# How to download the **Office 365** software pack and how to use **Microsoft Teams**

For every new students a new e-mail account (ending with @stud.uni-obuda.hu) is provided by Obuda University,. With this e-mail account you also become eligible to use and download the complete Office 365 software package. First of all navigate to www.office.com/?omkt=en-GB and click on the '**Sign in**' button.

note: you might be asked to change your given password to a new one at the first login.
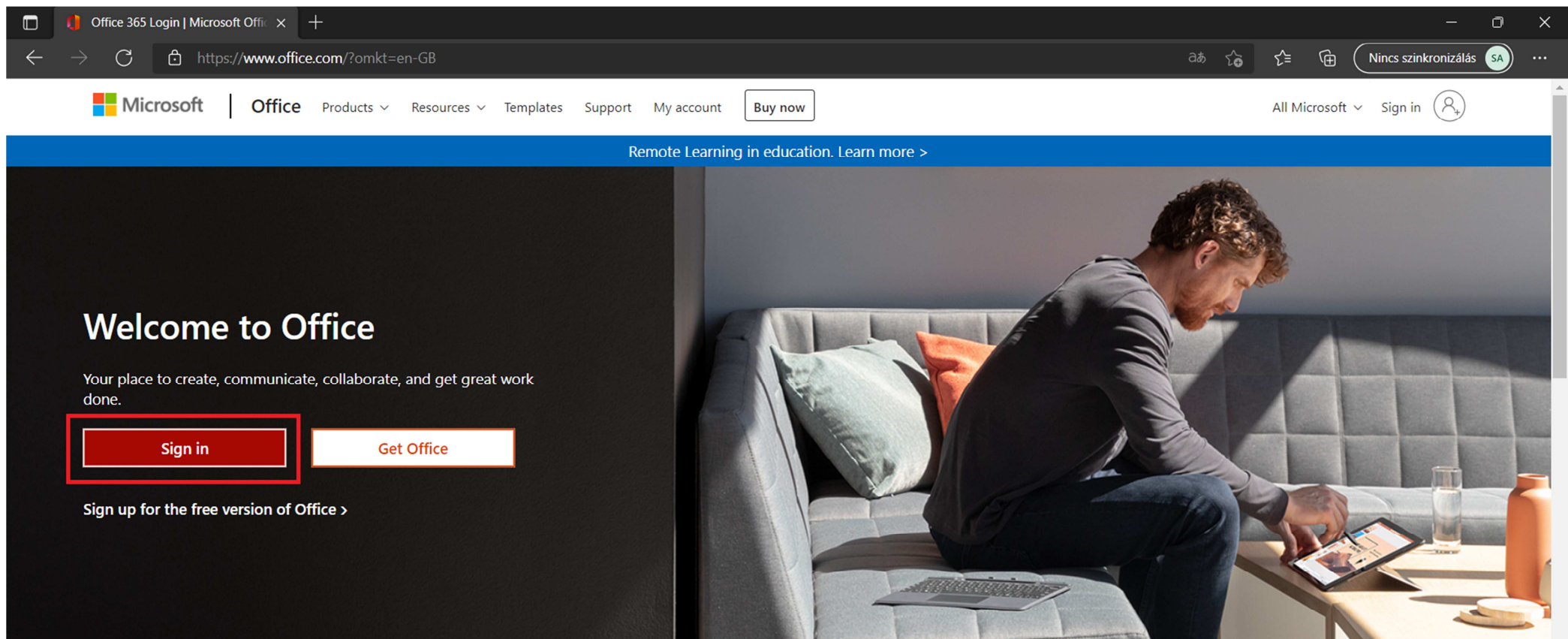
After the successful login and password change you will get to the Office 365 welcome screen. On this page later on you will see all your files, filtered by **All/Most recent/Shared/Favorites**. Now you are able to use each component of Office 365 (Word, Excel, PowerPoint, OneDrive, OneNote, SharePoint, Teams, Sway and Forms) online in the browser without installation by clicking on their icons at the left vertical menu.

note: you can access your new student e-mail account on the left menu by selecting **Outlook**.
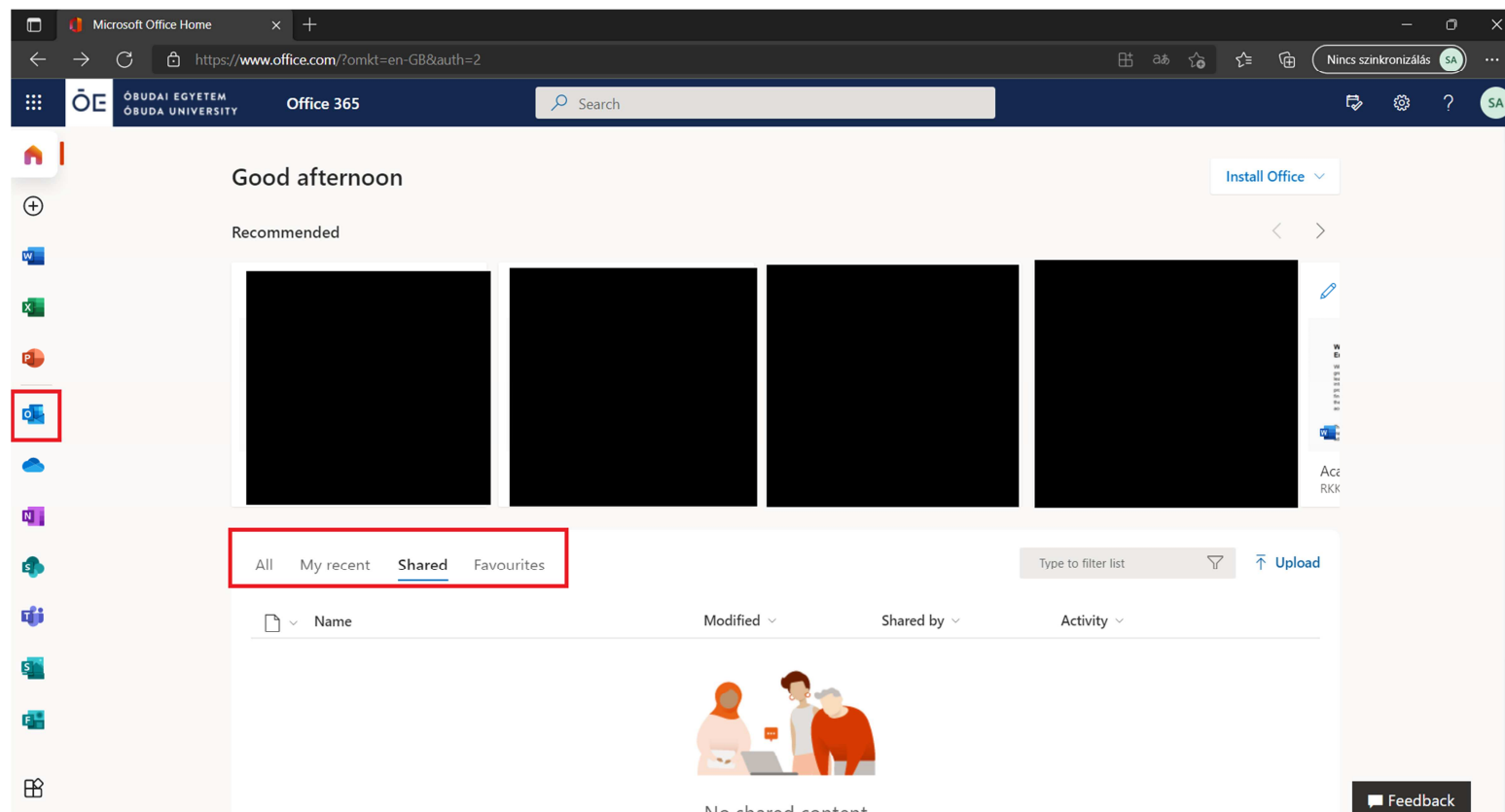
Beside the option of using the Office software pack online we would highl recommend to Download the whole software package. At the top right corner click on '**Install Office**' and select '**Office 365 apps**'.
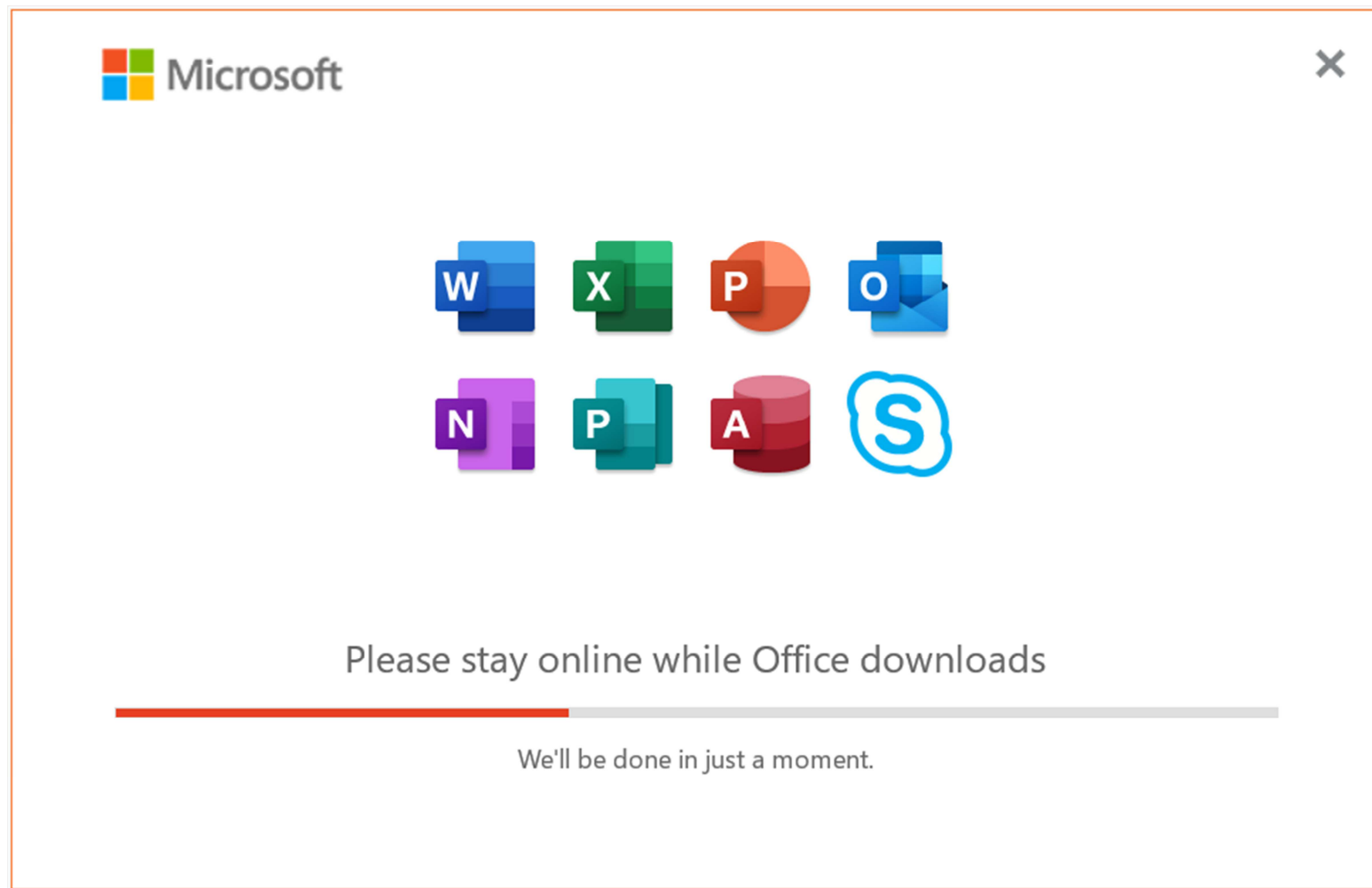
A new window will pop up and the download will start in a few seconds. Once the download is completed, open the downloaded **OfficeSetup.exe**.

