

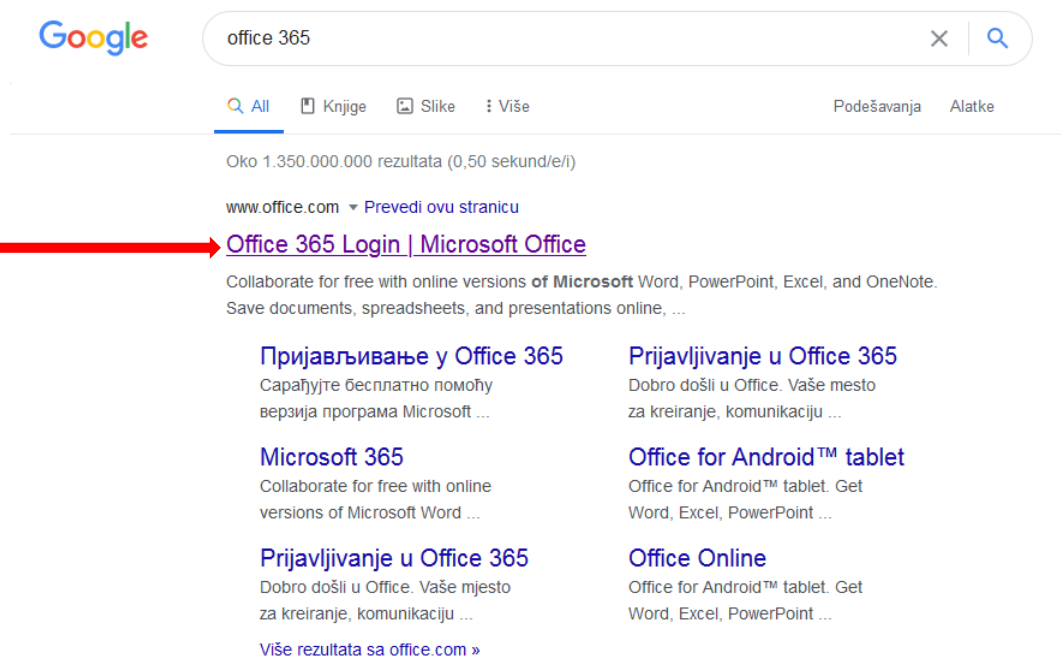
# Microsoft teams

Priručnik za učenike



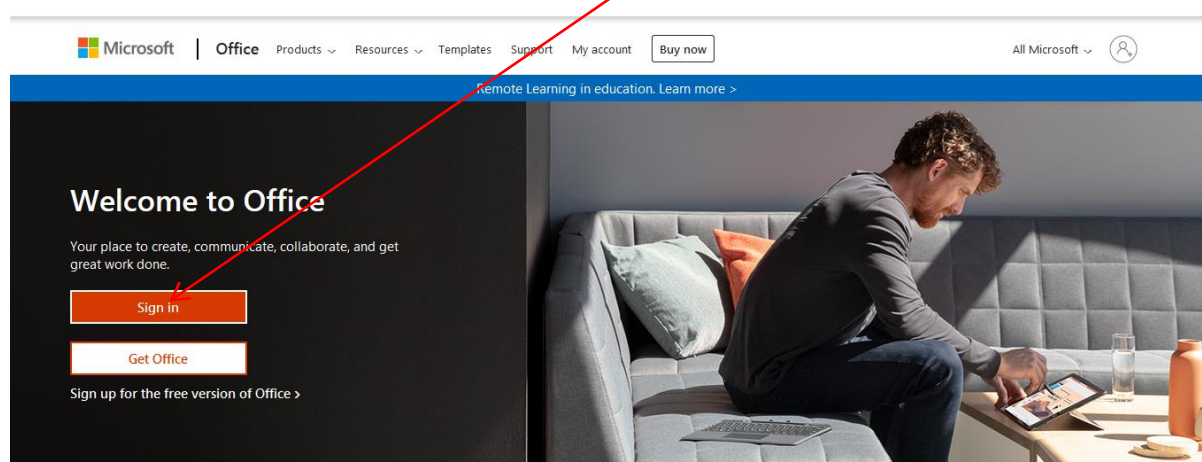
## Prijava u Microsoft Teams pomoću portala Office365

U pretraživaču otkucati **office 365** i izabrati **Office 365 Login | Microsoft Office**:



