



ELTE

FACULTY OF
INFORMATICS

Teams

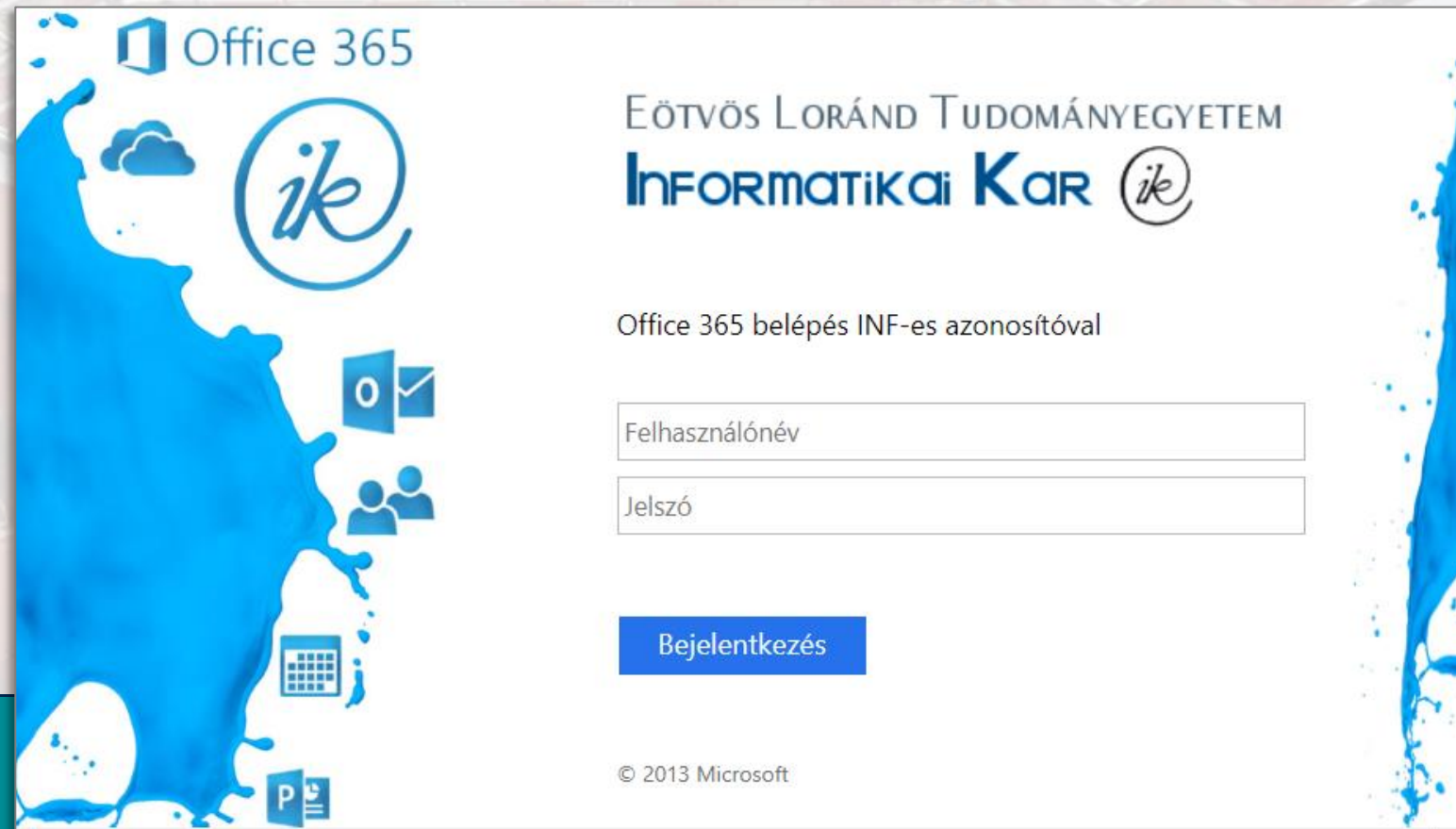
Guide for students

Teams basics

You can use Teams from browser: <https://teams.microsoft.com/> or download it as an application.

Browser:

The main site redirects you to the site of the university, where you need to login with your **e-mail address** (based on your neptun code with **@inf.elte.hu**) and password (you use it for your e-mails, too)