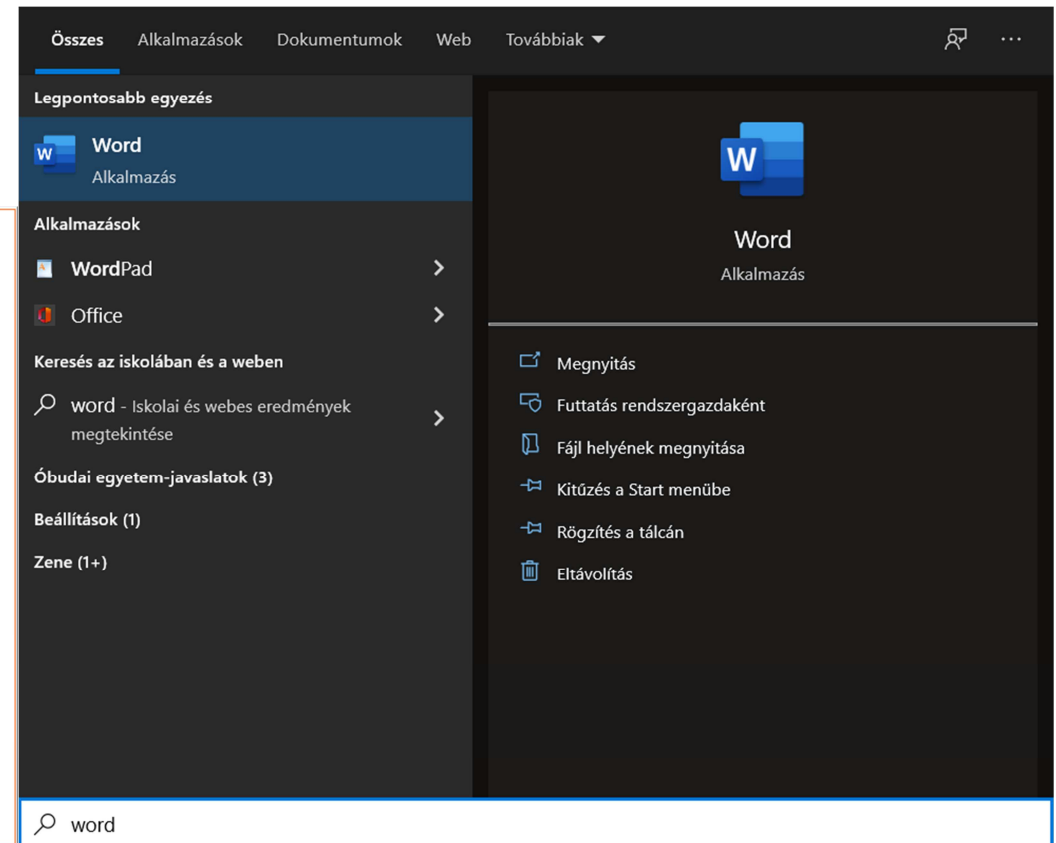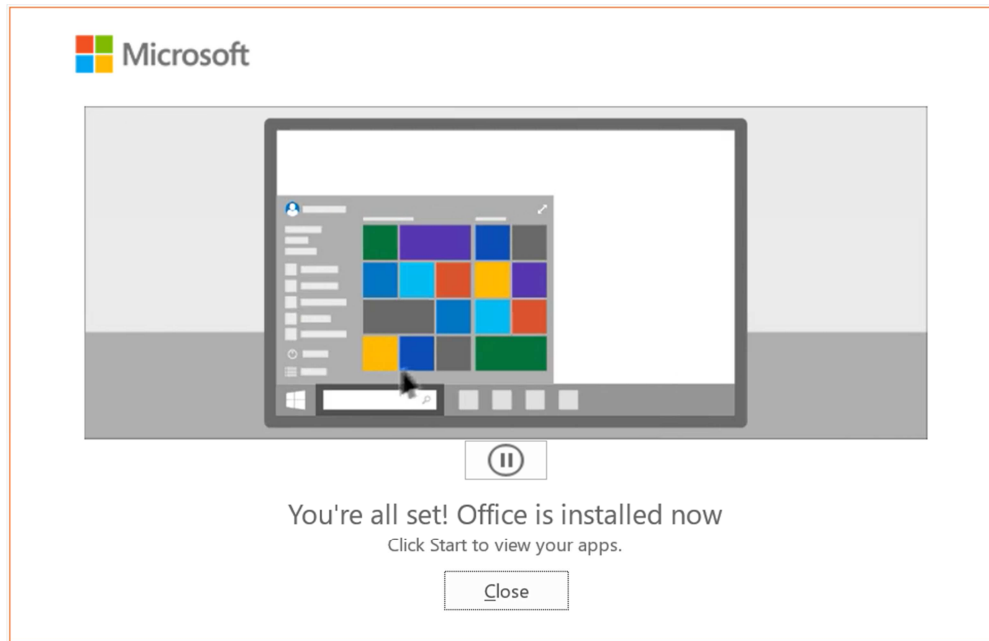The setup is fully automatized, you do not have to click anywhere just wait until the install process finishes.

Once the setup has finished, you can search for the installed Office apps in your **Start menu** by typing the name of the App (eg. Word). Here you go, now you have everything installed on your computer.

Now let's talk about how to get/use **Microsoft Teams**. If it was not installed on your computer by default (try to search for it in your Start Menu), first of all download and install (just run the downloaded exe file, the installation is fully automatic) the Microsoft Teams client to your computer from the following URL:

https://www.microsoft.com/en-us/microsoft-teams/download-app

On the download page select the '**Teams for work or school**' option on the right side.

Once you downloaded and installed the Teams software you will have to login using your "@stud.uni-obuda.hu" account. If you skipped the previous parts about logging in at the Office website you will have to change your password this time once. Once you are in the Teams program, you will see your online Teams groups for your courses by clicking the '**Teams**' icon at the vertical menu bar on the left side.
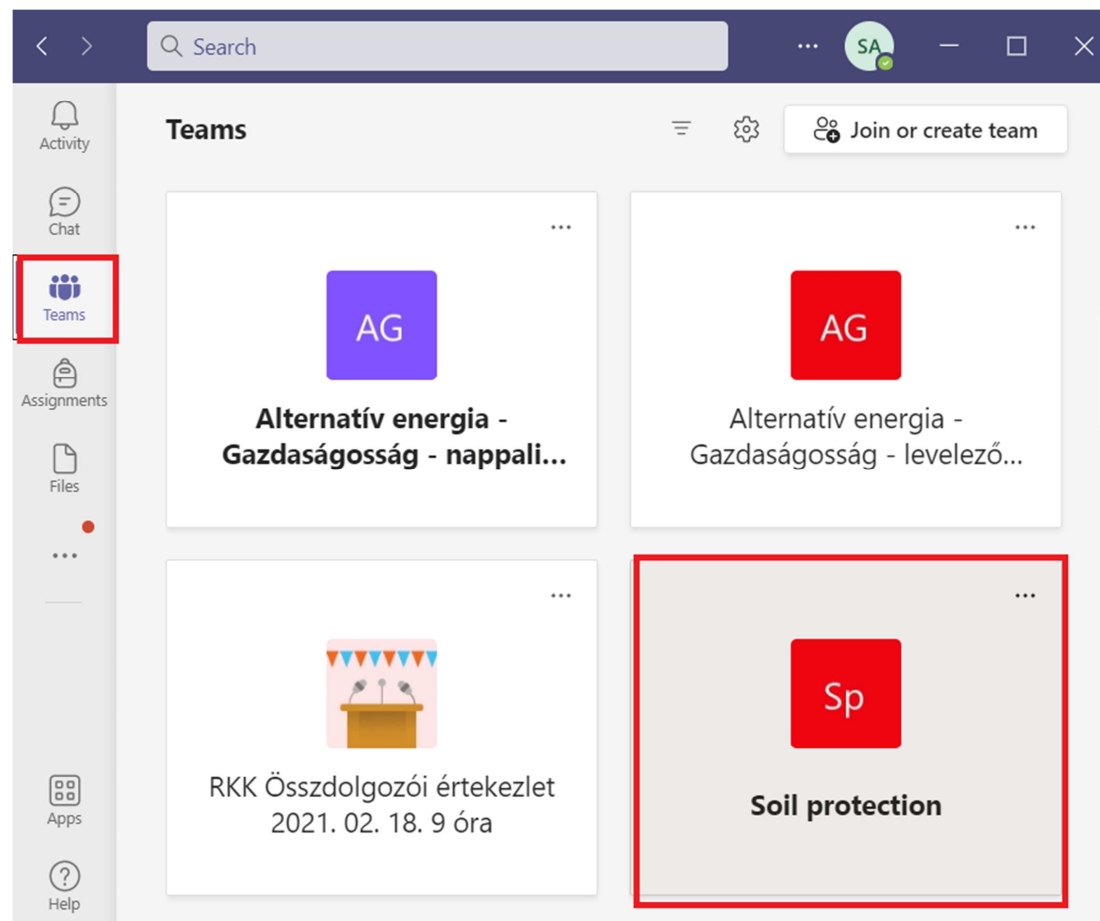
There are two cases: your teacher can add you to the Teams group of your course, in that case you can find it as mentioned on the previous page of this guide. The other possibility to join a Teams group that you will receive a '**Teams join link**' via e-mail or Neptun, or it is written down within the Moodle system on the details page of that certain course.

This Teams link looks something like this:

https://teams.microsoft.com/l/team/19%3aVmi3qWY__EFDe0GGA99pKEgQRjMoKS34PTn1_WcVr9Q1%40thread.tacv2/conversations?groupId=6b2b423e-f21a-471d-b42e-4656112b8b1e&tenantId=26a56fa-705a-4bbc-8112-67a21d5e9b97

If you have the link, you can request the access to the owner of that Teams group by clicking on it. Please note, that you will not be able to join immediately, once you have made your request the owner has to Accept/Approve your join request. This could take some time. Once your request has been allowed, you will find that Teams group as we mentioned on the previous page.