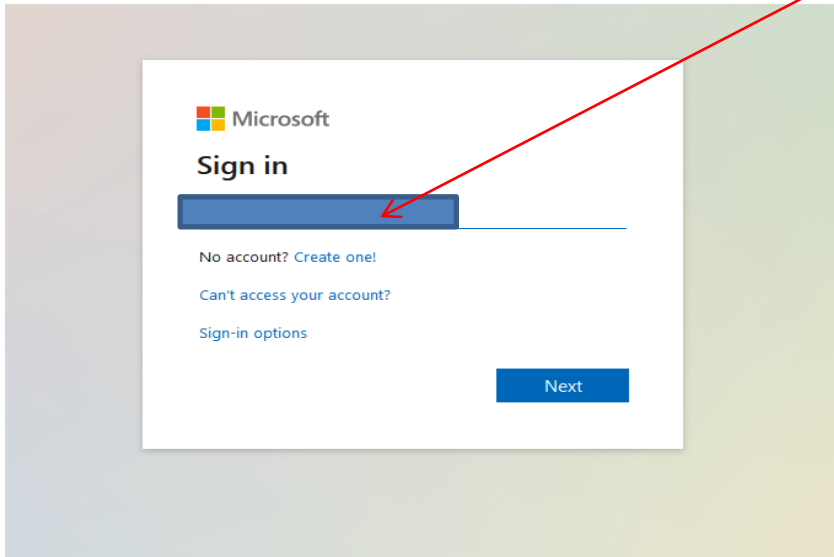
The screenshot shows a Google search results page for the query "office 365". The search bar at the top contains the text "office 365" and a magnifying glass icon. Below the search bar, there are navigation options: "All", "Knjige", "Slike", and "Više". To the right, there are links for "Podešavanja" and "Alatke". The search results indicate approximately 1.350.000.000 results found in 0.50 seconds. The first result is from "www.office.com" with the title "Office 365 Login | Microsoft Office". A red arrow points to this title. Below the title, there is a brief description: "Collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...". There are also several related search suggestions, such as "Пријављивање у Office 365", "Microsoft 365", "Office for Android™ tablet", and "Office Online".

U novom prozoru logujemo se preko **Sign in**:



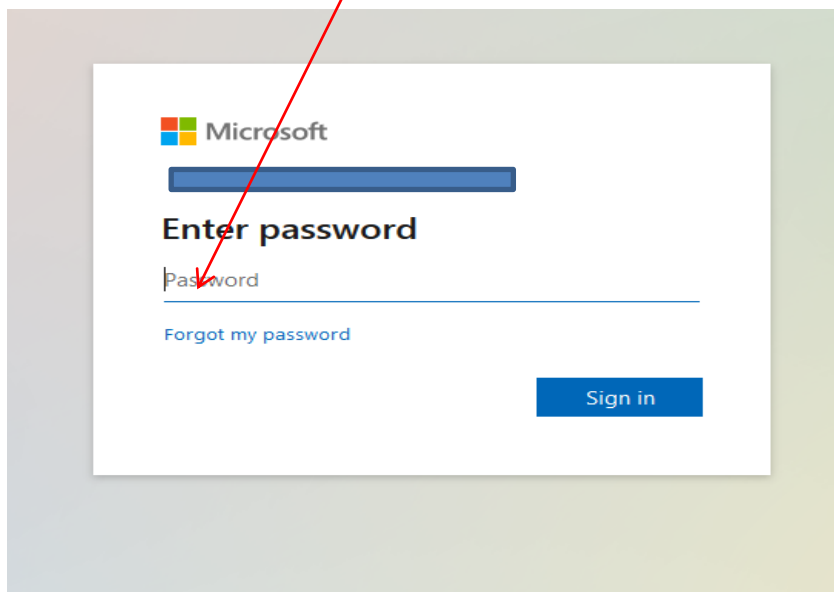
The screenshot shows the Microsoft Office sign-in page. At the top, there is a navigation bar with the Microsoft logo, "Office", and various menu items like "Products", "Resources", "Templates", "Support", "My account", and "Buy now". Below the navigation bar, there is a blue banner with the text "Remote Learning in education. Learn more >". The main content area is split into two sections. On the left, there is a dark grey box with the heading "Welcome to Office" and the subtext "Your place to create, communicate, collaborate, and get great work done." Below this, there are two buttons: "Sign in" and "Get Office". A red arrow points to the "Sign in" button. Below the buttons, there is a link: "Sign up for the free version of Office >". On the right, there is a large image of a man sitting on a couch, working on a tablet.

Na sledećoj strani tražiće vam korisničko ime koje ima oblik [\\*\\*\\*\\*@os-ikisic-hn.edu.me](mailto:****@os-ikisic-hn.edu.me)



The image shows a Microsoft sign-in screen. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. There is a blue input field for the email address, with a red arrow pointing to it from the text above. Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right is a blue "Next" button.

Sledeći korak je unošenje šifre koju ste dobili od razrednog starješine



The image shows a Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it is a blue input field for the password, with a red arrow pointing to it from the text above. Below the input field is a "Password" label and a blue "Forgot my password" link. At the bottom right is a blue "Sign in" button.

Na sledećem koraku će vam tražiti da promijenite tu šifru koju ste dobili i da stavite šifru koju vi želite i koju ćete lako upamtiti. **VAŽNO!!! Šifru znate samo vi i vaši roditelji, nikako ne govorite šifru drugim osobama!**

**Prilikom kreiranja šifre kombinujte slova (mogu velika), brojeve i znakove.**

Microsoft

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

.....

