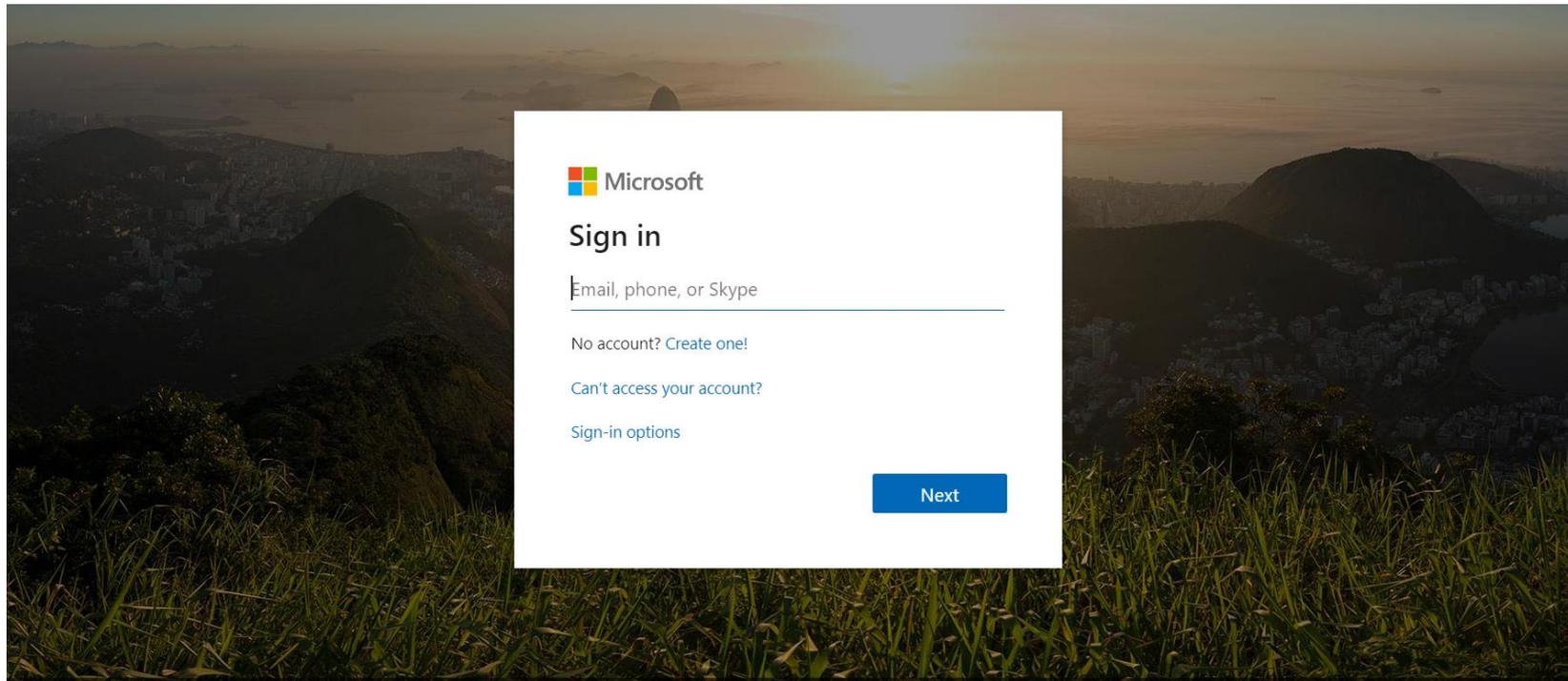


## Microsoft Teams and Office 365

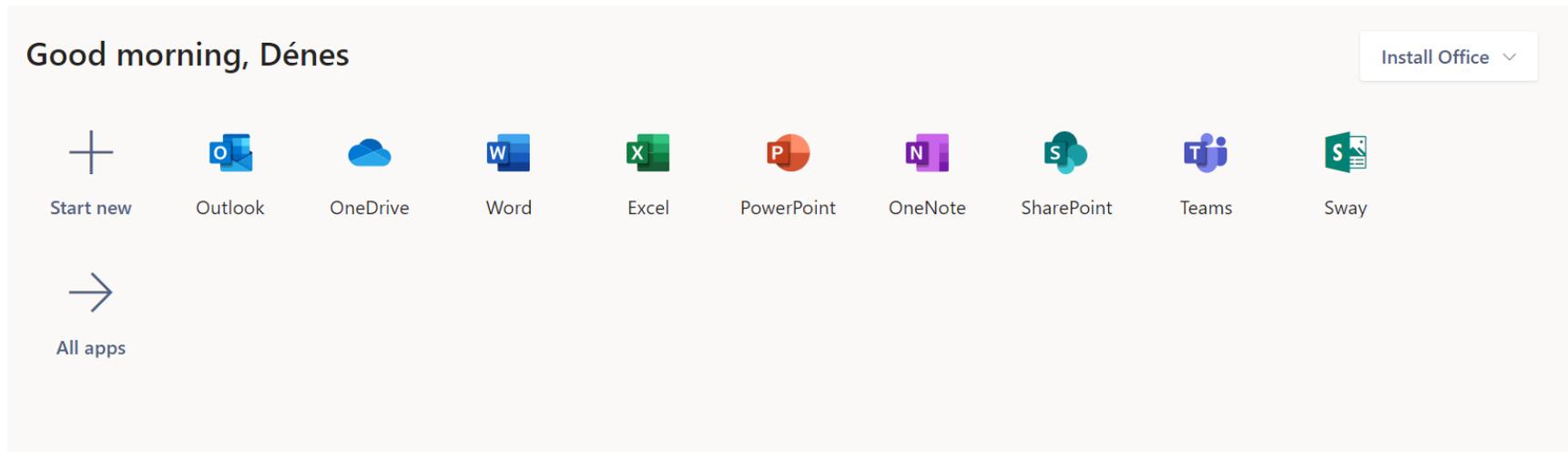
Staff and students having a status at the University of Pécs automatically receive an account for MS Office 365.

Office 365 includes cloud-based applications that help you with everyday office work. These applications can handle enterprise-class secure mail, internal chat-based communication, and document editing / storage / sharing. Each UP Office 365 subscription has a 50 GB corporate mailbox with an email address in the form of UP loginame@pte.hu. The UP Office 365 subscription gives you access to Microsoft Teams, an application that is available free of charge to all lecturers, staff, and students..

If you would like to use the services of the system then all you have to do is log in with your university account at <https://login.microsoftonline.com/>. Your username should be entered in the username@tr.pte.hu format (e.g. EHAcode@tr.pte.hu, Neptuncode@tr.pte.hu, in some cases username@tr.pte.hu).



After logging in, you will be able to click on Outlook to access your corporate mailbox and click on Teams to launch the Teams application.



## Online teamwork, education using Teams

Microsoft Teams is a chat-based communication and teamwork tool that provides the ability to share files, data and chat online with group members from a single interface.

# Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