When you try to click on the Teams link, your web browser will come up asking you how you wish to proceed: run the link in the browser or run it via the downloaded desktop client. I would suggest to go on with the desktop client and press '**Open**'.

note: if you would like to run it from browser, press Cancel and look for the '**Continue on this browser**' option on the right.
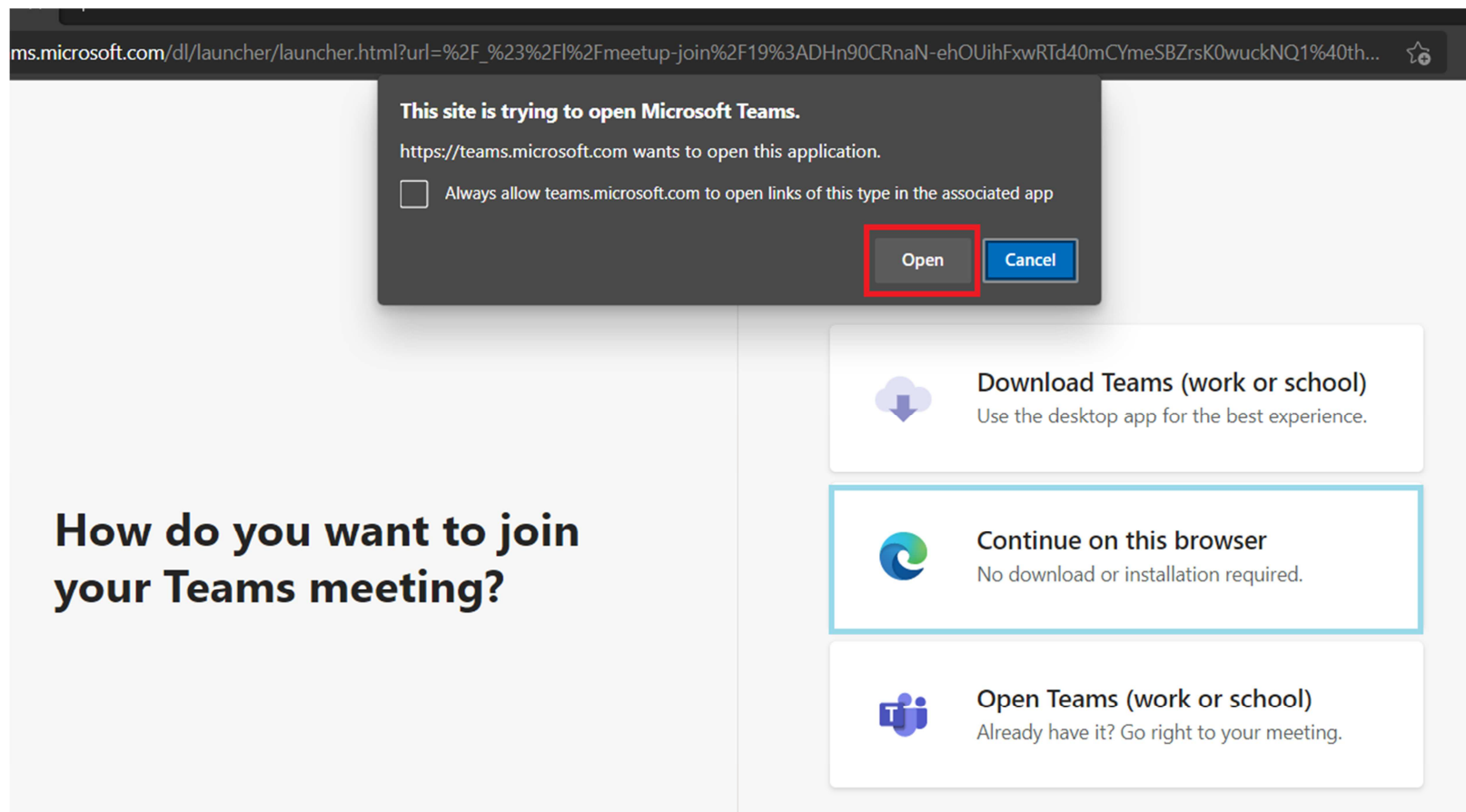
Once you have selected the Teams group you wish to join for the online lecture, this screen will welcome you. The default channel is the General channel. When your online lecture starts you will see that a 'Meeting' is already going on and there will be an option to '**Join**'.
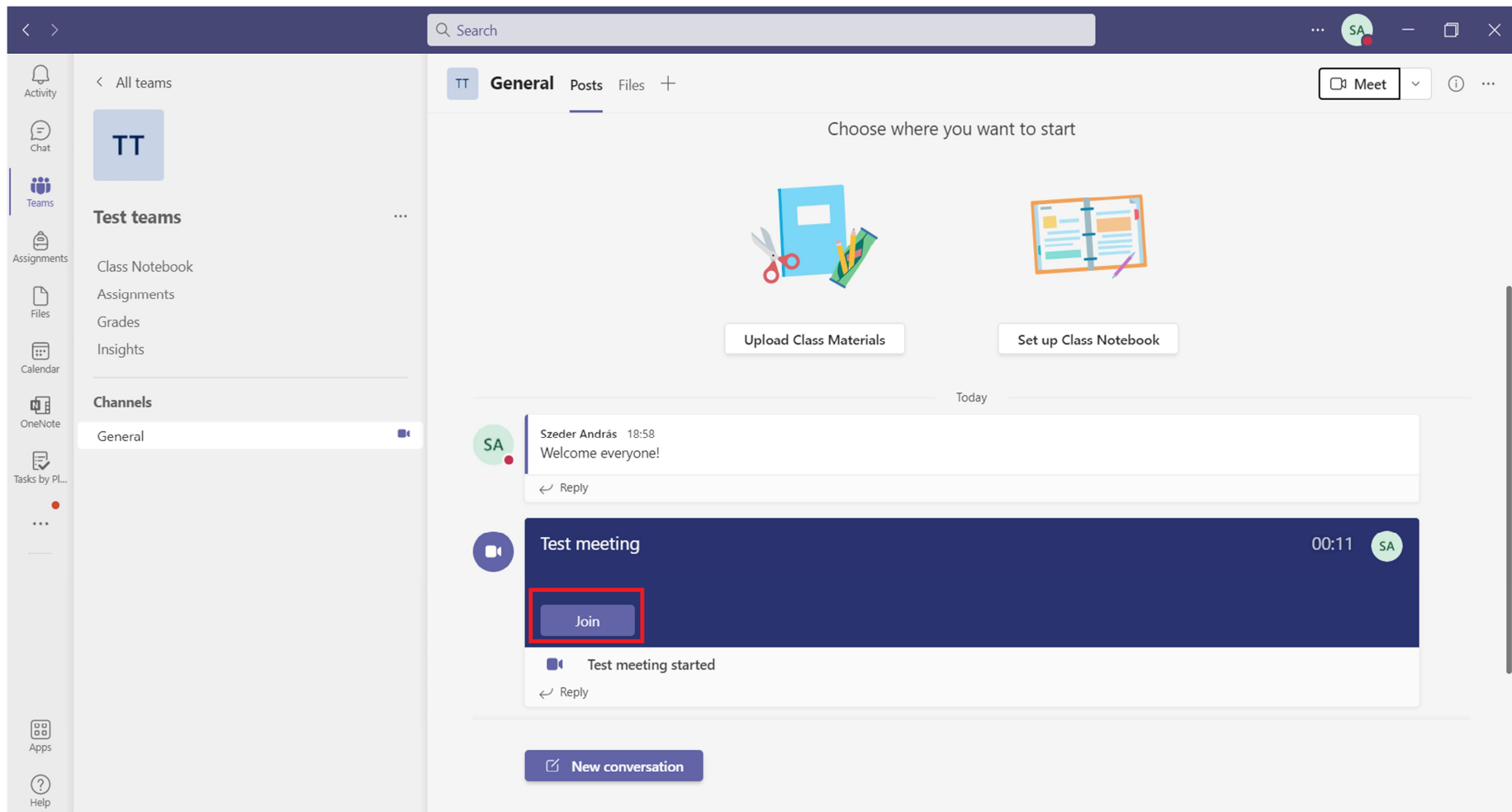
Once you join, you will be able to select which recording devices (webcam, microphone) should be active. First you will need to **check** that you are going to use „**Computer audio**". We kindly ask you to **turn off both** the visual (**webcam**) and the audio (**microphone**) recording devices at the beginning. Later on you can activate them by clicking on their icon.