.....

Sign in

Nova šifra, koju ispod morate tačno ponoviti

Šifra koju ste dobili od razrednog starješine

Zatim kliknete na **No**:

Microsoft

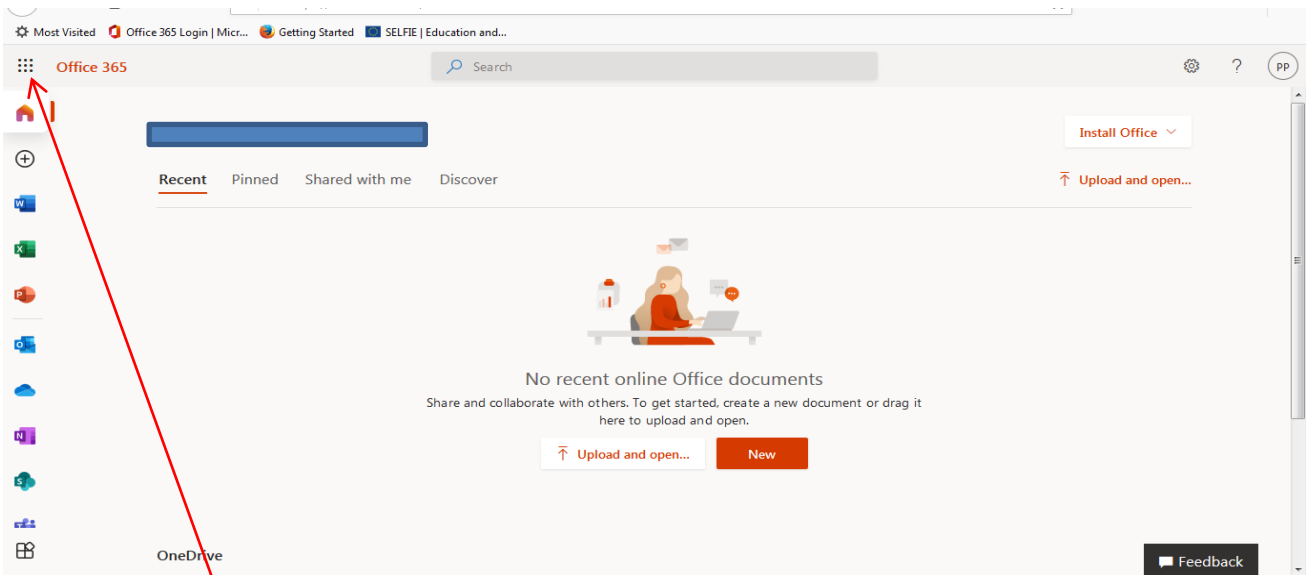
Stay signed in?

Do this to reduce the number of times you are asked to sign in.