**Move around Teams**  
Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.

**View and organize teams**  
Click to see your teams. In the teams list, drag a team name to reorder it.

**Find personal apps**  
Click to find and manage your personal apps.

**Add apps**  
Launch Apps to browse or search apps you can add to Teams.

**Every team has channels**  
Click one to see the files and conversations about that topic, department, or project.

**Start a new chat**  
Launch a one-on-one or small group conversation.

**Add tabs**  
Highlight apps, services, and files at the top of a channel.

**Use the command box**  
Search for specific items or people, take quick actions, and launch apps.

**Manage profile settings**  
Change app settings, change your pic, or download the mobile app.

**Manage your team**  
Add or remove members, create a new channel, or get a link to the team.

**Add files**  
Let people view a file or work on it together.

**Reply**  
Your message is attached to a specific conversation.

**Compose a message**  
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

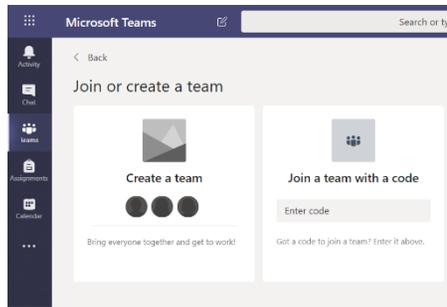
**Join or create a team**  
Find the team you're looking for, join with a code, or make one of your own.

## Create team

To start working together, lecturers can create teams for their courses. Students who attend the course can be assigned to these teams. (A list of students can be obtained from Neptun.)