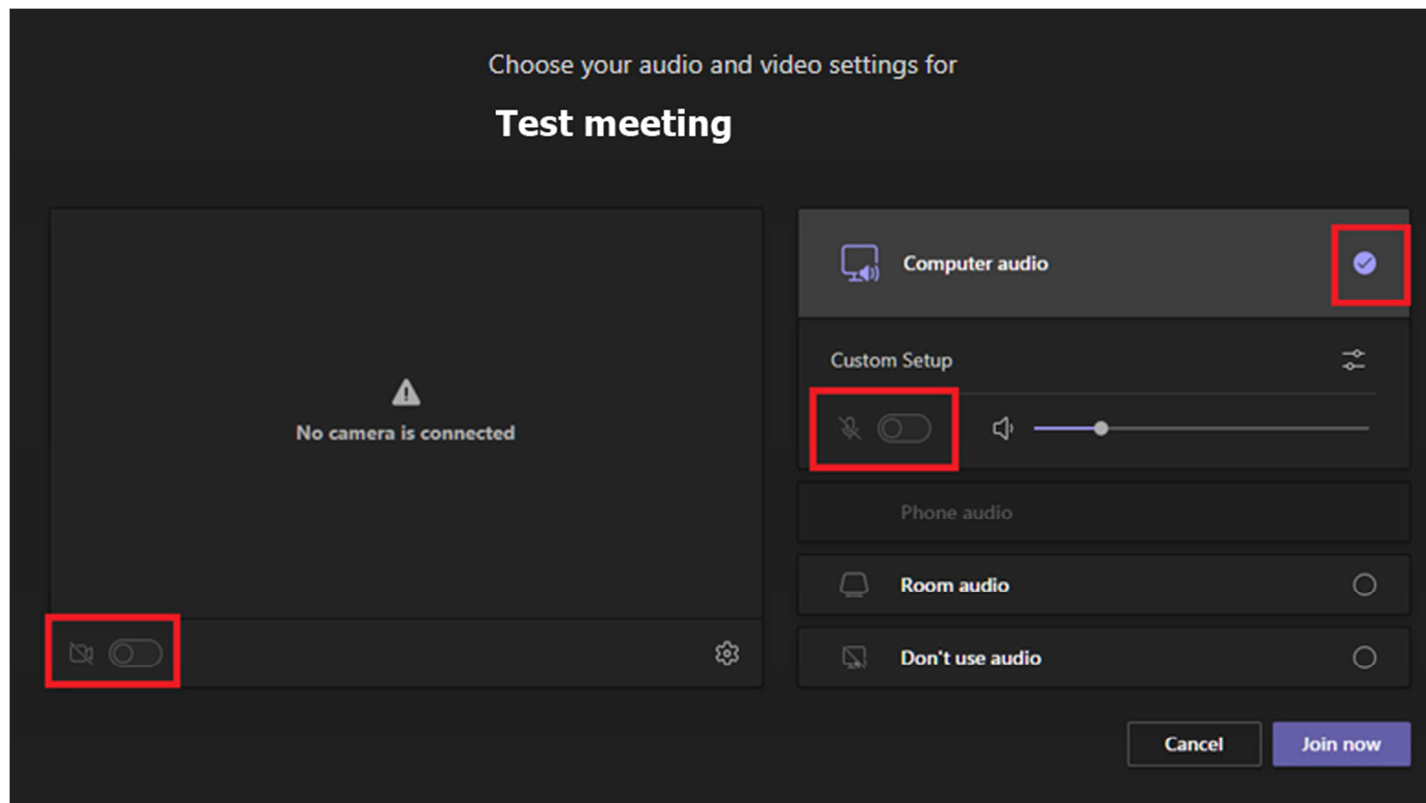
During the meeting you are able to show/hide the participants on the online meeting by clicking on the '**Show participants**' button. The attenders will be shown on the right side of the meeting window.
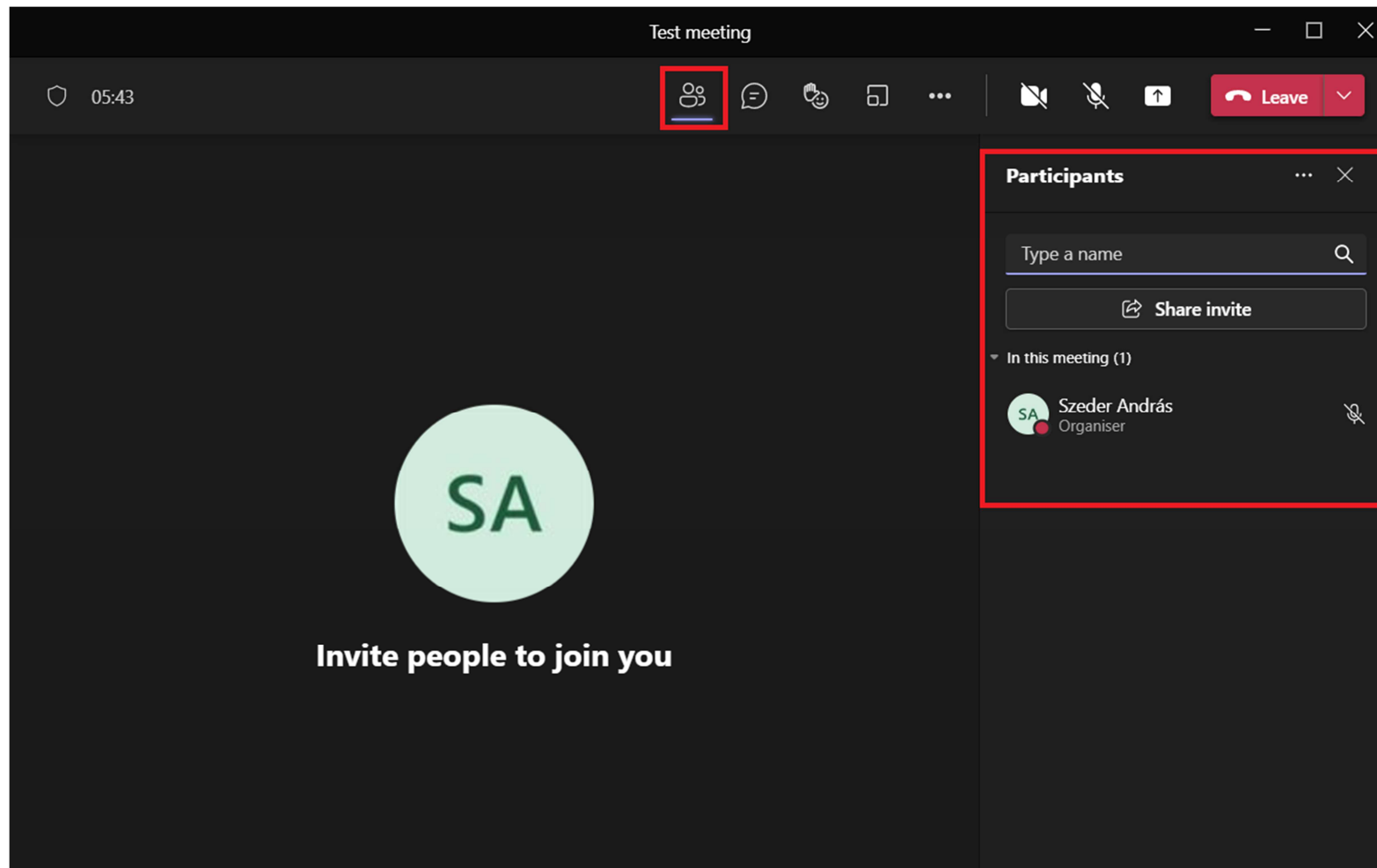
If you do not have a microphone, no worries, you can still communicate with the others, simply click on the '**Show conversation**' button.
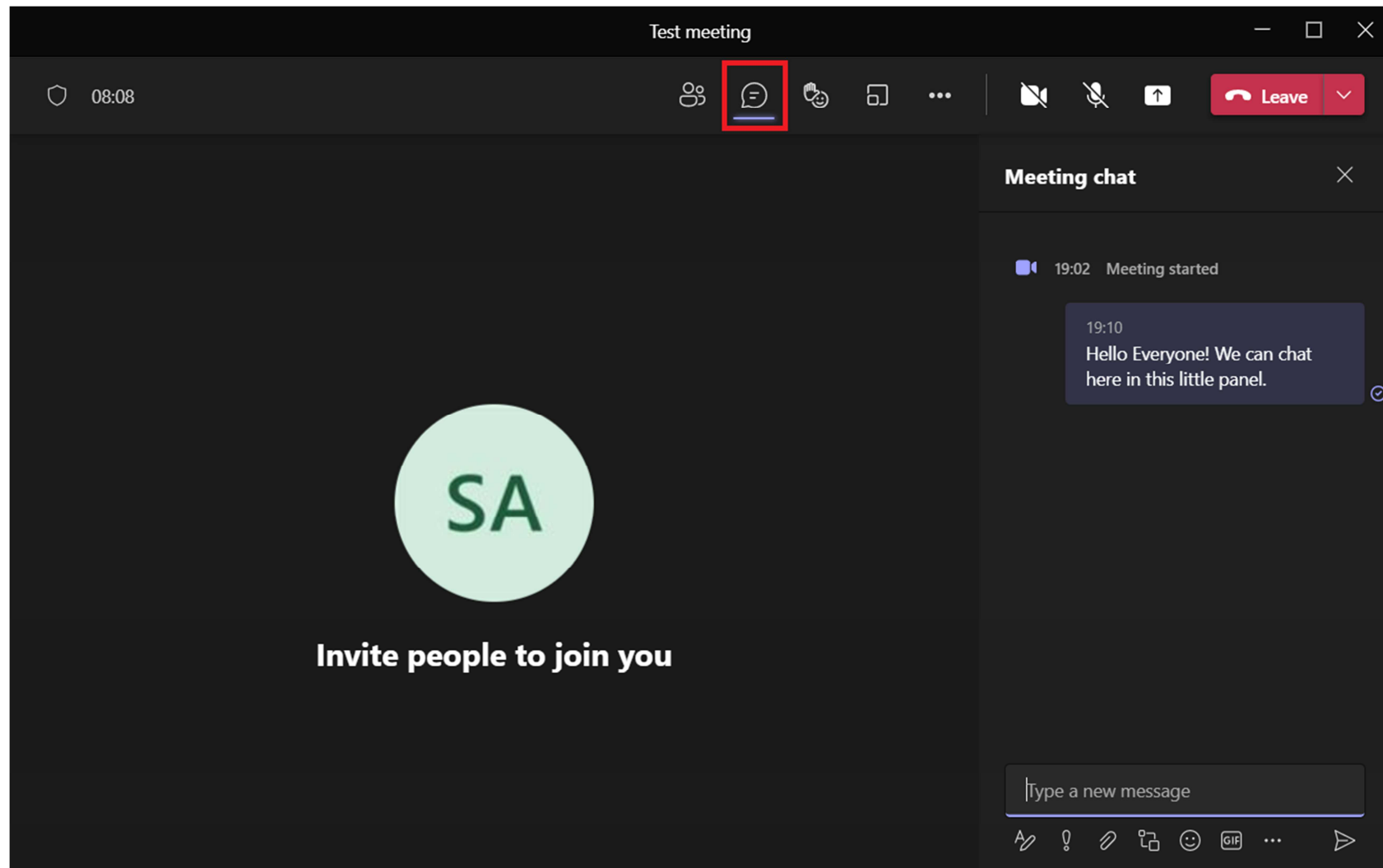
If you wish to ask something during the online lecture, but you do not wish to interrupt your teacher, you can use the '**Raise hand**' function. While this is active, the owner of the meeting (your lecturer) will see a bright yellow frame around your profile picture and a little hand icon. Once the lecture gave you the word, use the '**Raise hand**' function again to '**Lower your hand**'.
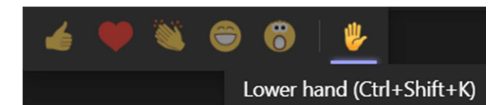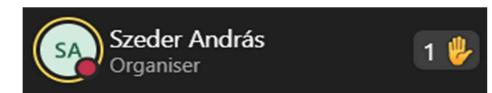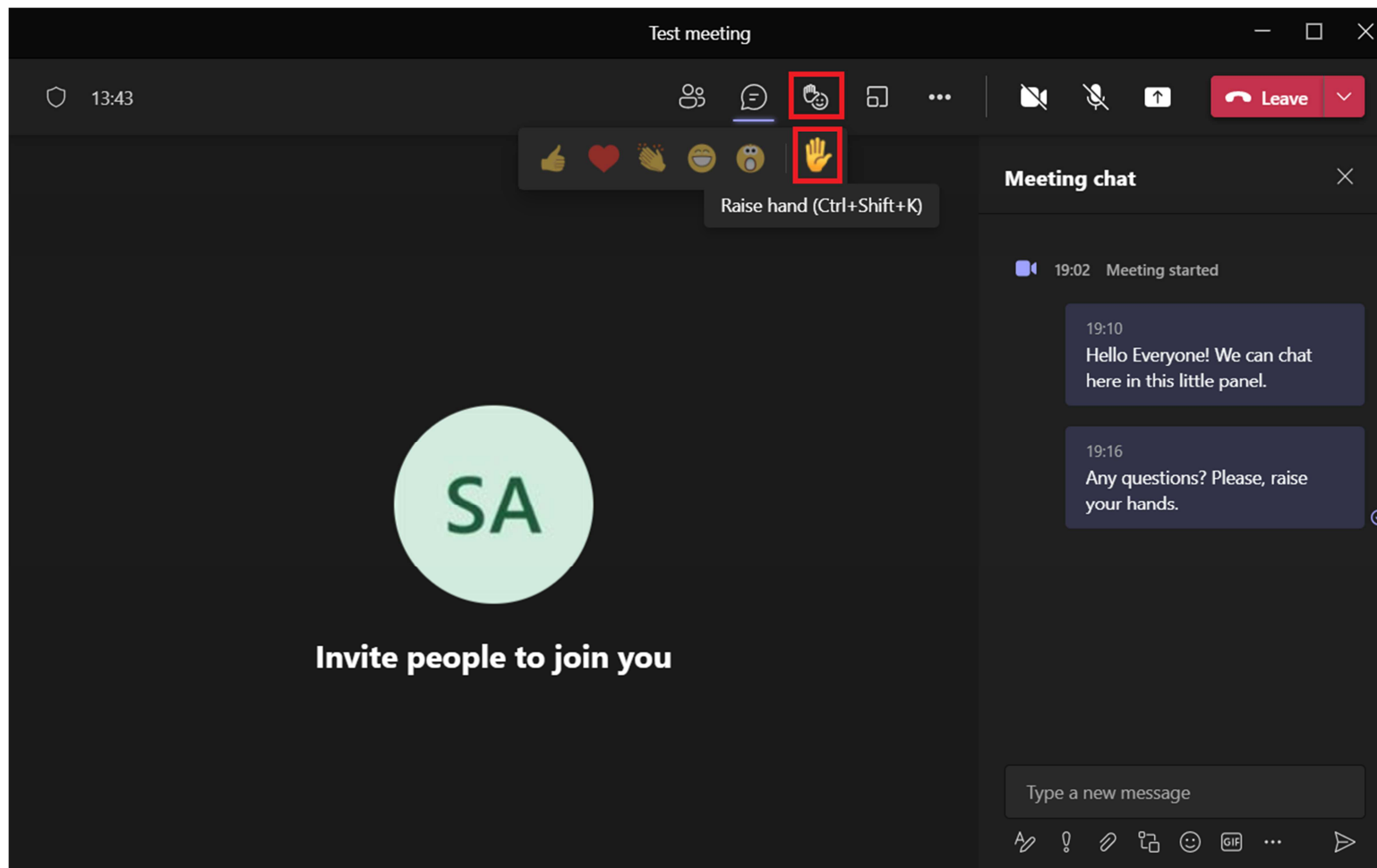
During the online meeting you can enter to full screen mode by clicking on the three dots (...) for '**More actions**' and then clicking on '**Full screen**'.

