email primita de la UNMB (Pentru a te loga pe adresa unmb se acceseaza <http://student.unmb.ro/>. **Important!** La introducerea gresita a parolei de mai mult de 10 ori, ip-ul utilizat o sa fie blocat de firewall)

Microsoft Teams

Students and teachers get Teams for free

Engage students with virtual face-to-face connections and activities, or set up a remote lunch to keep classrooms connected and having fun and it's free for students and teachers with a valid school email address.

Enter your school email address



3. In fereastra urmatoare se selecteaza tipul contului (student sau profesor), pentru pasii ce urmeaza o sa selectam „i'm a student”

Office 365 Education

Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, [sign up your school](#).





4. Apoi se vor introduce datele cerute pentru crearea contului (nume/prenume, parola/confirmare parola) si se va primi pe adresa de mail introdusa cu 2 pasi inainte un cod pentru verificare ce trebuie introdus in campul „Verification code”. Poate sa dureze pana la 5 min primirea email-ului dar daca nu ati primit nici dupa 5 min puteti apasa „resend signup code”.

Office 365 Education

Create your account

nume/prenume → Test UNMB

parola →

confirmare parola →

We sent a verification code to test@unmb.ro. Enter the code to complete signup.

Verification code → 335023

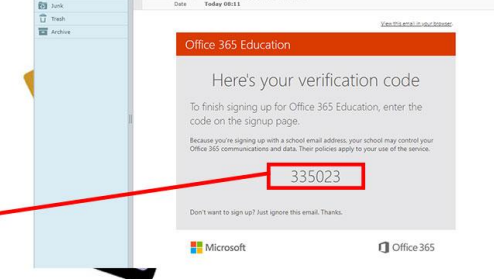
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Start →



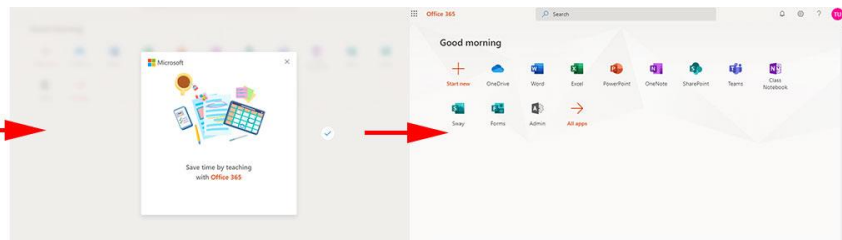
Dupa completare se apasa butonul „Start”

5. Se va crea contul, si veti fi redirectionati catre pagina de start office 365 unde posibil sa fiti intampinati de un mesaj la prima accesare. (mesajul poate fi inchis prin „X”-ul din dreapta-sus al mesajului sau prin apasarea butonului (✓) din dreapta, daca acesta exista)