Students receive a notification email about joining the team in their university mailbox.

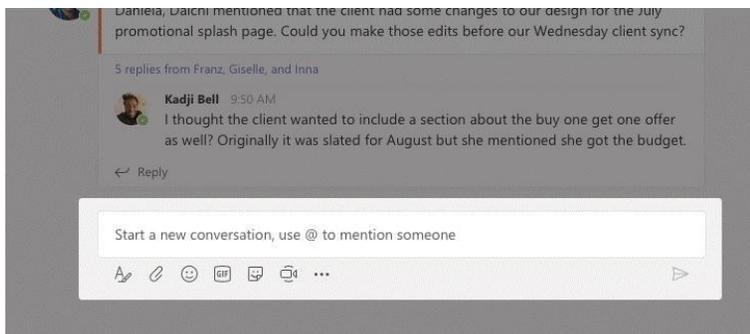
Tutors also have the option to create a team code for that team so that students can join the group individually after logging in to Office 365.



## Start a conversation

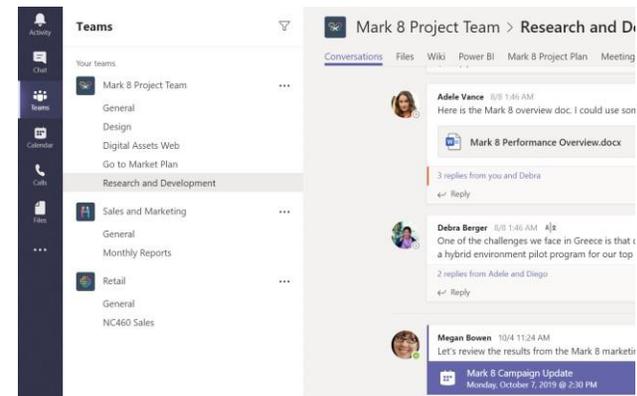
*With the whole team...* Click **Teams** , pick a team and channel, write your message, and click **Send** .

*With a person or group...* Click **New Chat** , type the name of the person or group in the **To** field, write your message, and click **Send** .



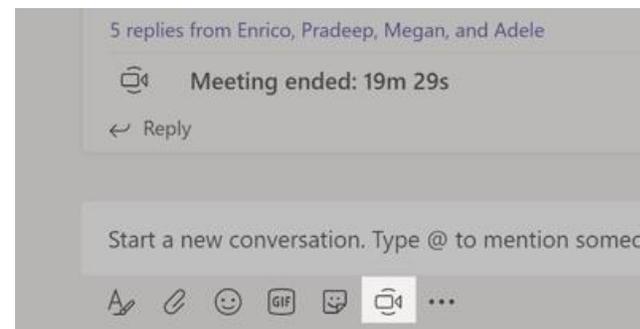
## Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Click **Teams**  and select a team. Pick a channel to explore the **Conversations**, **Files**, and other tabs.



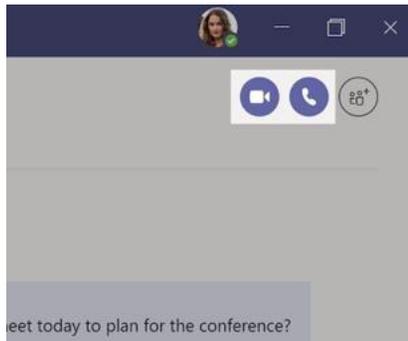
## Start a meeting

Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.



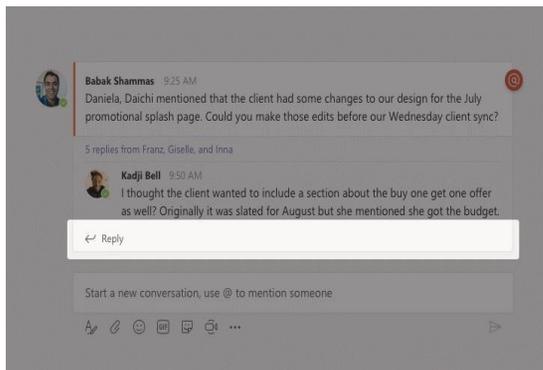
# Make video and audio calls

Click **Video call**  or **Audio call**  to call someone from a chat. To dial a number, click **Calls**  on the left and enter a phone number. View your call history and voicemail in the same area.



