## 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.tea<br>címzett: én 👻</noreply@email.tea<br> | ns.microsoft.com>                      | 12:15 (0 perccel e: |
|--|--|---------------------|
| ixA angol → → magyar → Üz  | renet lefordítása                      | Kikapcsolás a köve  |
|  | Microsoft Teams                        |                     |
|  | Dávid added you to the Próba vizsga [E | 3TK] class!         |
|  | PB                                     |                     |
|  | Próba vizsga [BTK]                     |                     |
|  | 1 members                              |                     |
|  | 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<br>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       |            |           |           |   |
|------------------------|------------|------------|-----------|-----------|---|
| ← <b>(a</b>            |            | @          | gmail.co  | m         |   |
| Create                 | acco       | ount       |           |           |   |
| We need ju<br>account. | ist a litt | le more ir | nfo to se | t up your |   |
| Country/reg            | gion       |            |           |           |   |
| Hungary                |            |            |           |           | ~ |
| Birthdate              |            |            |           |           |   |
| Month                  | ~          | Day        | ~         | Year      | ~ |
|                        |            |            |           |           |   |

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.erasmus@gmail.com  |                               |
| /erify email  |                               |
| inter the code we sent to<br>@gmail.com.<br>he email, check your junk folder or tr              | If you didn't get<br>y again. |
| Enter code  |                               |
| I would like information, tips, and<br>Microsoft products and services.                         | l offers about                |
| hoosing <b>Next</b> means that you agree to the M<br>greement and privacy and cookies statement | icrosoft Services             |
|   | 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*."

| ← Contraction (Contraction) ( | l.com                    |
|---|--------------------------|
| Create account  |                          |
| Before proceeding, we need to<br>person is creating this accoun   | o make sure a real<br>t. |
| CUEDINA   | New                      |
| Shakere Ale   | Audio                    |
| Enter the characters you see  |                          |

- 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<br>and stay better connected.<br>Get the Windows app |
| Use the web app instead<br>Legal Privacy and Cookies © 2020 Microsoft               |

10. In both cases, the main page of the group will appear. From here please follow <u>ELTE's special</u> regulations about the exams.