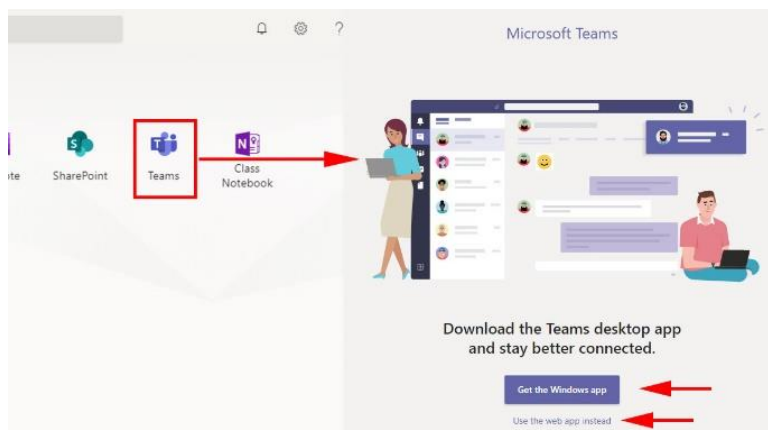
Office 365 Education

Create your account

Please wait

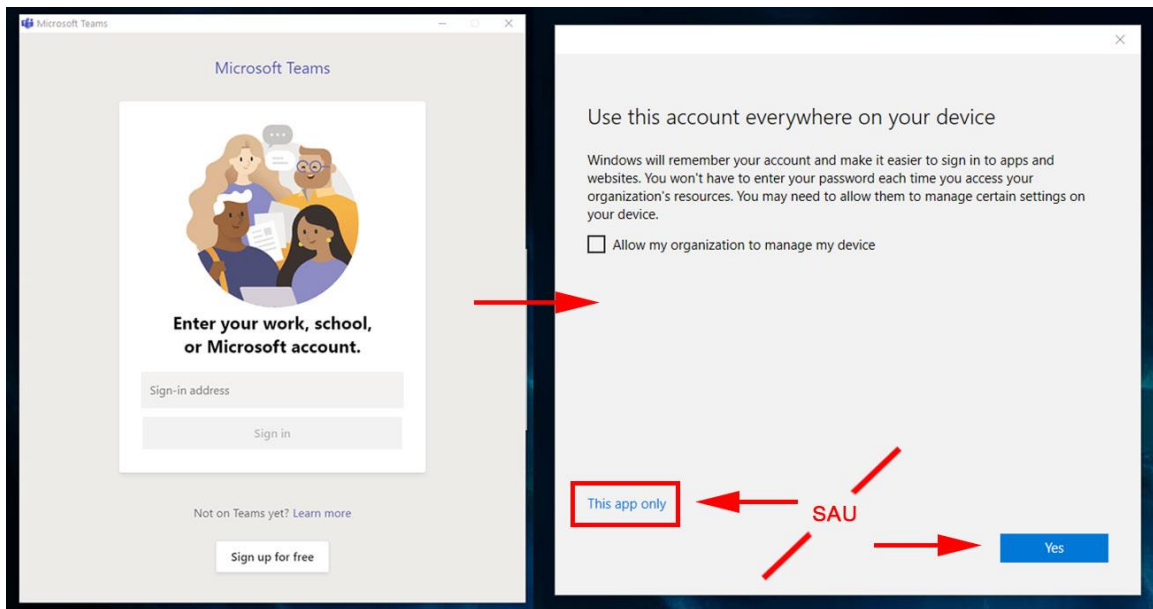


6. De aici se va face click pe „Teams” care va deschide pagina de download a aplicatiei. Exista si o varianta online accesibila tot din aceasta pagina, dar in continuare vom folosi aplicatia.

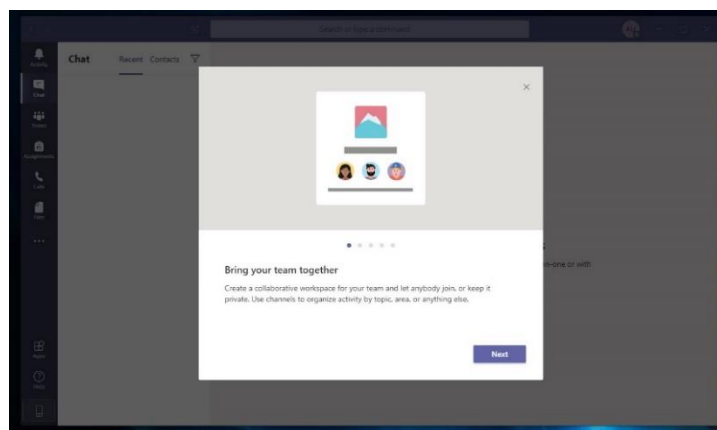


Pornirea aplicatiei Microsoft Teams

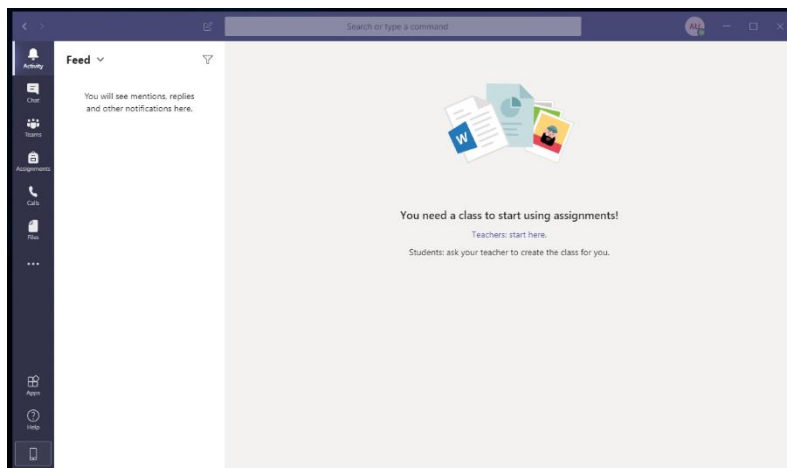
1. Dupa ce ati descarcat aplicatia, dati dublu-click pe ea pentru a o instala. (Aplicatia se instaleaza automat, fara a fi nevoie de interventia utilizatorului in vreo fereastra)
2. Odata instalata, aceasta v-a porni si va cere datele de autentificare (adresa de mail si parola folosite mai sus)
3. Dupa introducerea email-ului si parolei la prima accesare veti vedea o fereastra ce va intreaba daca vreti sa folositi acest cont pentru toate aplicatiile office sau doar pentru teams.
Mai exista si o bifa „Allow my organization to manage my device”, daca aceasta e bifata contul de admin unmb din teams poate adauga diverse limitari si setari. Aceasta optiune poate fi debifata.
Daca vreti sa folostiti acest cont doar pentru Teams trebuie sa apasati pe „This app only” din stanga jos si **nu pe „Yes”**



4. Dupa cele de mai sus se va deschide fereastra aplicatiei de Teams, care la prima accesare poate avea un mesaj de intampinare cu o mica prezentare.



Folosirea aplicatiei Microsoft Teams



In stanga aplicatiei veti gasi mai multe butoane

1. Activity : Aici o sa apara toate notificarile primite in aplicatia teams
2. Chat : Aici vor fi afisate contactele adaugate si poti avea conversatii (text sau audio/video) private (1 la 1) cu aceste persoane
3. Teams : Aceasta e zona principala, aici se pot crea grupuri de persoane ce pot comunica intre ele in text, audio/video, trimite fisiere etc.
4. Assignments : Aici vor fi afisate temele si quiz-urile date in un grup, pentru a le accesa mai usor
5. Calls: La fel ca chat, aceasta fiind partea de call-uri audio/video private
6. Files : Aici vor fi afisate fisierele trimise in grupuri/teams pentru a fi mai usor de gasit (in cazul in care nu mai tineti minte in ce grup au fost trimise)