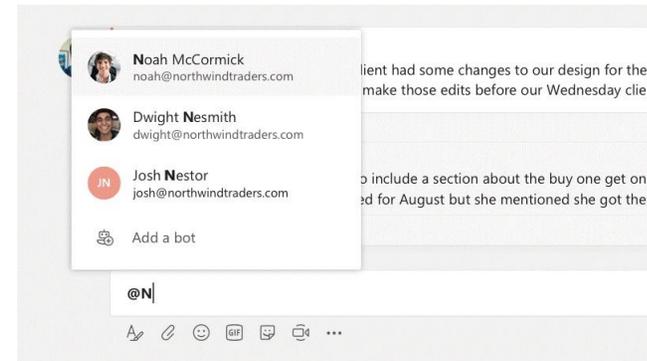
# Reply to a conversation

Channel conversations are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** .



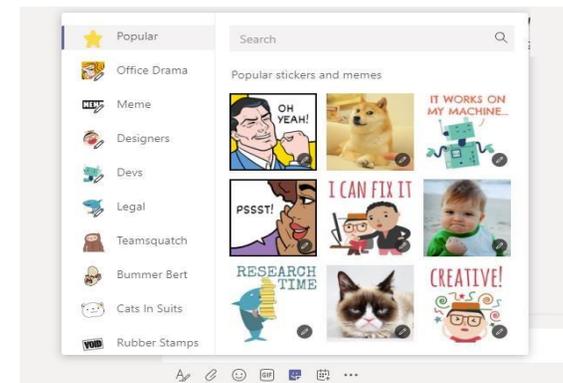
# @mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.



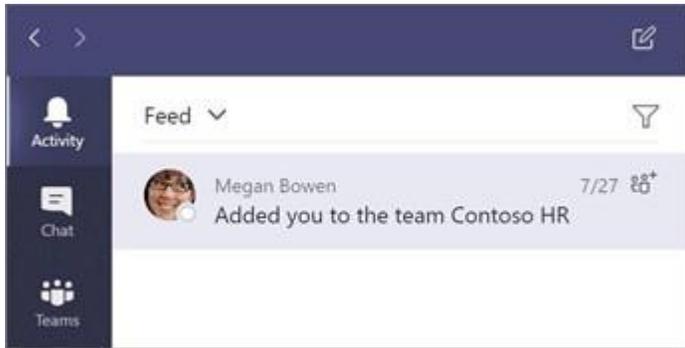
# Add an emoji, meme, or GIF

Click **Sticker**  under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



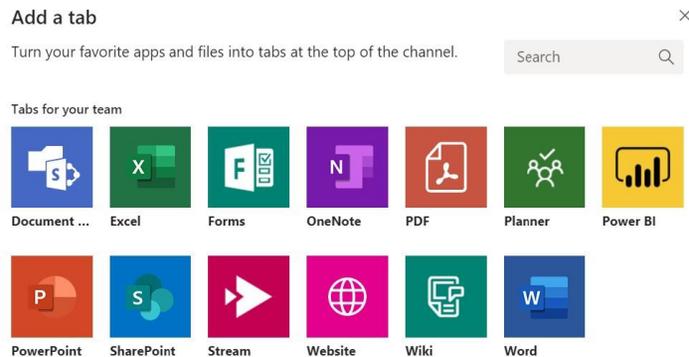
# Stay on top of things

Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow.



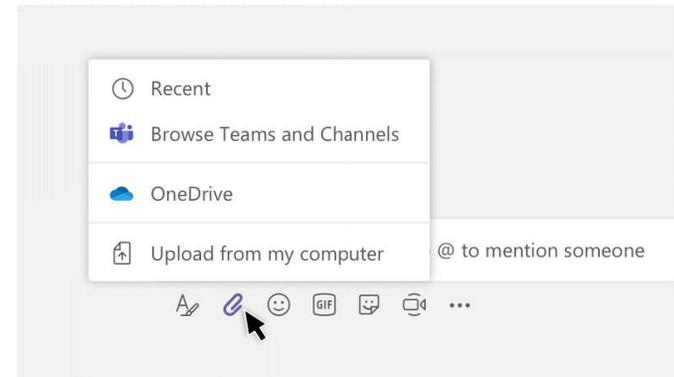
# Add a tab in a channel

Click **+** by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.