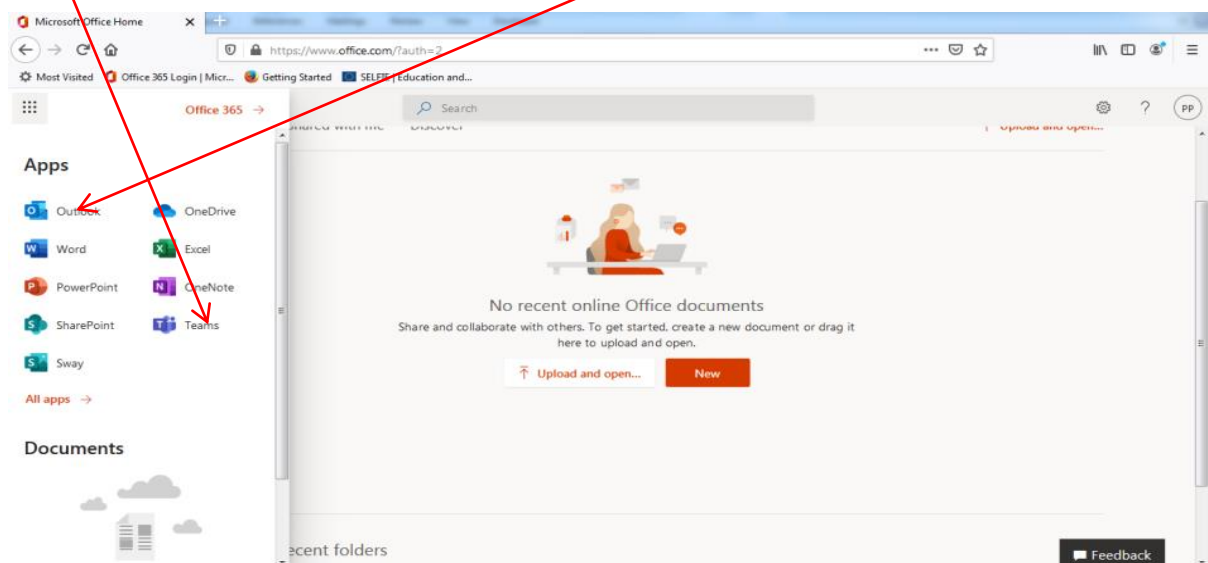
Don't show this again

No Yes

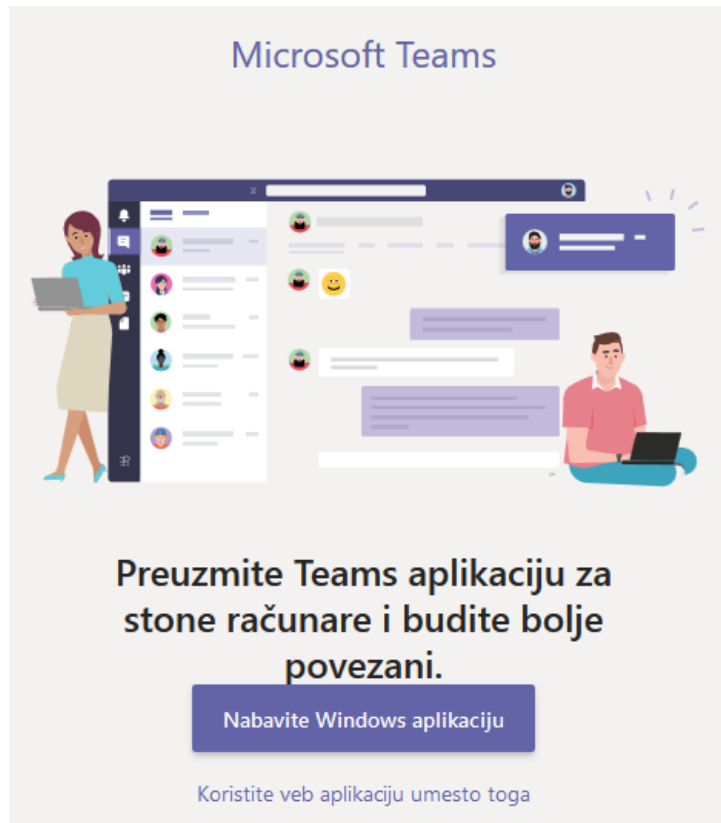
Zatim vam se otvara početna strana Office 365. Važno je da znate sa ovim nalogom imate i **mail** i **Teams** i razne druge aplikacije koje vam mogu biti od koristi tokom online nastave ali i klasične nastave.



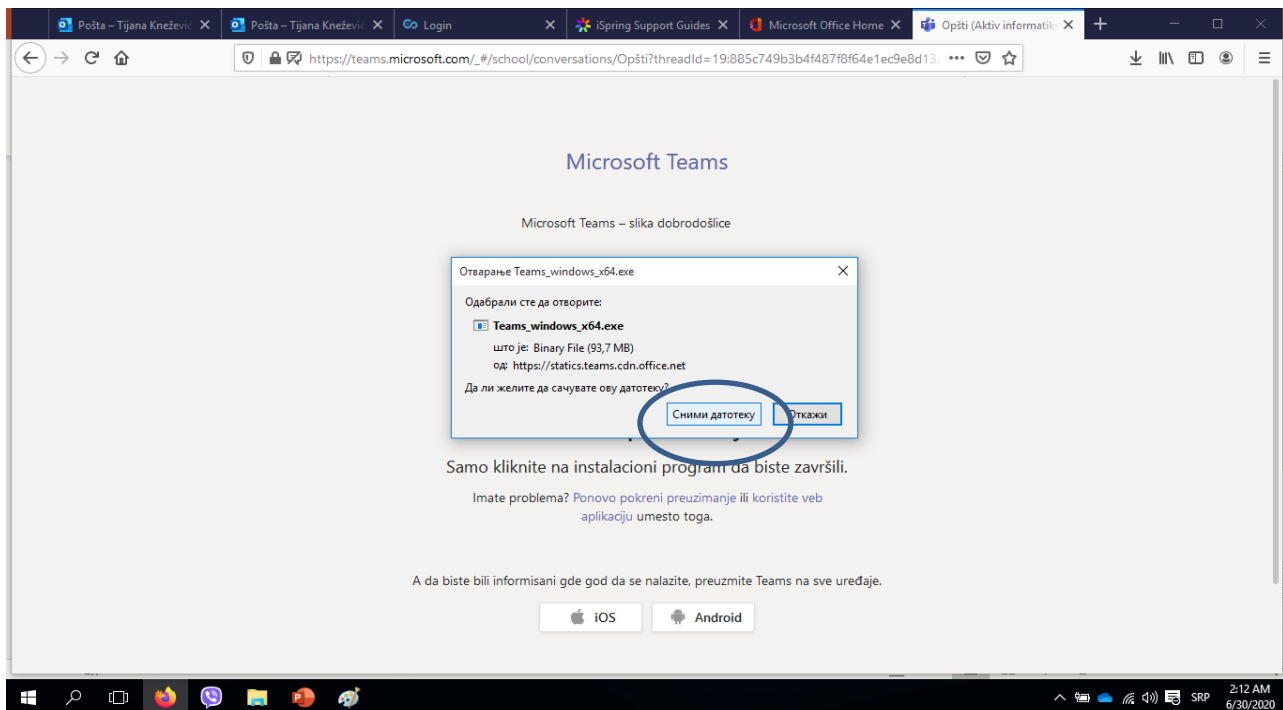
Klikom na tačkice otvaraju se aplikacije, među kojima su **Outlook** da pristupite svom mailu, i **Teams** aplikacija preko koje će se odvijati online nastava u našoj školi.



