

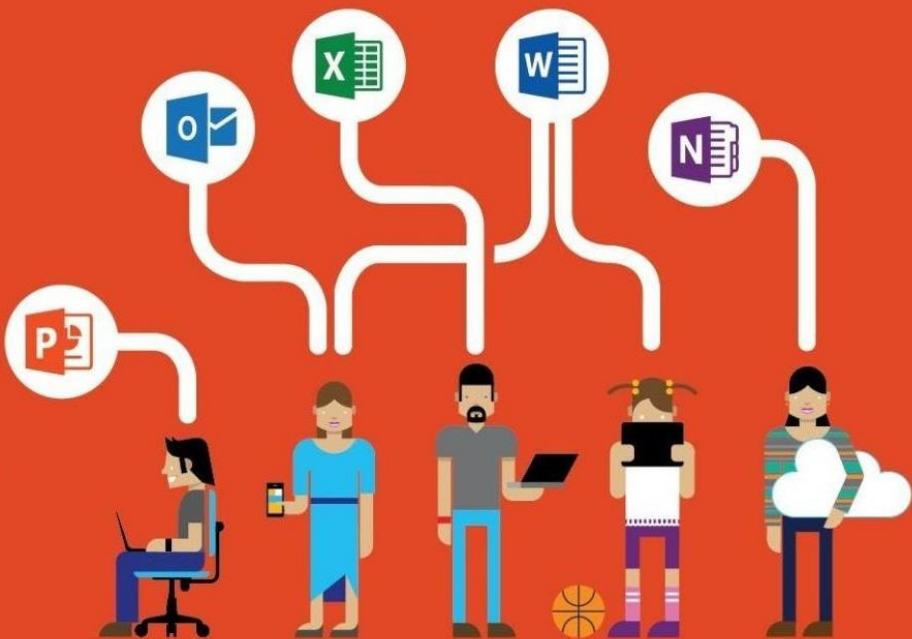


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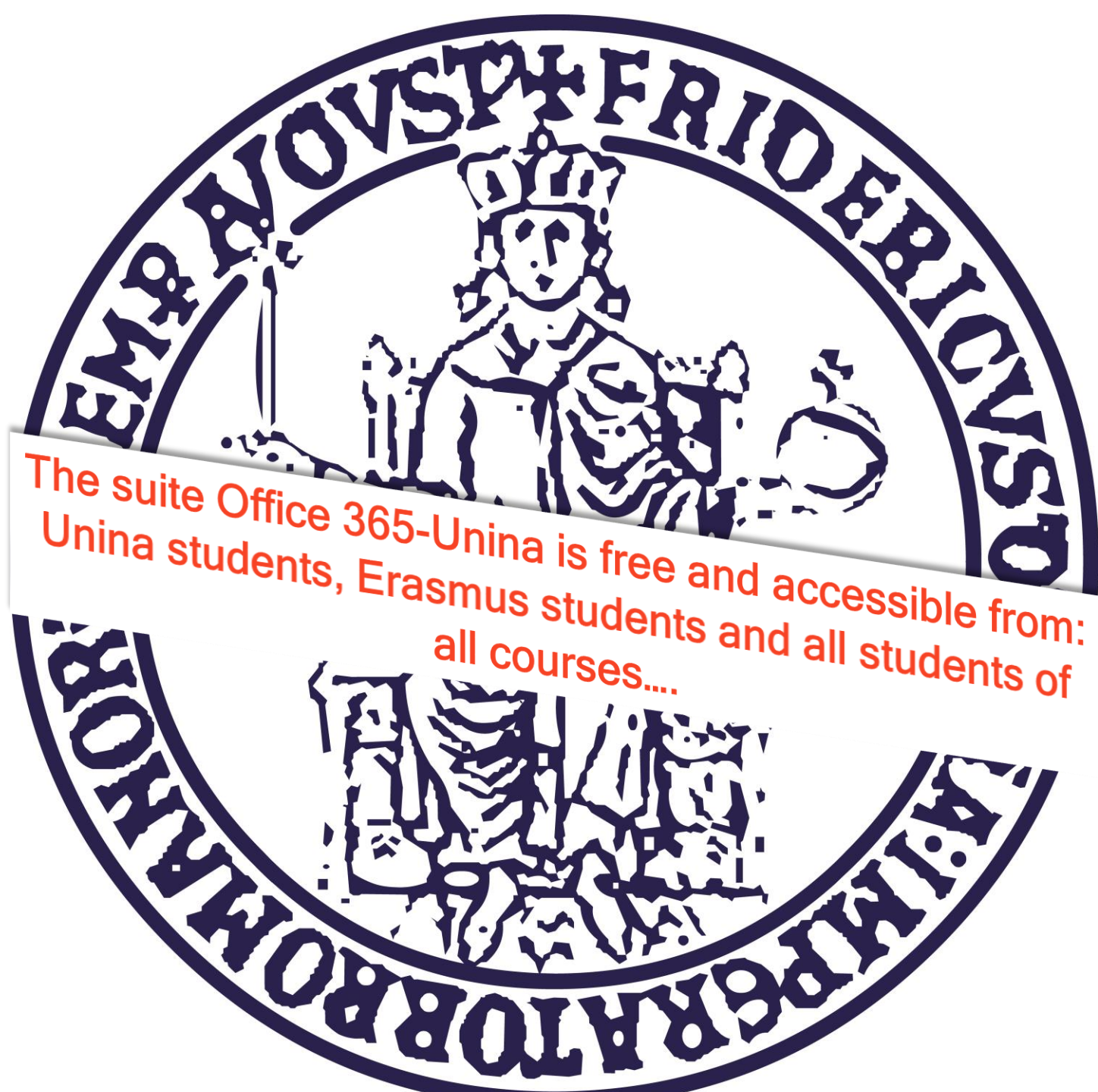
Didattica 
a distanza

