

Microsoft Teams general description and student guide

Teams is a part of the O365 package, which you can access by logging into the University's mailing system. You can access it as follows:

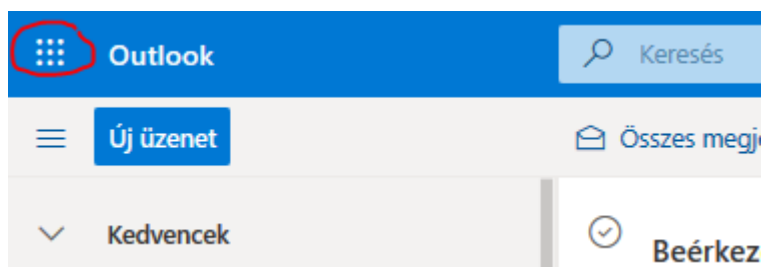
<https://login.microsoftonline.com>

Your login ID: Neptunkód@student.univet.hu (e.g. MVJLOD@student.univet.hu). Your password is the password you use for the University's mailing system,

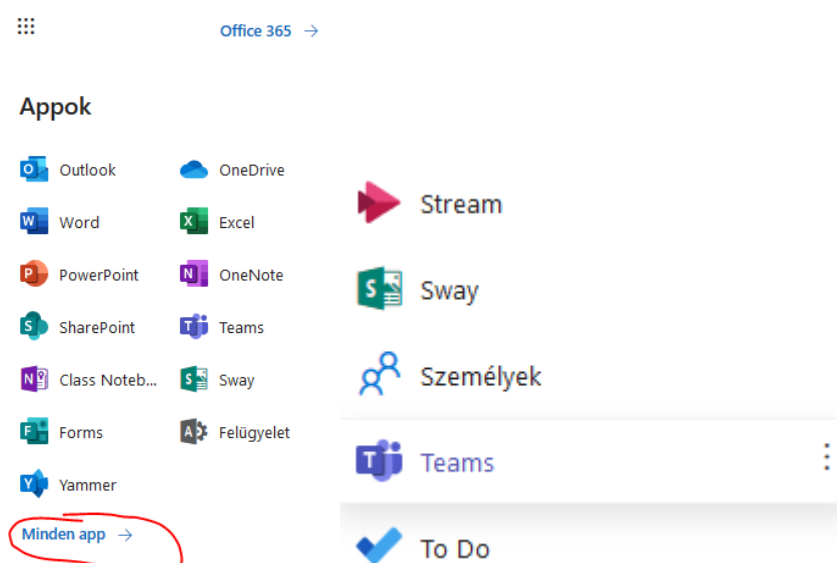
It is not the same as your password used in Neptun unless you set it like that earlier. If you've never logged in before, the default setting is your date of birth preceded by Bd, so e.g.: Bd19950215

If you have any problems logging in, send a mail to it@univet.hu .

After logging in successfully, you can navigate to the Teams page from this page:



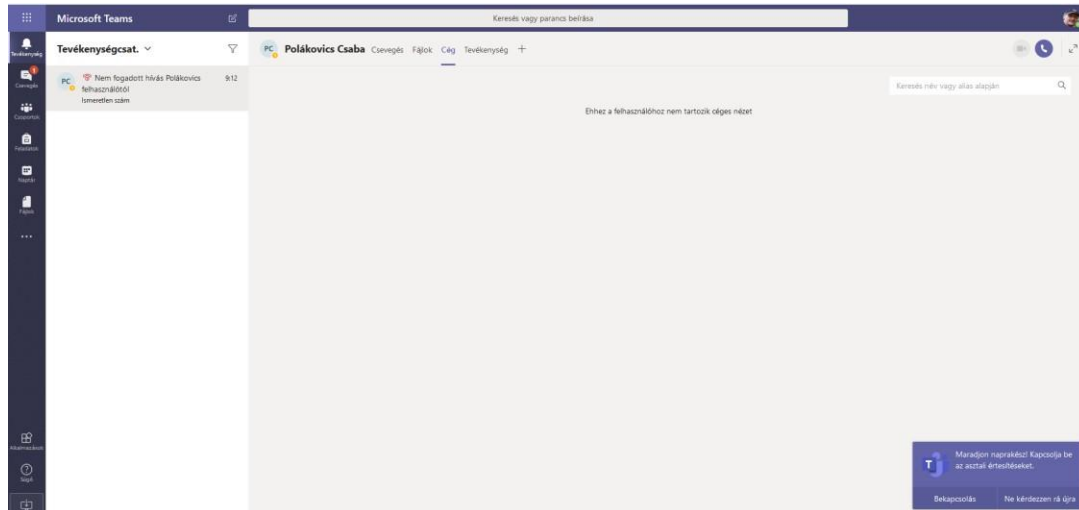
then all apps...



and select Teams

Teams is an integrated communication platform which offers full functionality to support sharing text, audio, video and other files.