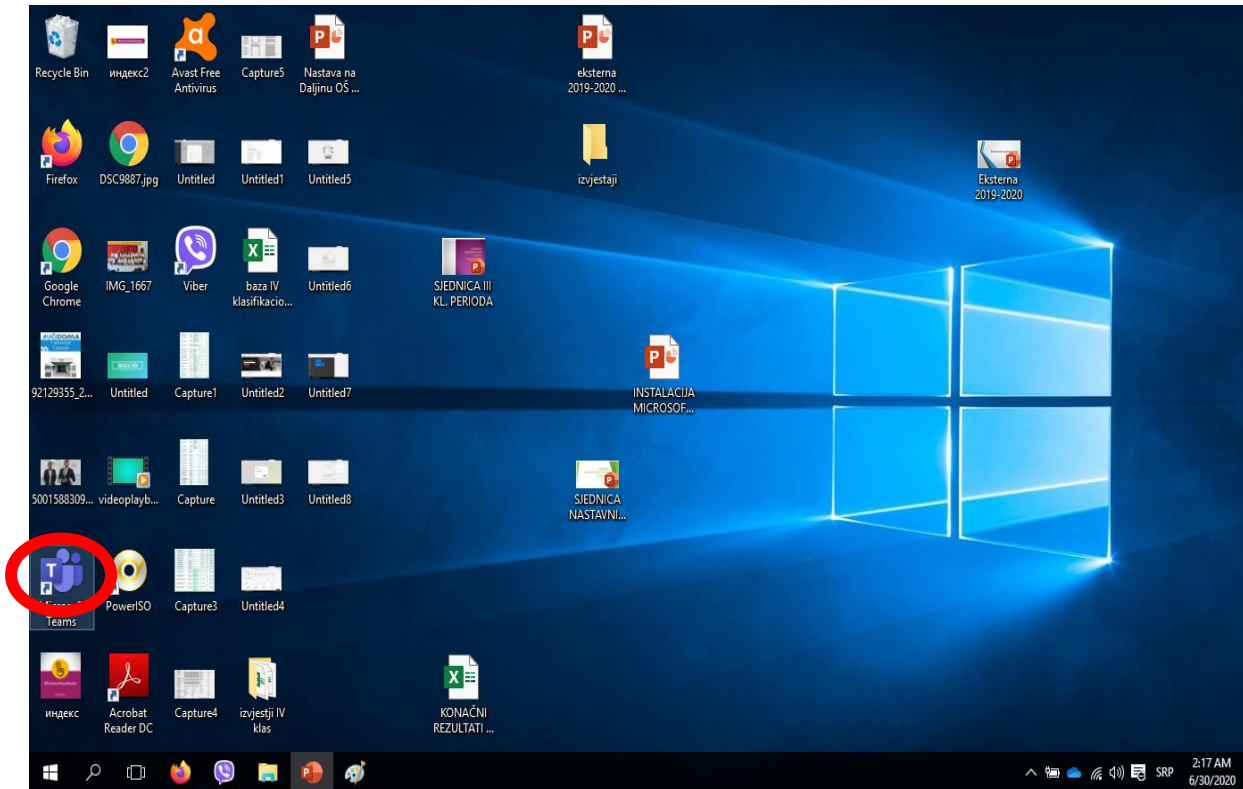
Kada kliknete na **Teams** otvoriće Vam se stranica kao na slici ispod, gdje vam Microsoft nudi da birate da li Teams želite da koristite preko browsera ili želite da nabavite windows aplikaciju (ovaj tekst može pisati i na engleskom) Ako želite da instalirate na kompjuteru kliknite na opciju **nabavite windows aplikaciju**.