Office 365

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Felhasználónév

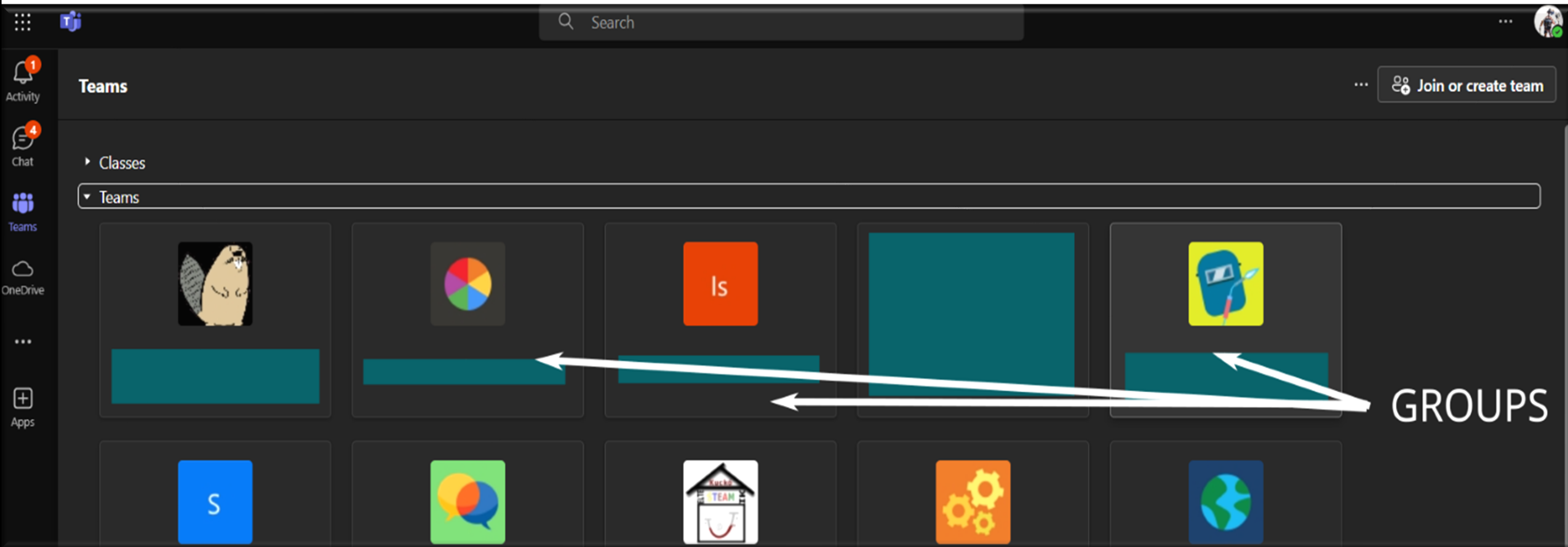
Jelszó

Bejelentkezés

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Teams basics

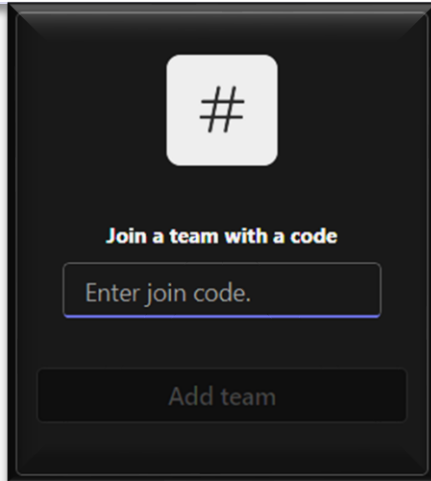
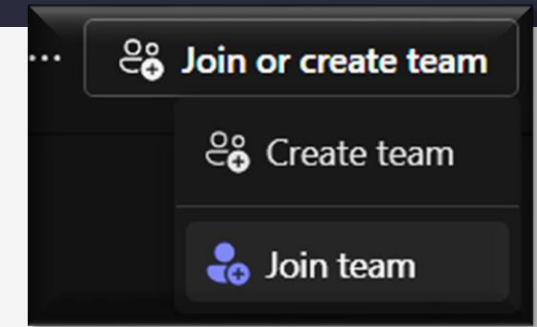
After log in, you can see your groups, "teams"



How to join a Teams group?

Joining teams

- To join a team click on the **"Join or create team"** button on top right and choose **"Join team"**
- Some subjects are open, then they appear on the screen.



Joining with a join code

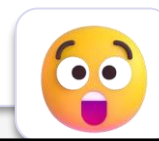
- If your team (group) is not open, you need to have a code. Choose the box **"Join a team with a code"**
- And write in the activation code (it is a 7-8 long code created by the system shared by your lecturer)

Joining with team link



Some lecturers prefer to send or publish a link. In this case, you only have to click on the link and open it in a browser (maybe login) in order to request to join the group.

In this case the lecturer has to approve your request to join the group, it is not automatic. Request to join the teams group at least 48 hours before your first class, so you will not miss out on any important information.

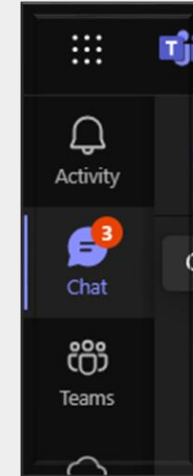
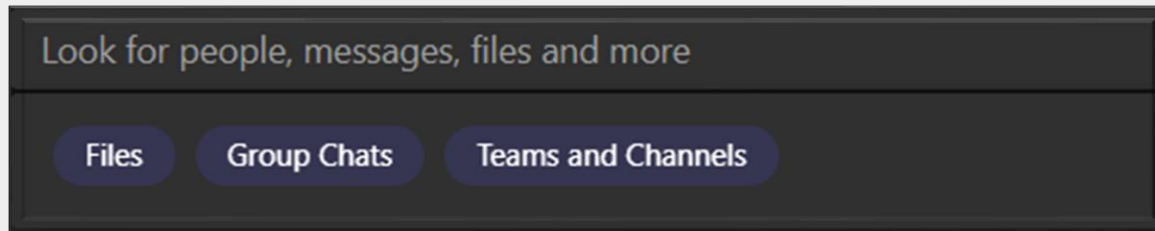


Chatting in Teams

You can use Teams for chatting with your lecturers as well.

Choose Chat in the main menu.

Then at the top section, you can search for a name or Neptun code.



Chatiquette

The preferred way of communication is e-mail. Contact your lecturer via chat only if he/she directly requests to do so or if the matter is extremely urgent.

Your professor has other duties and his/her own life, as well so

- try to chat during working hours
- wait for the response, be patient
- , do not rush your response