TEAMS: mini guide for student

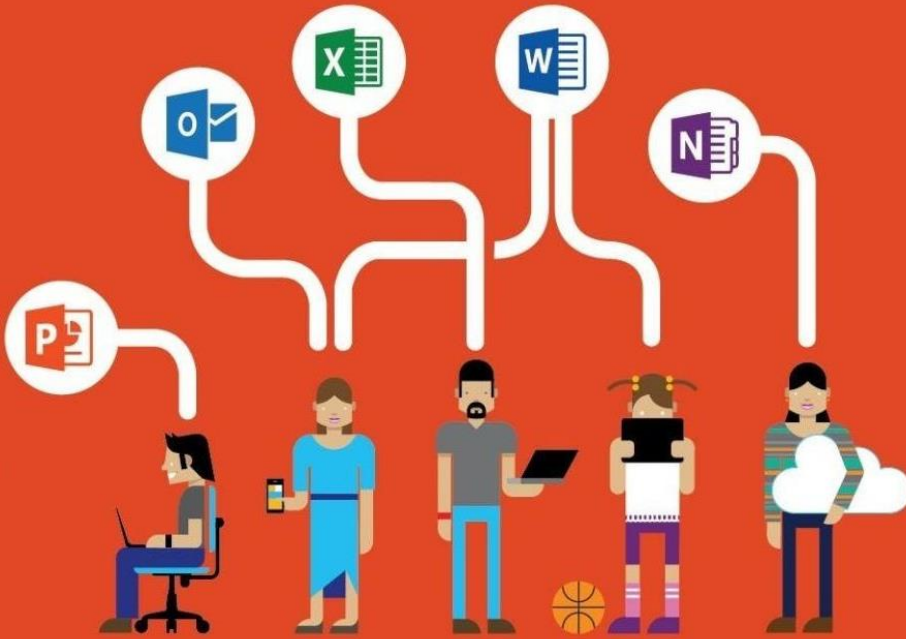




 Office 365



The suite Office 365-Unina is free and accessible from:
Unina students, Erasmus students and all students of
all courses....



 Office 365



If you have already an Office365-Unina account
go to the next slide

If you have not an Office 365-UniGe account
you have to:

- Follow the registration instructions here
<https://softwaresso.unina.it>
- Once completed, go to the next slide



 Office 365



If you have an Office365-Unina account

With your account (account@unina.it)
go to the following link to sign-in
<https://www.office.com/>

**Attention: USE ONLY «Account aziendale
o dell'istituto di istruzione»**

To access the Office365-Unina suite you need to get an account as described in the previous slides. If you sign in with credentials acquired autonomously from Microsoft portal or Windows credentials you can't use all the features provided by Unina

Access

Microsoft Teams

You can access the WEB version here
<https://teams.microsoft.com/>

Teams is available in web version
or app-desktop version

To start Teams you need to click on the
icon in the applist you find in the our
main Office 365 page