note: you can see that there is also a possibility for recording the ongoing meeting, however it is not allowed to do that due to the new GDPR regulation.
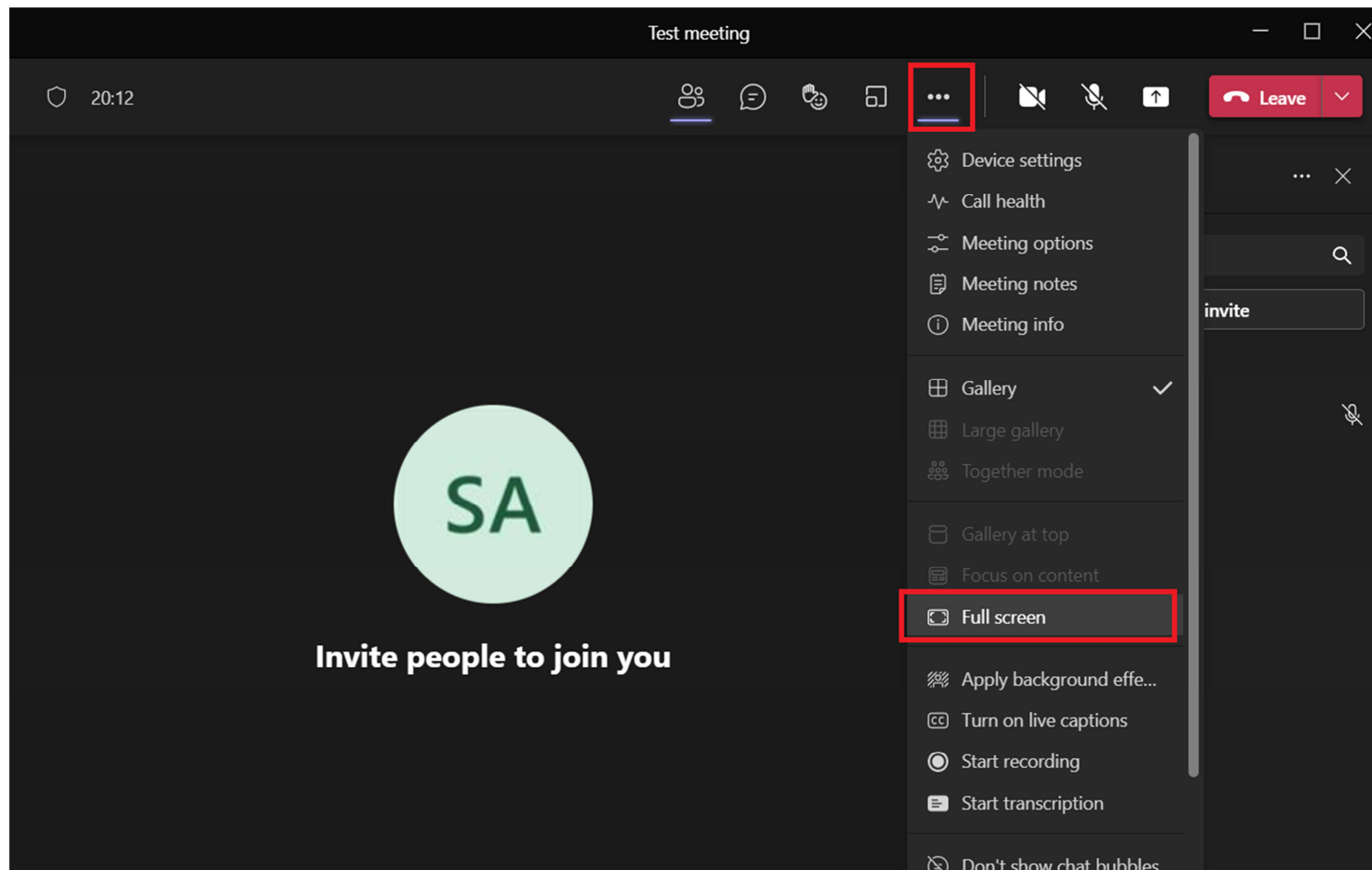
The next two important icons (functions) are: **enable/disable** your **webcam** and **microphone**. The first click activates the video/audio input devices while the second click disables it.
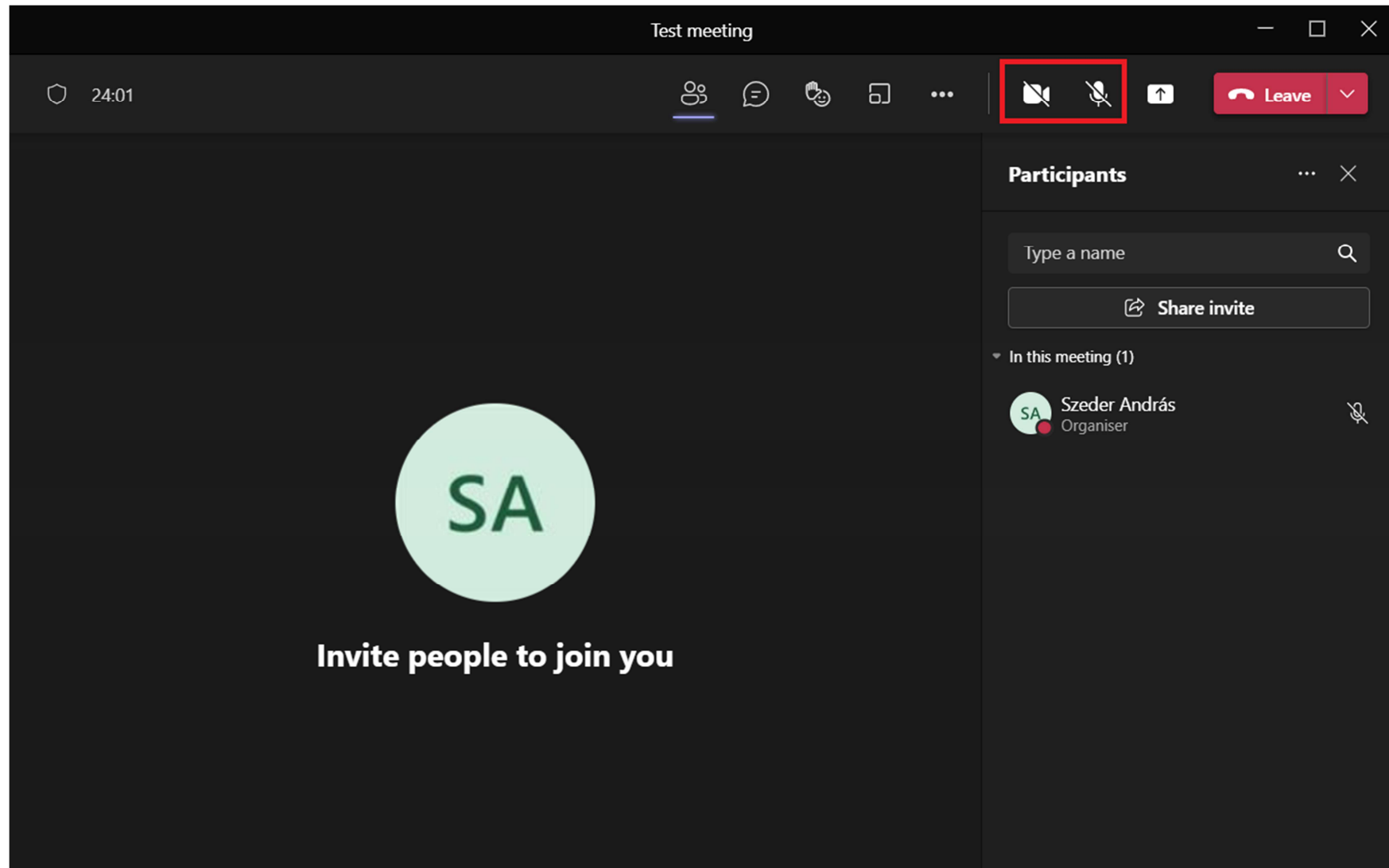
It is very likely that during the semester you will have to work on a project and at the end create a presentation about it. When that time comes you will need to use the '**Share content**' option (or so called Screen share). It has an icon of an arrow leading upwards.
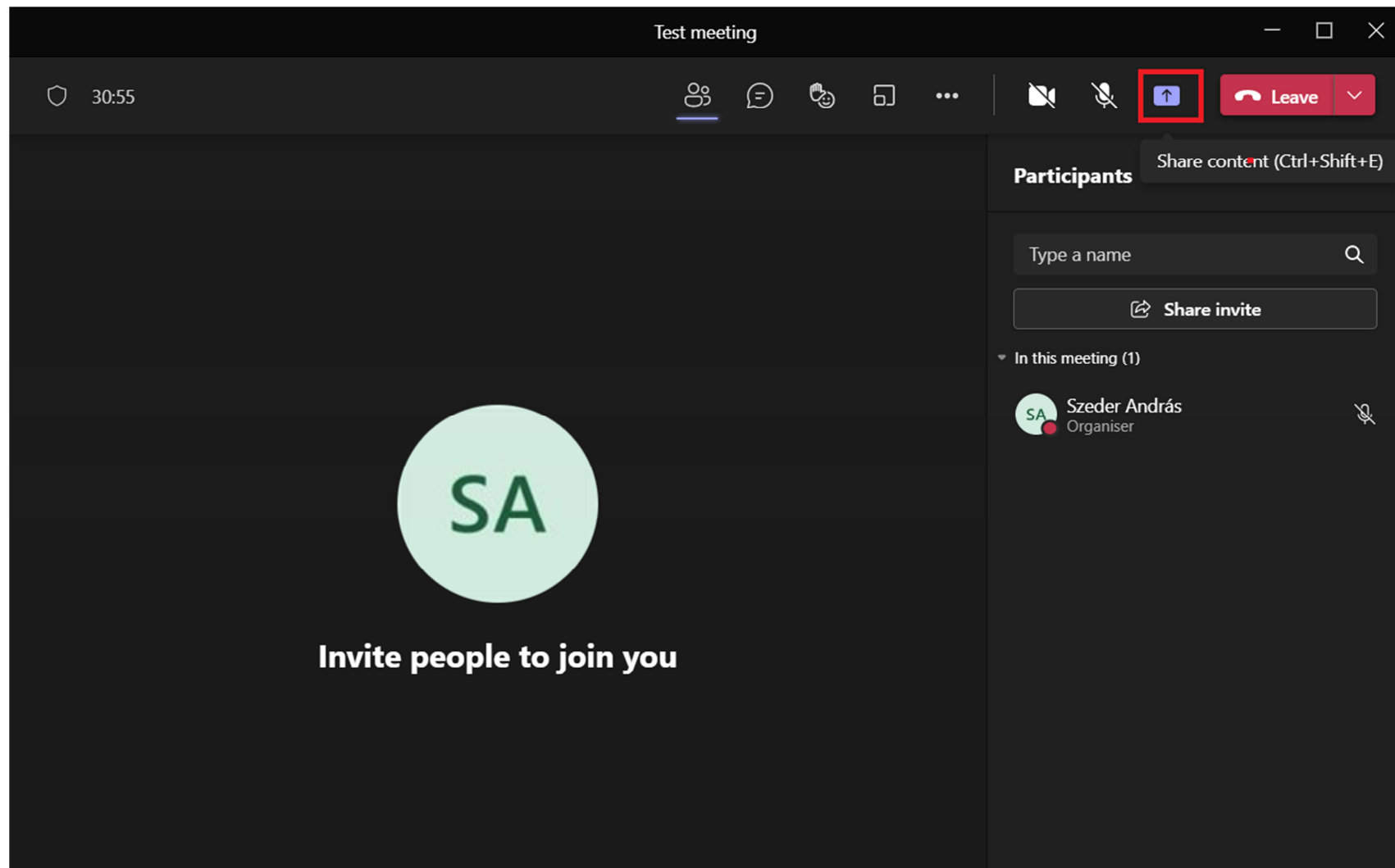
Before sharing your screen there are some options you need to choose from. At the '**Presenter mode**' always select screen! If you would like to play a video that has sound, you also will need to **click on the slider** next to the '**Include computer sound**' part.
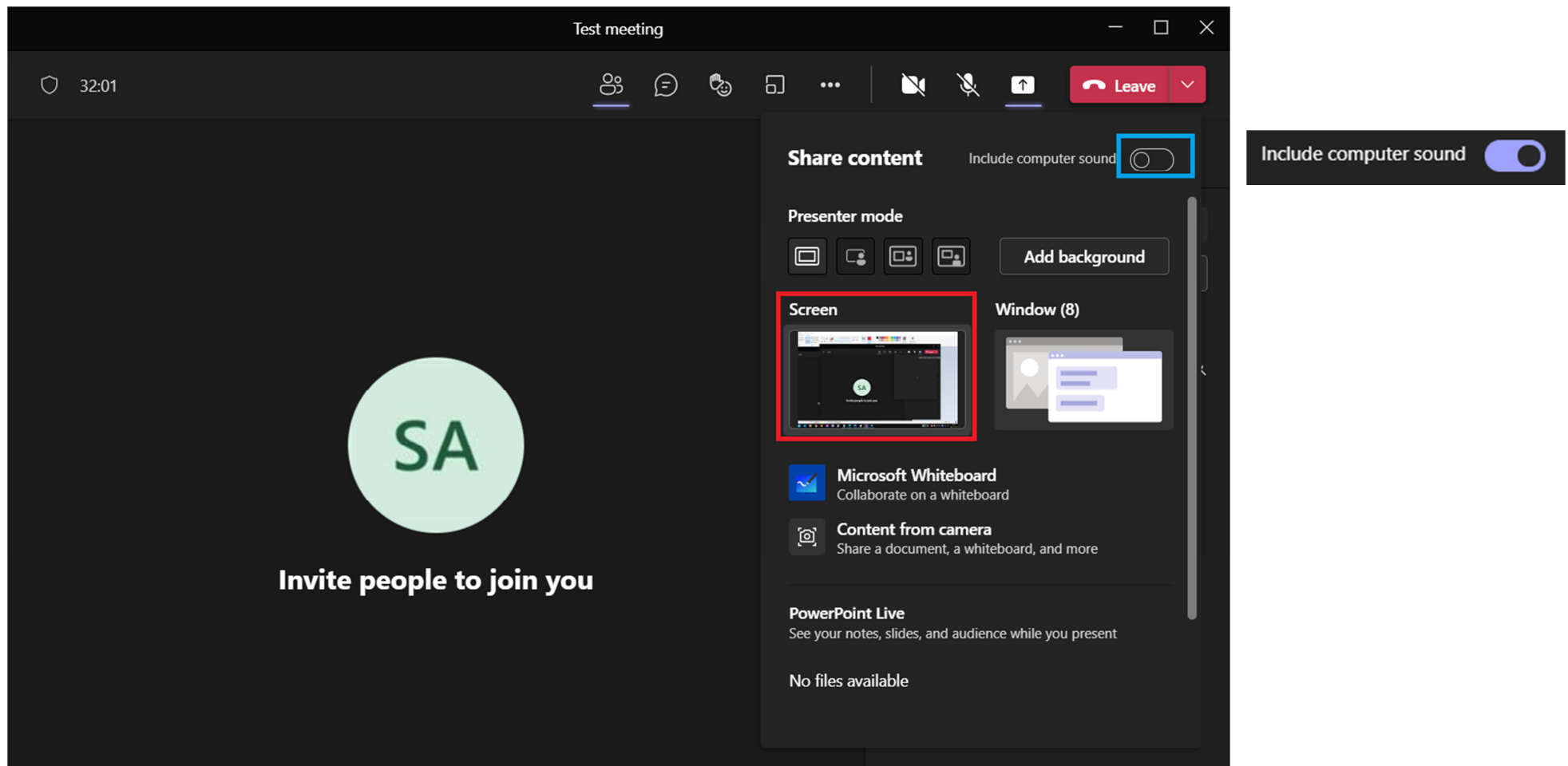
A **big red frame** will appear around your screen showing you that your **screen sharing** is **active**.

