Using Microsoft Teams with non-ELTE email address

1. If you do not own an email address ending with .elte, you can participate in Teams groups created by ELTE, as a guest. The administrator registers your email address in the system as a guest, then you will receive a notification:

Microsoft Teams <noreply@email.teams.r címzett: én 👻</noreply@email.teams.r 	nicrosoft.com>	12:15 (0 perccel e:
☆ angol + > magyar + Üzene	t lefordítása	Kikapcsolás a köve
	Microsoft Teams	
	Dávid added you to the Próba vizsga [BTK]	class!
	PB	
	Próba vizsga [BTK]	
	1 members	
	Open Microsoft Teams	
	Open Microsoft Teams	

- 2. In the email, if you click on the "*Open Microsoft Teams*" button, the application and the main page of the given group will automatically open in case of having a Microsoft account with the given email address.
- 3. If you do not own a Microsoft account, you have to create one with your non-ELTE email address. Teams offers you to create it. Please click on the *"Next"* button.
- 4. Give a password. Then press "Next."

Microsoft	
	@gmail.com
Create a pas	ssword
Enter the password account.	you would like to use with you
Create password	
Show passwore	d
	Next

5. Give your date of birth. Then click on "Next."

Micro	soft				
← (a		@	gmail.co	m	
Create	acco	ount			
We need ju account.	ist a litt	le more ir	nfo to se	t up your	
Country/reg	gion				
Hungary					~
Birthdate					
Month	~	Day	~	Year	~
				Ne	

6. The system will send a code to your email address. You have to type this code into the *"Enter code"* section. Then press *"Next"*.

Microsoft	
← szabokatalin.erasmu	s@gmail.com
Verify email	
Enter the code we sent t the email, check your ju	gmail.com . If you didn't get
Enter code	
✓ I would like informa Microsoft products	tion, tips, and offers about and services.
Choosing Next means that yo Agreement and privacy and co	u agree to the Microsoft Services pokies statement.
	Next

7. You have to convince Microsoft that you are human. © Type the characters into the "Enter the characters you see" section. Then press "Next."

← ● ● ● ● ● ● ● ●	gmail.com
Create account	
Before proceeding, we ne person is creating this acc	
CUEDIN	New
SWERTCH	Audio
Enter the characters you se	e
	Next

- 8. Then, clicking on the "Accept" button, you can authorize ELTE to reach your account.
- 9. You can choose whether you use the online platform or download the application.

Microsoft Teams
Download the Teams desktop app and stay better connected.
Get the Windows app Use the web app instead
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- 10. In both cases, the main page of the group will appear. From here please follow our <u>guide</u> about the exam regulations.
- 11. If you decided to use an ELTE email address rather after registering with a non-ELTE address, please inform the administrator of the Teams group and Ms Katalin Szabó coordinator as well at DIA: iso@btk.elte.hu