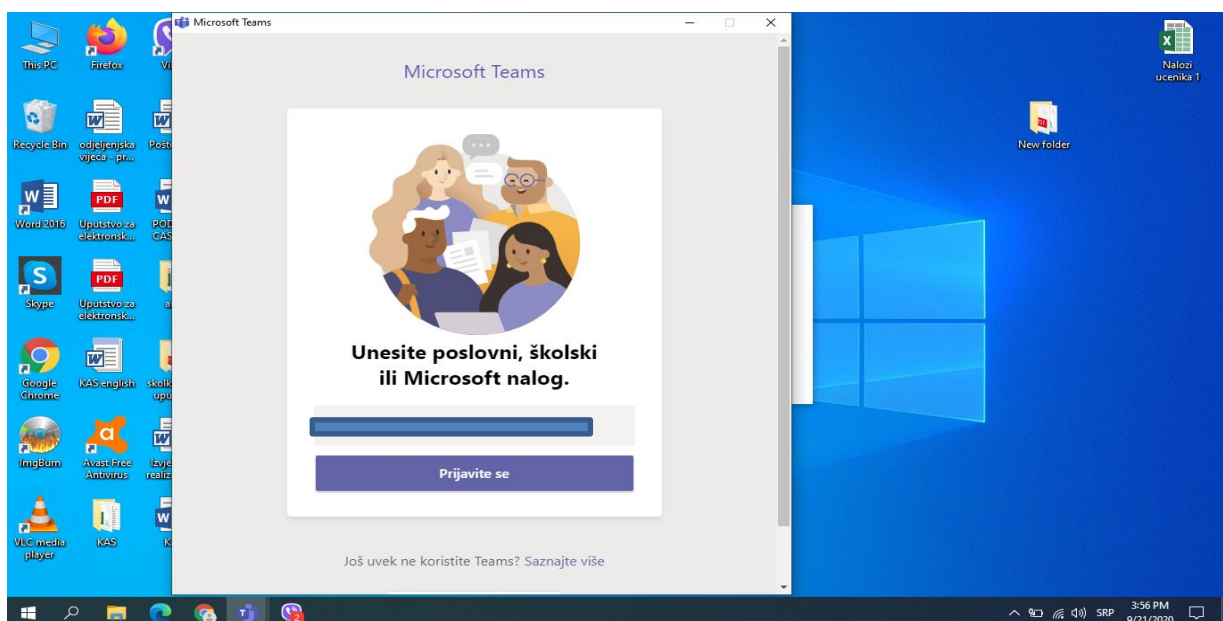
Ako želite da nabavite Windows aplikaciju, u sledećem koraku kliknite na **snimi datoteku** ili **save as**

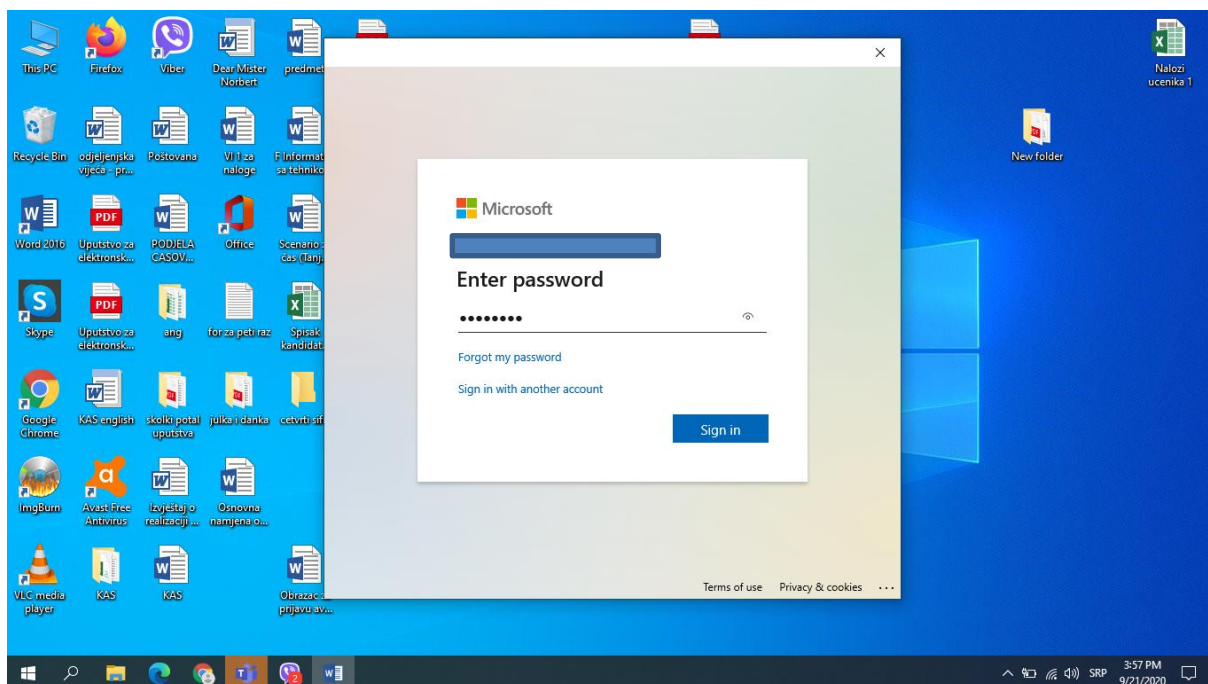


Potrebno je 2 puta brzo da kliknete na skinutu aplikaciju da bi počelo njeno instaliranje. Kada je aplikacija instalirana ikonica se nalazi na desktopu. Ako se aplikacija ne pokrene sama nakon instaliranja, pokrenite je vi sa desktopa.