You can stop the screen sharing by pressing the following '**X**' button. Just to mention, in case you have minimalized the meeting window of the Teams, a little 'mini navigation menu' appears at the bottom right corner of your screen, where you can also stop the screen sharing (and disable your webcam/mic). Once the online lecture is over, you can leave it by pressing the **big red leave button**.
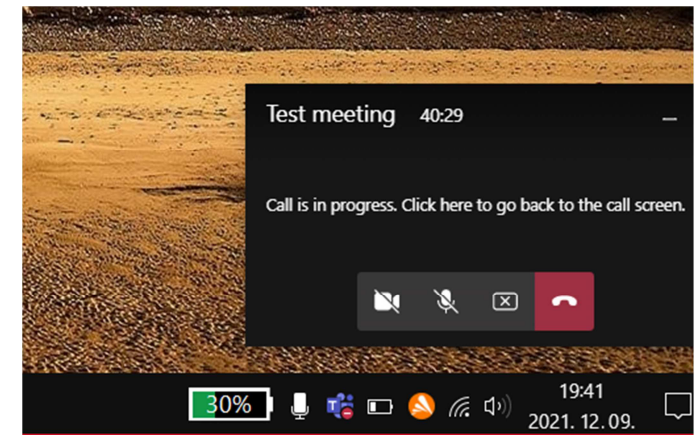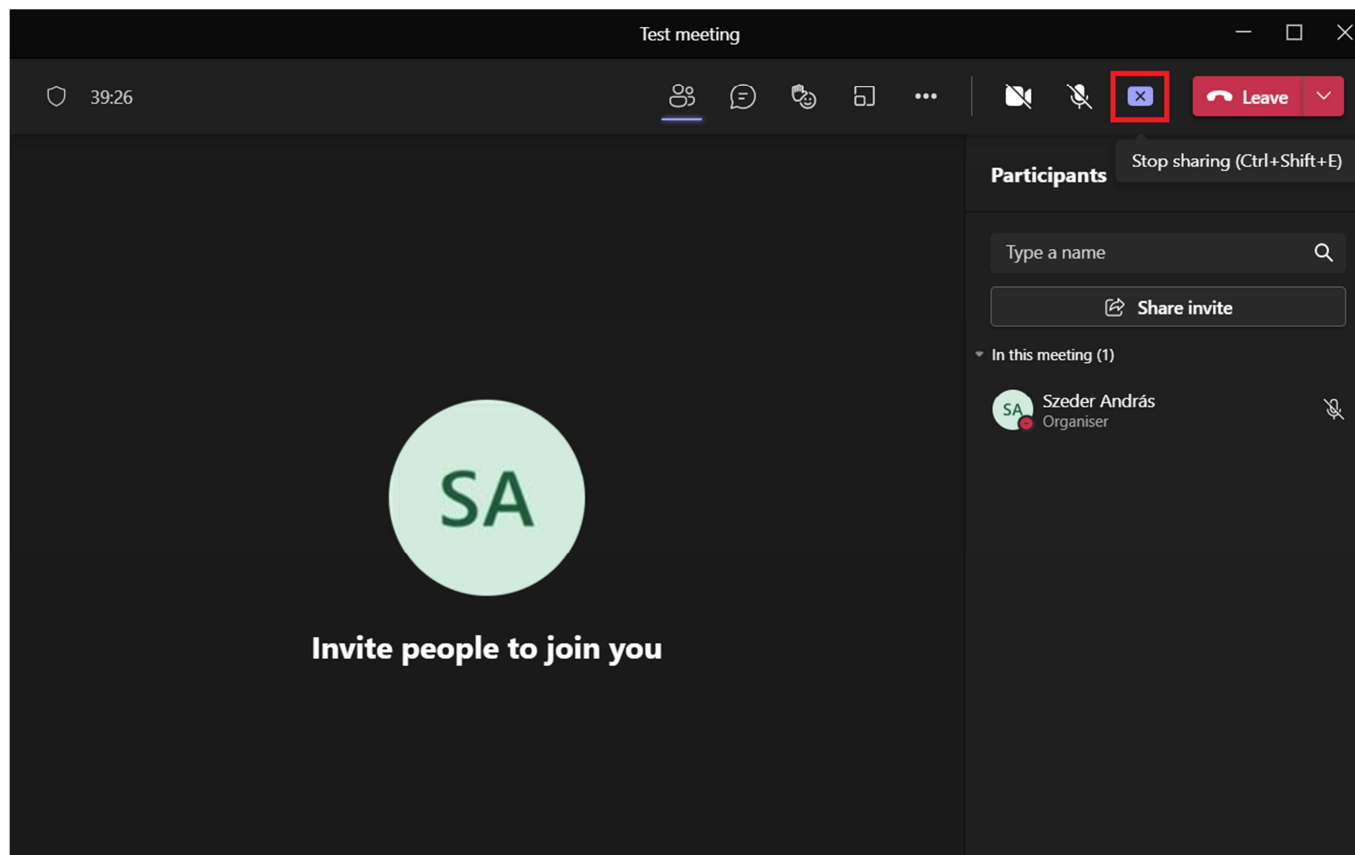
If your computer is not able to run the Microsoft Teams Desktop Client for some reason