1. Interface:



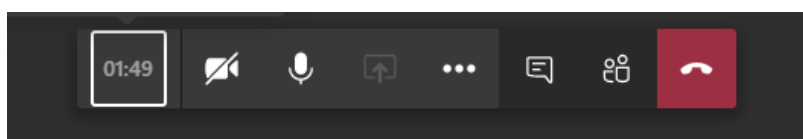
2. Teams can be installed on your computer as a client



3. Interface:



Meanings of the menu below:

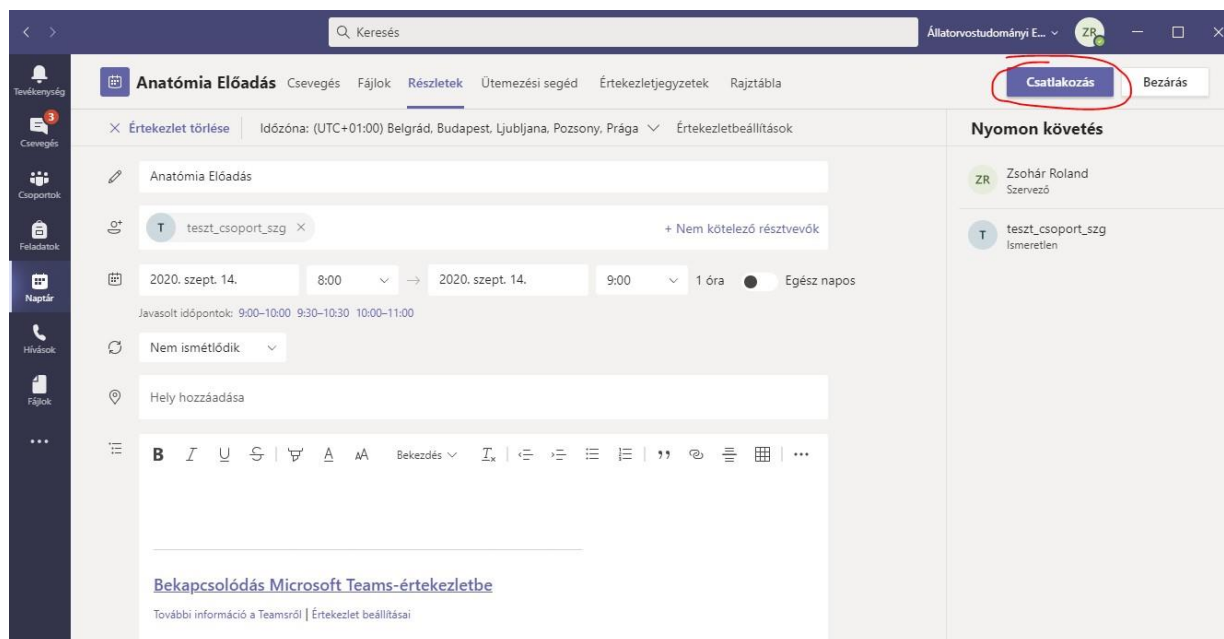
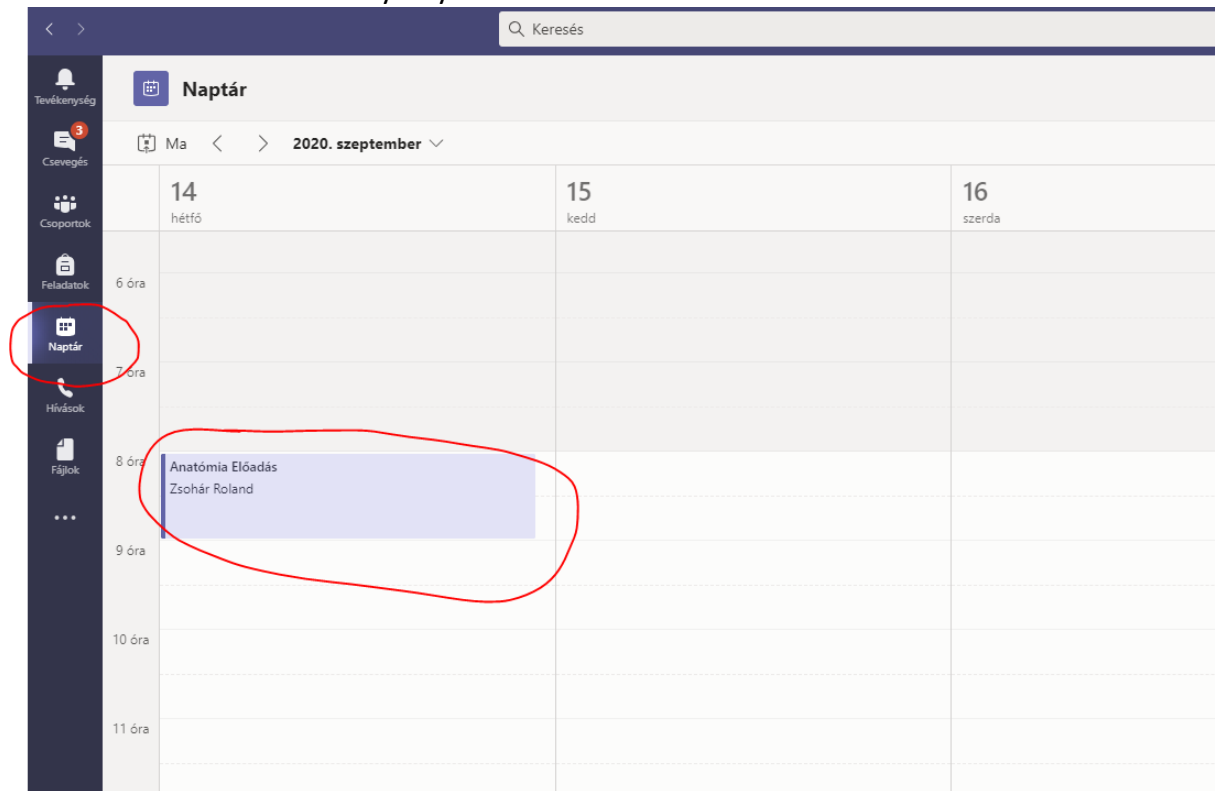


Call time turn off camera mute table or file share chat

end call

4. How to use the calendar, join online lectures

You can use it in a similar way as you use the Outlook calendar.



Here's a more detailed guide to use Teams: <https://support.office.com/hu-hu/teams>