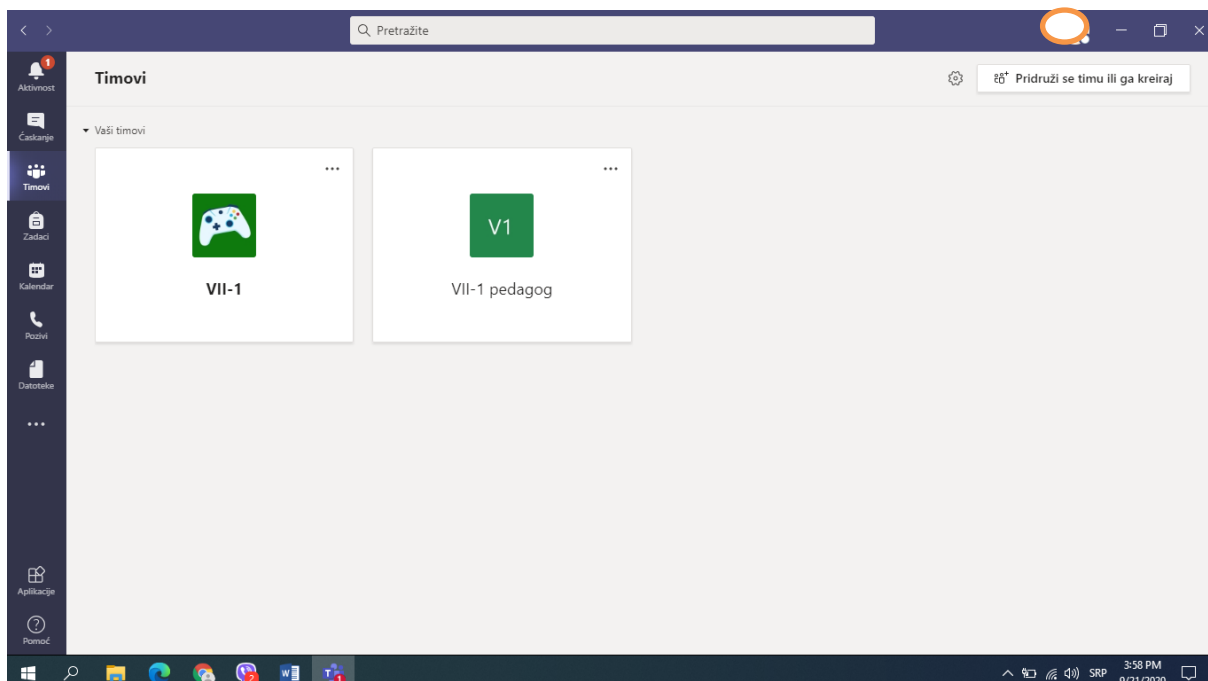
Kada je aplikacija pokrenuta, potrebno je da se ulogujete sa korisničkim imenom kao za mail, i šifrom koju ste vi napravili.