note: Microsoft .NET framework is required to run Microsoft Teams, but on newer Windows versions (8, 8.1, 10 and 11) it is installed on your computer by default. If it is not installed on the computer, download the Runtime installer from the following link:

https://dotnet.microsoft.com/en-us/download/dotnet-framework/thank-you/net472-web-installer

Download .NET Framework 4.7.2

⑦ Not sure what to download? See recommended downloads for the latest version of .NET.
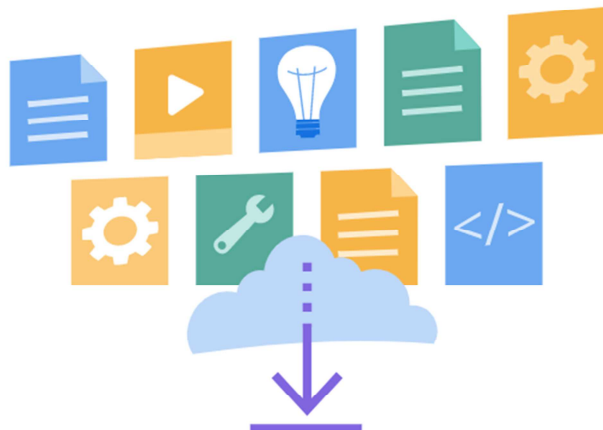
Runtime

Do you want to run apps? The runtime includes everything you need to run existing apps/programs built with .NET Framework.

Download .NET Framework 4.7.2 Runtime

Developer Pack

Do you want to build apps? The developer pack is used by software developers to create applications that run on .NET Framework, typically using Visual Studio.
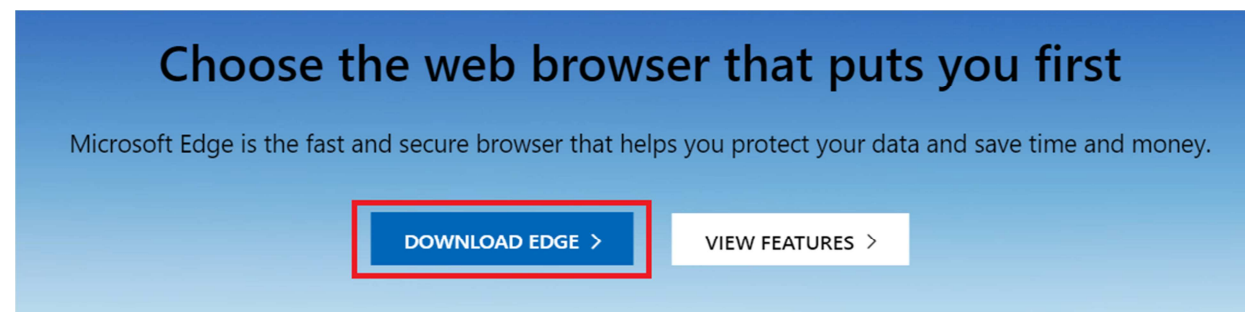
Download .NET Framework 4.7.2 Developer Pack

In very rare cases it is possible that for some reason the .NET framework can not be installed on your computer, therefore the desktop client of Microsoft Teams will not run either. In this case you can run Microsoft Teams from your web browser, however only from Microsoft Edge and Google Chrome.

The Microsoft Edge browser should be installed on your computer by default, but here is the download link just for sure:

www.microsoft.com/en-us/edge

> **Choose the web browser that puts you first**
>
> Microsoft Edge is the fast and secure browser that helps you protect your data and save time and money.
>
> **DOWNLOAD EDGE >**   VIEW FEATURES >

If you wish to go on with the Google Chrome browser, here it is:

www.google.com/intl/en_us/chrome/

> **The browser built by Google**
>
> **Download Chrome**
>
> For Windows 10/8.1/8/7 64-bit.
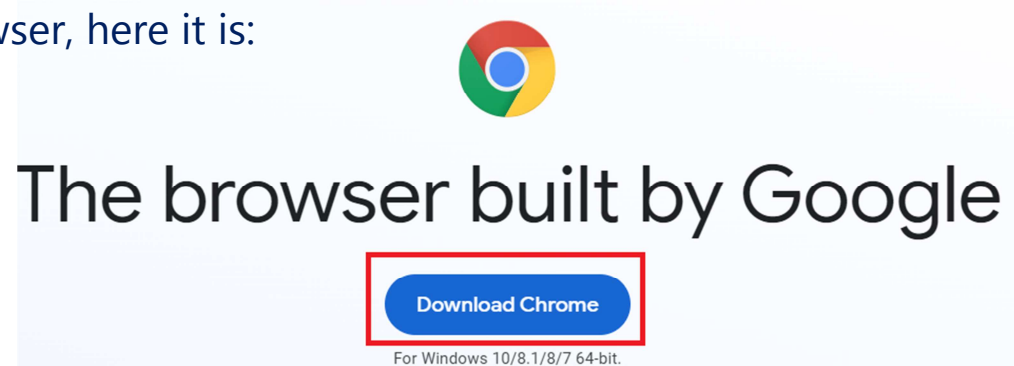
Using the proper browser, you can start Teams online for example at the www.office.com/?omkt=en-GB website. Simply login with your @stud.uni-obuda.hu e-mail account and select Teams from the vertical app list at the left side of the window.

note: at some point your web browser will ask your permission to use your webcam/microphone, so when this little window pops up, **press enable** for both.

The program works the same as described before. If you can not see the control panel, simply move your cursor.

