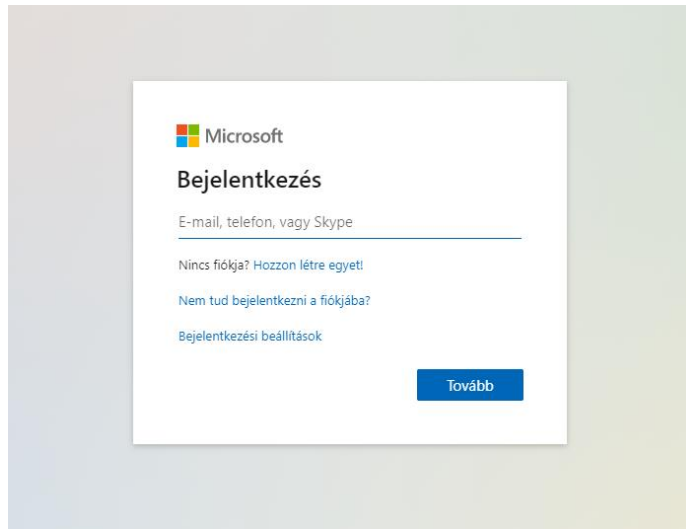
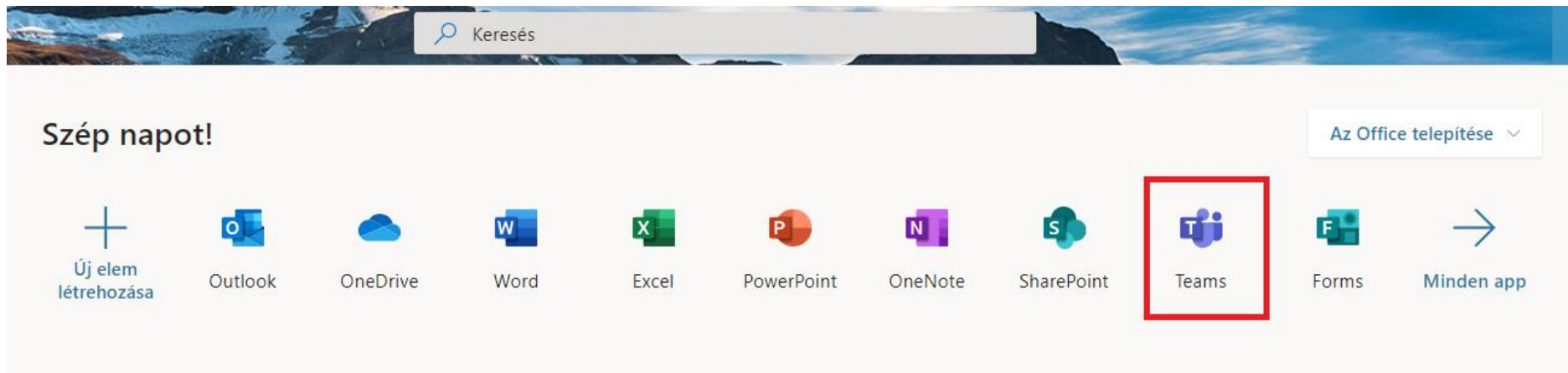


HOW TO USE MICROSOFT TEAMS

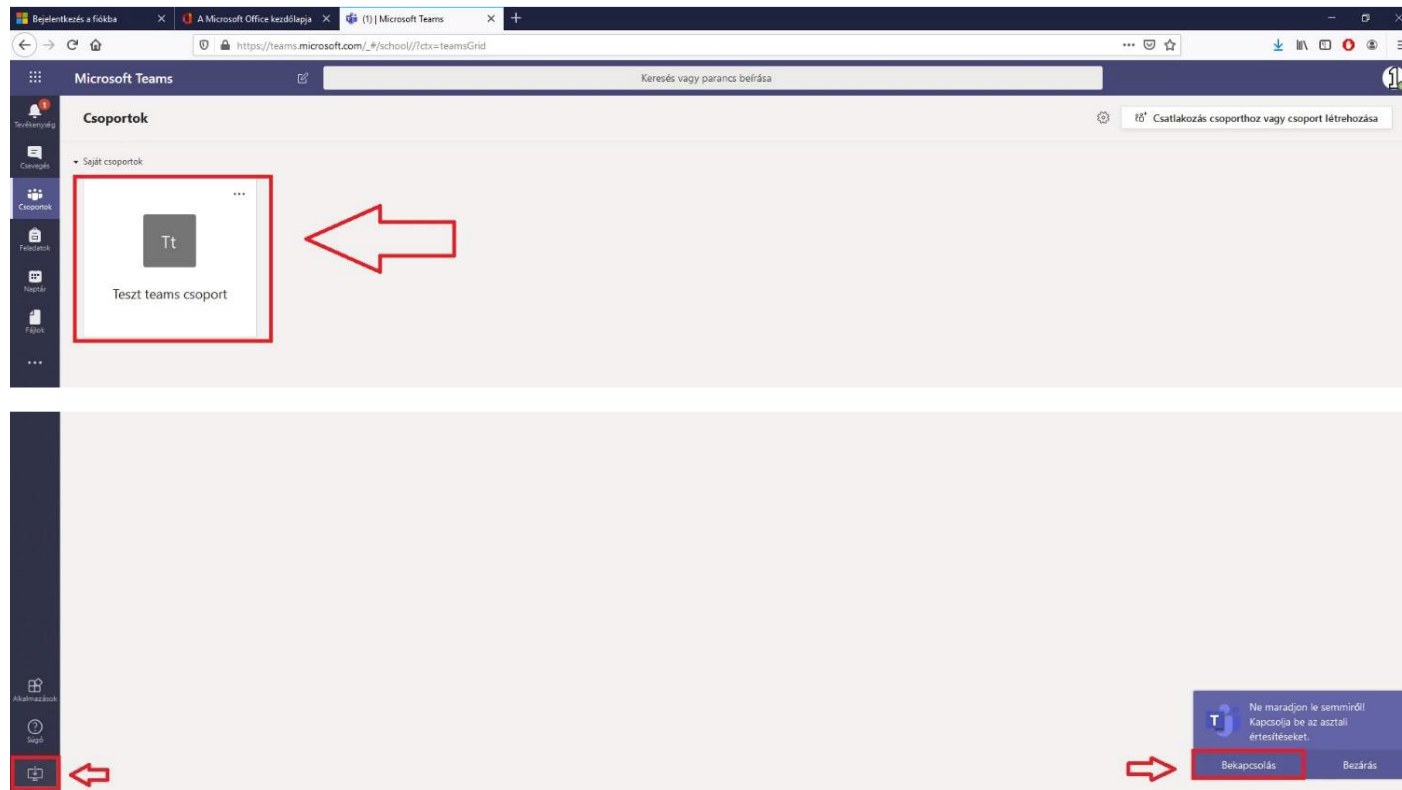
As your first step, you have to log in on the portal.office.com with your newly created ELTE email address and password:



Then between the applications you'll be able to find the Teams programme which you'll use for online classes:



After opening the application, you can see which group you are involved, and the chat icon above it has the chat function. In the lower left corner you can download the Teams desktop client to your computer and in the lower right corner you can turn on notifications. Video and voice calls only work on clients on PCs, tablets and mobile phones.



If a teacher requires Office365 integration for a course in the Neptun system, then the course group will be created in Teams, and students will automatically be added to multiple Teams groups.

If you have any questions or problems, please contact our IIG colleagues at teams@elte.hu email address