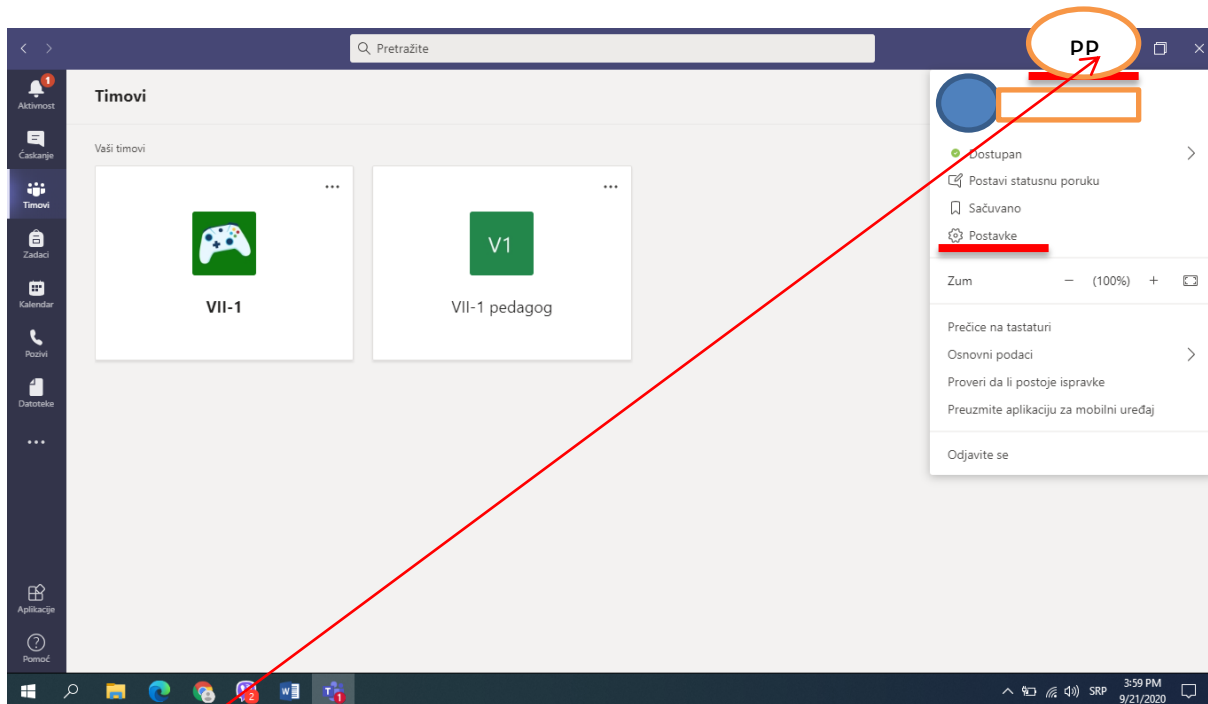


Nakon toga otvara vam se aplikacija, vaš razredni starješina će vas dodati u tim vašeg odjeljenja, a biće vam vidljivi svi timovi gdje ste uključeni (npr. psihološko pedagoška služba, strani jezik...)

Kao učenik vidite sledeći ekran:

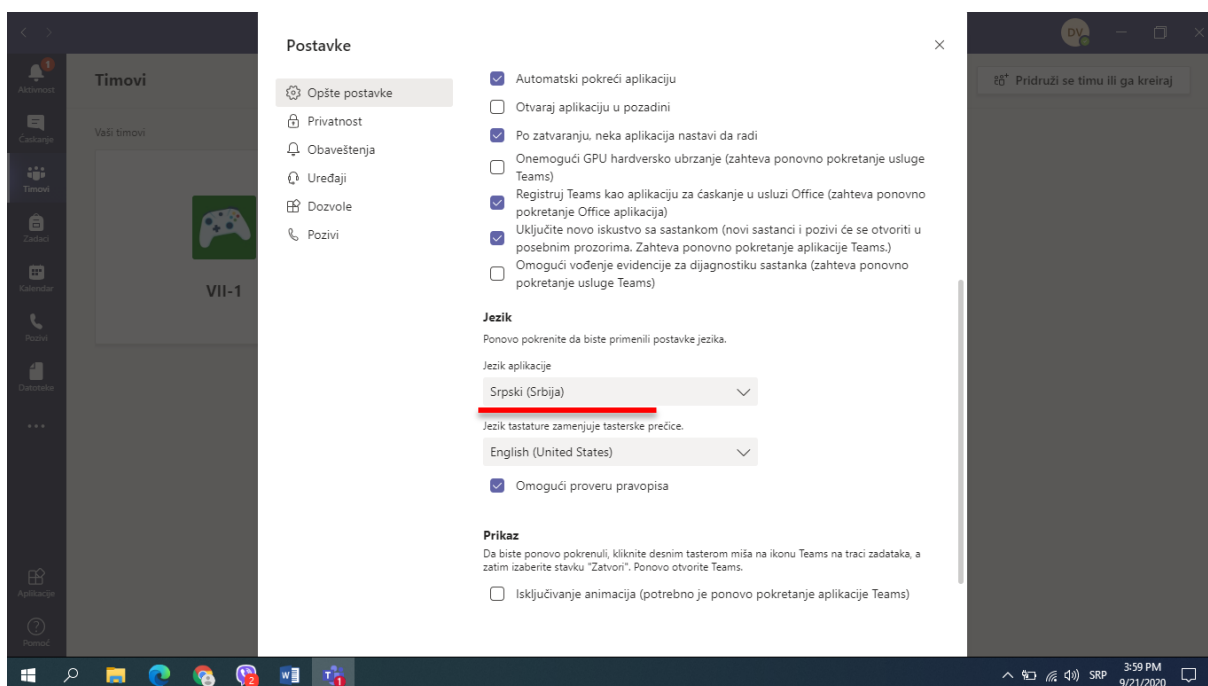






Desnim klikom na vaše inicijale otvara vam se padajući meni i birate opciju (Settings) Postavke.

Aplikacija će biti na engleskom jeziku kad je instalirate, od ponuđenih jezika koje možete da odaberete, nama srodni jezici su srpski i hrvatski. Jezik mijenjate na sledeći način. Klikate na polja koja su **označena crvenom bojom**.



I u listi nađete jezik koji vam odgovara i kliknete na **save and restart**. Ta opcija će ponovo da pokrene aplikaciju sa novoizabranim jezikom.