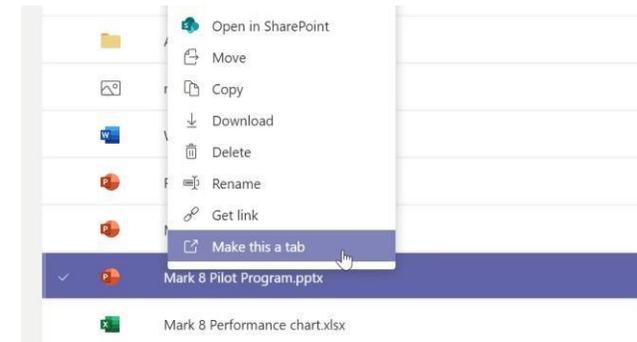
# Share a file

Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



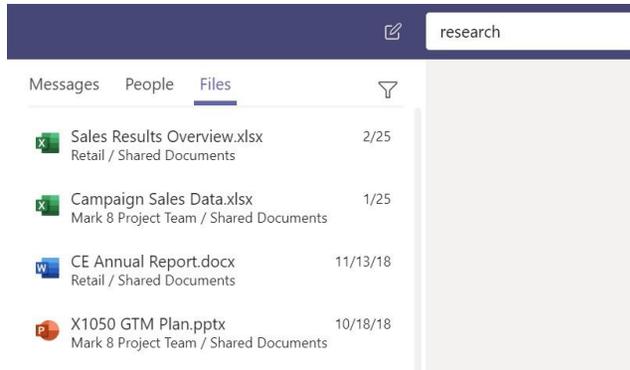
# Work with files

Click **Files**  on the left to see all files shared across all of your teams. Click **Files** at the top of a channel to see all files shared in that channel. Click **More options** ... next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



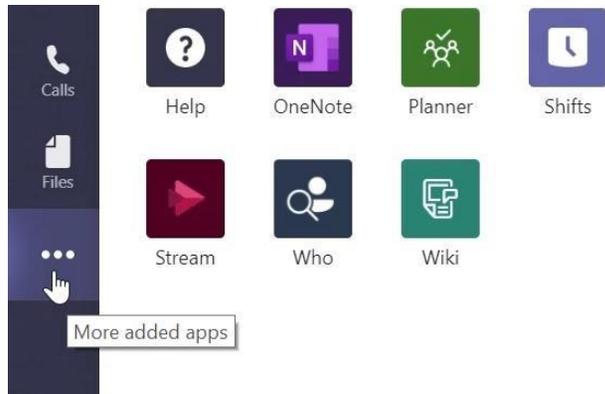
## Search for stuff

Type a phrase in the command box at the top of the app and press Enter. Then select the Messages, People, or Filestab. Select an item or click Filter  to refine your search results..



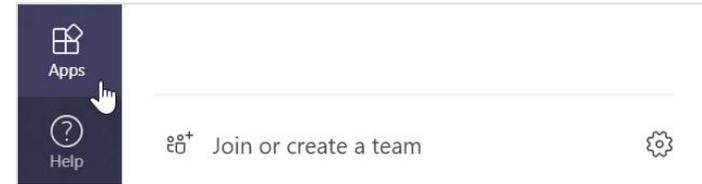
## Find your personal apps

Click **More added apps**  to see your personal apps. You can open or uninstall them here. Add more apps under **Apps** .



## Add apps

Click **Apps**  on the left. Here, you can select apps you want to use in Teams, choose the appropriate settings, and **Add**.



## Next steps with Microsoft Teams

Explore the new and improved features in Microsoft Teams and the other Office apps. [Visit this link](#) for more information..

Get other Quick Start Guides:

- [Recording slideshow](#)
- [Online presentation in PowerPoint](#)
- [Questions and answers in a live event](#)
- [Module 1: Getting Started with Microsoft Teams](#)
- [Module 2: Professional Learning Communities](#)
- [Module 3: Manage teacher workflow in Microsoft Teams](#)
- [Module 4: Creating a Class in Microsoft Teams](#)