There is one different between the desktop and the browser client. If you are running Teams from a browser, at the '**Share content**' part you will not have the option to 'include computer sound'. Remember? This option is only necessary to be turned on if you are planning to play a video (which has sound) while sharing your screen content. Anyway, always select **Screen** or **Desktop** when sharing screen.
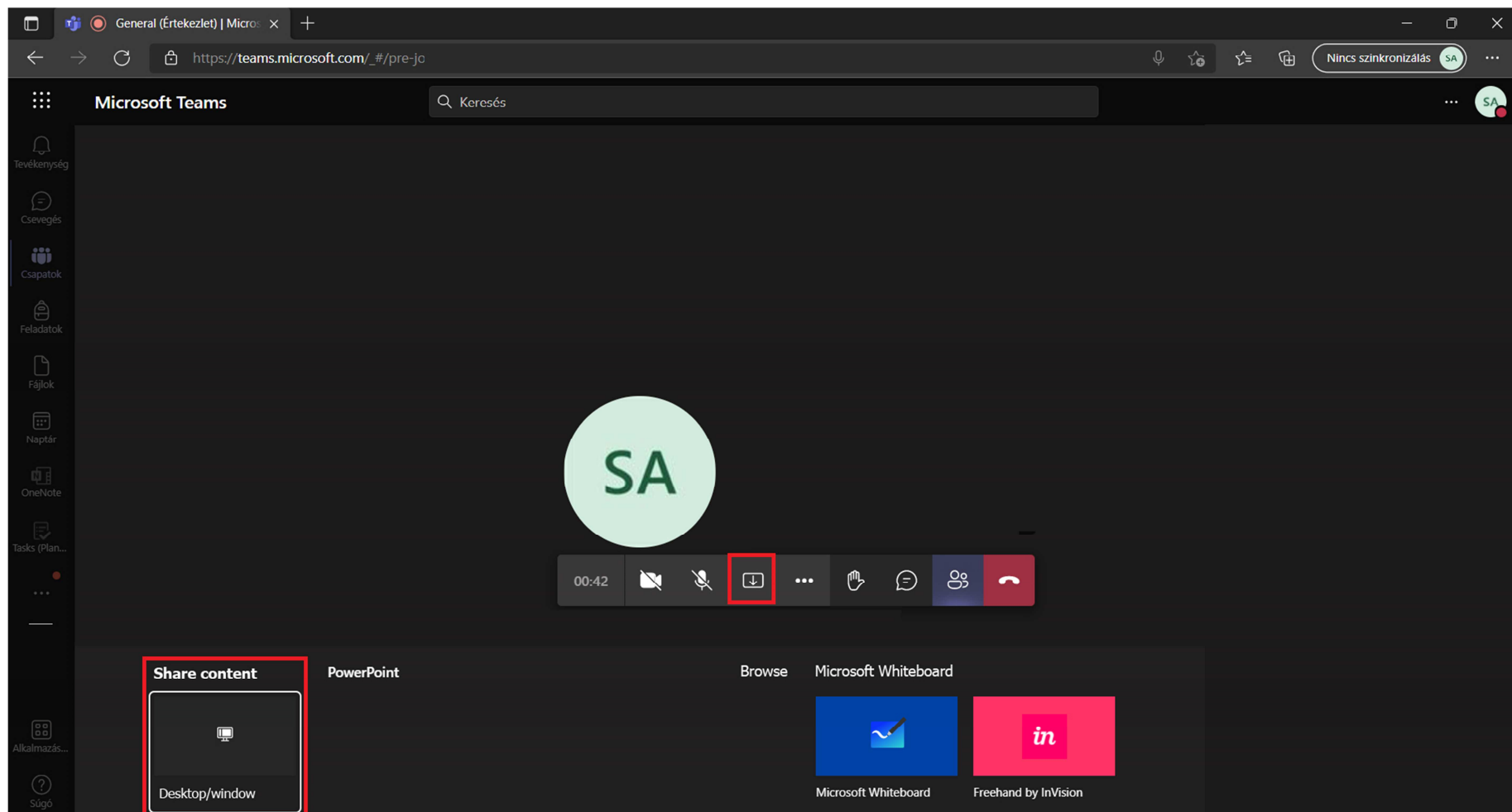
One more thing about Microsoft Teams: it provides ground to upload and download files directly. On the general channel simply click '**Files**' and see for the files if your lecturer has uploaded anything there.
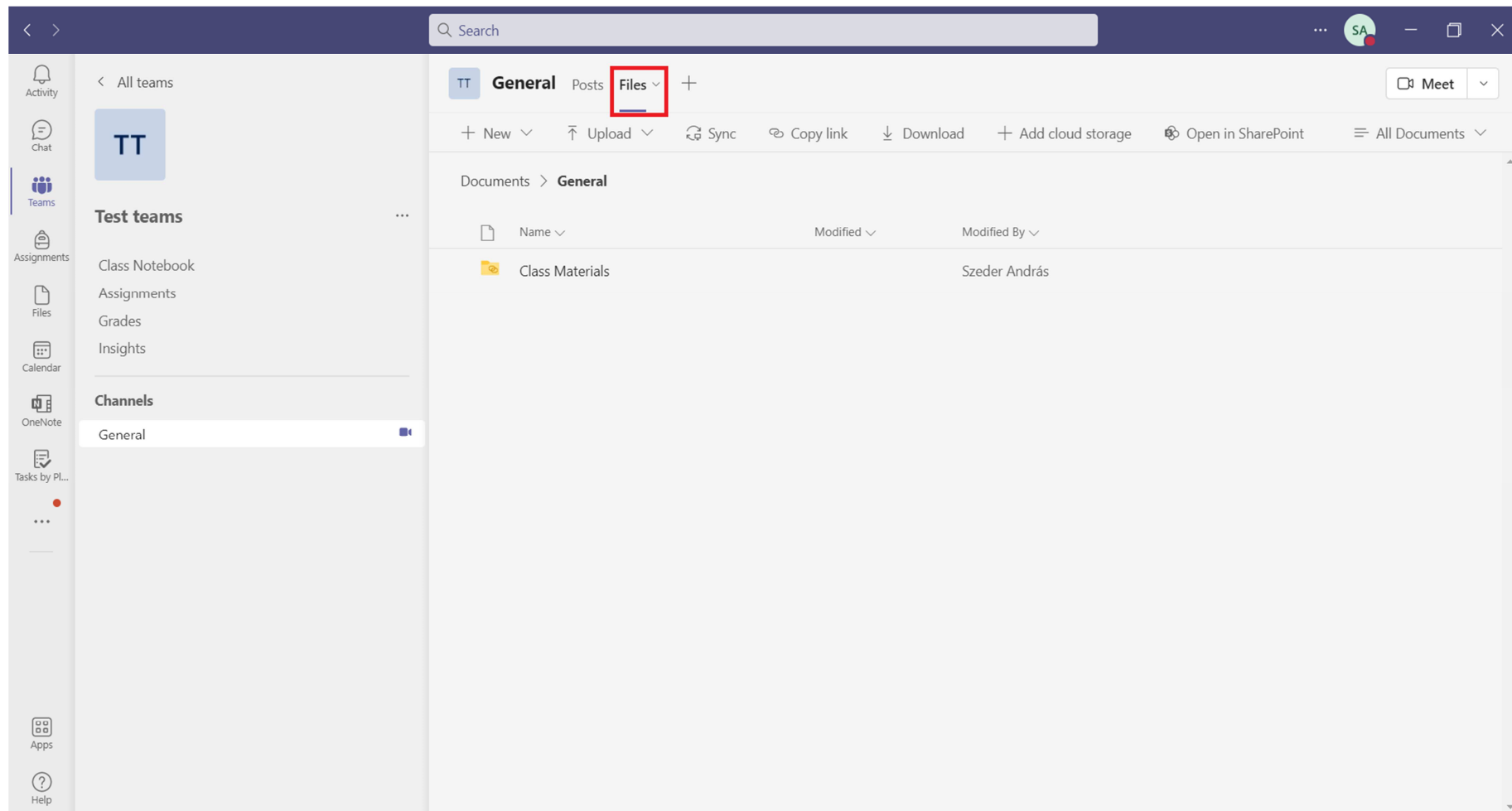
The online browser in-built version of Microsoft Teams can also be reached via the following link
http://teams.microsoft.com/
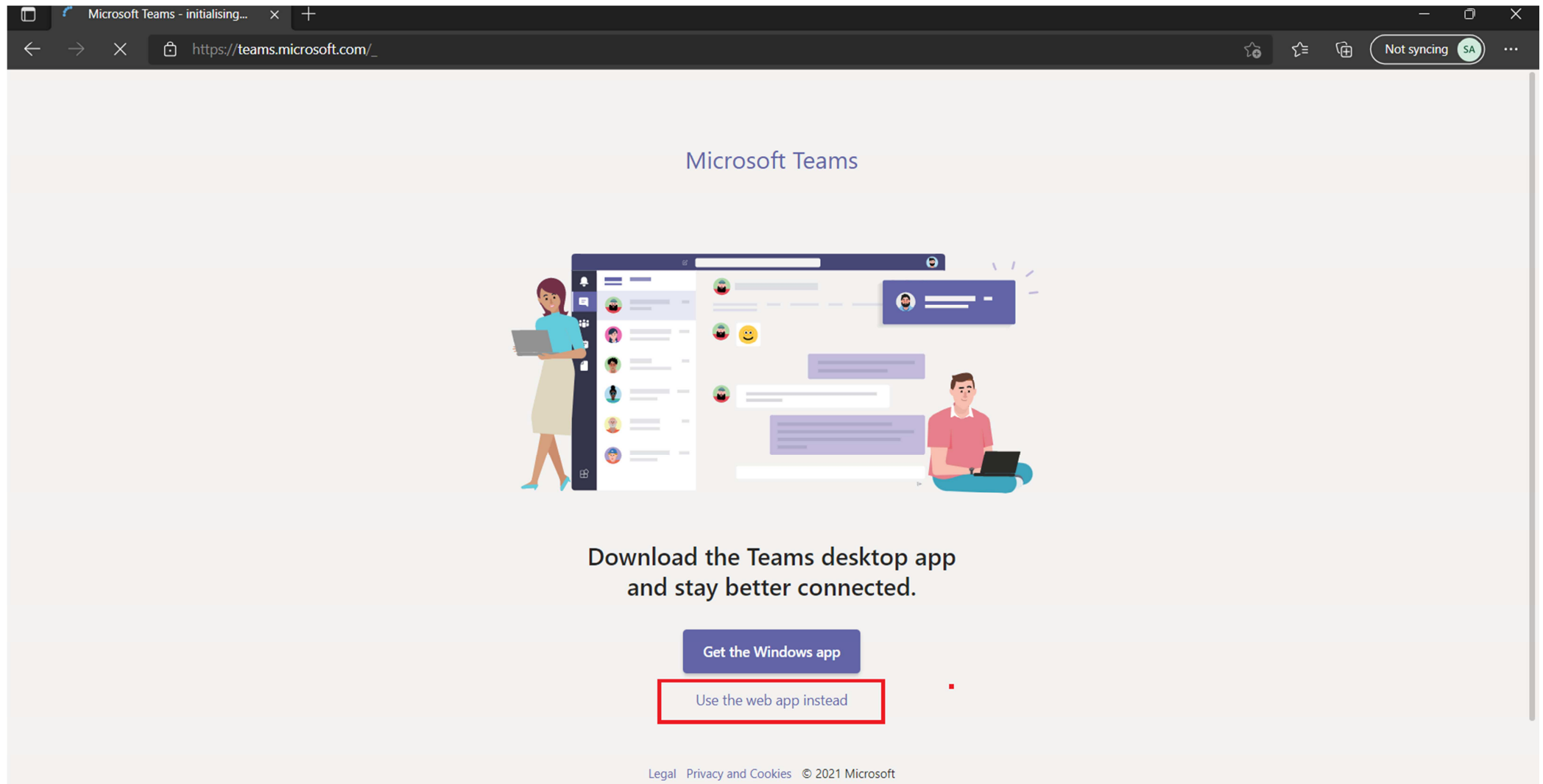
Last but not at least you are also able to run Teams on your **smart phone**, you can join online meetings, use almost the same functions as we went through in this document, the only thing you can not do is sharing your screen.
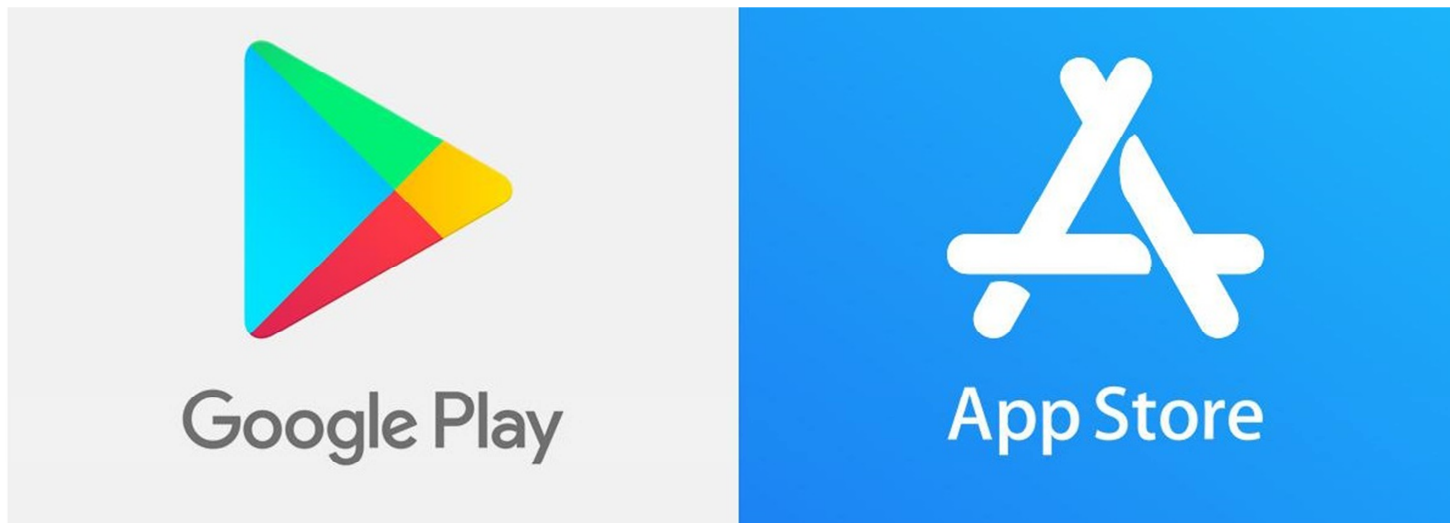
For android phones you can get it from **Google Play Store** from here:
https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en&gl=US

For apple phones you can download it from the **AppStore** from the following link:
https://apps.apple.com/ph/app/microsoft-teams/id1113153706

That would be it...

We hope you will find this little guide useful during your online studies.