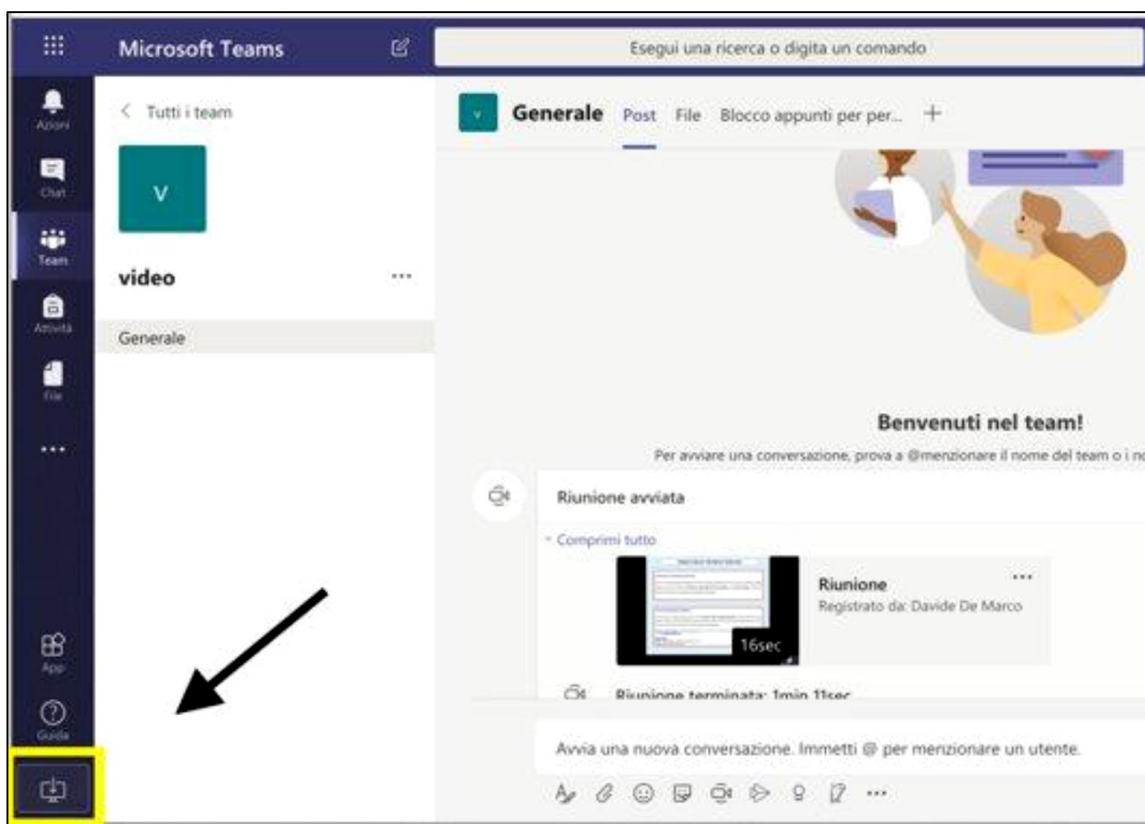
The **app desktop** option is more rich than the web version. If you decide to use the web option (no installation required), you should use **Chrome** or the last **EDGE** version.



Teams is available for Mac OS X and mobile system Android and IOS as well

TEAMS di Office 365:

App-Desktop version



- Install the application (find the link at the bottom left to get)
- Launch the application
- Enter with the credentials Office365-Unina (account@unina.it)



A background image showing two students in a library. On the left, a young man with dark hair is smiling and looking towards the right. On the right, a young woman with glasses is looking down at a laptop. Bookshelves filled with books are visible in the background.

To attend a TEAM

1

By invitation



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If you are invited, a notification on Team or an email will inform you that you are a member of a team.

To attend a TEAM



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2 At your request

You can ask to become a member of a team you are not part of but that you see in the team list. In that case the owner of that team will allow you or not to access that specific team.

To attend a TEAM



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3 Using a code

For very big team, the teacher or the owner could make a code available and communicate it through **webdocenti**, via **email**, on a **web** site, or **projection** in a class.

To attend a TEAM



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Who know the **code** team can use it
for auto-invite to the team via the
option

“Unisciti a un team o creane uno”





SUPPORT



For more information and faq:
<https://software.esso.unina.it>

For assistance:
teledidattica@unina.it

