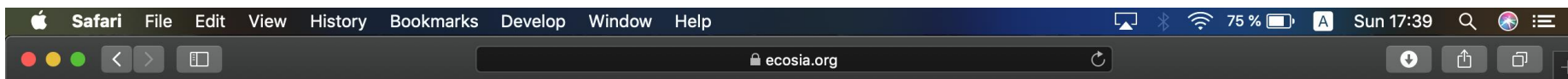


Crearea unei organizații în platforma MICROSOFT TEAMS

Tutorial destinat cadrelor didactice ale UMFVBT



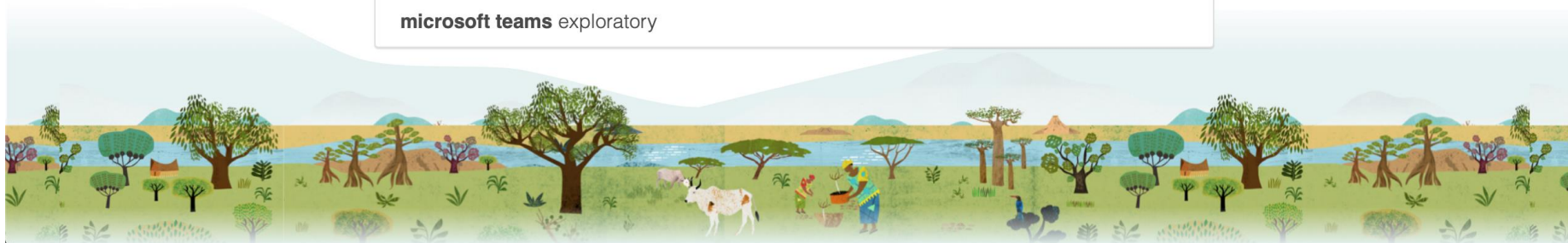
Pasul 1: Introduceți în browser: “Microsoft Teams”



Browser:
Chrome,
Mozilla Firefox,
Internet
Explorer, Safari
etc.



microsoft teams	×	🔍
microsoft teams		
microsoft teams login		
microsoft teams download		
microsoft teams app		
microsoft teams exploratory		



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Pasul 2: Accesați pagina web MICROSOFT TEAMS

The screenshot shows a Safari browser window with the address bar displaying 'ecosia.org'. The search bar contains 'microsoft teams'. The search results page is displayed, with the top result 'Microsoft Teams' highlighted by a blue box. The page includes a description of Microsoft Teams, links to 'Apps & Integrations', 'Download Teams', 'Meetings', and 'Download Microsoft Teams on any Device'. A summary card on the right provides a brief overview of the platform and links to the official website and Wikipedia.

Microsoft Teams
<https://products.office.com/en-US/microsoft-teams>
Microsoft Teams is the hub for team collaboration in Office 365 that integrates the people, content, and tools your team needs to be more engaged and effective.

Apps & Integrations
Use apps in Microsoft Teams for process automation. Work with apps you already use and custom apps built for your business to automate workflows and save time...

Group Chat & Collaboration Software
Microsoft Teams collaboration software is the hub for teamwork and group chat in Office 365. Sign up and start using the Microsoft Teams app for free. Microsoft...

Download Teams
Download Microsoft Teams now and get connected across devices on Windows, Mac, iOS, and Android. Collaborate better with the Microsoft Teams app.

Meetings
Microsoft Teams meetings provide web, audio, and video conferencing using the device of your choice. Take your meetings to the next level. Microsoft Teams...

Download Microsoft Teams on any Device
<https://teams.microsoft.com/downloads>
Get Microsoft Teams on all your devices. We have desktop apps for Windows, MacOS, and Linux, as well as mobile apps for iOS and Android

Get started with Microsoft Teams
<https://teams.microsoft.com/start>
Microsoft Teams is a hub for teamwork in Office 365. Keep all your team's chats, meetings, files, and apps together in one place. Get started. You'll need to enter a different email address. Try the email you used to sign up for Teams, or you can sign up for free.

Microsoft Teams
Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage, and application integration. The service integrates with the company's Office 365 subscription office productivity suite and features extensions that can integrate with...
[Read more](#)

Official Website | See more at Wikipedia

Data from: See more at Wikipedia
Text under CC-BY-SA | Feedback

Pasul 3: Pe pagina *MICROSOFT TEAMS*, scroll down

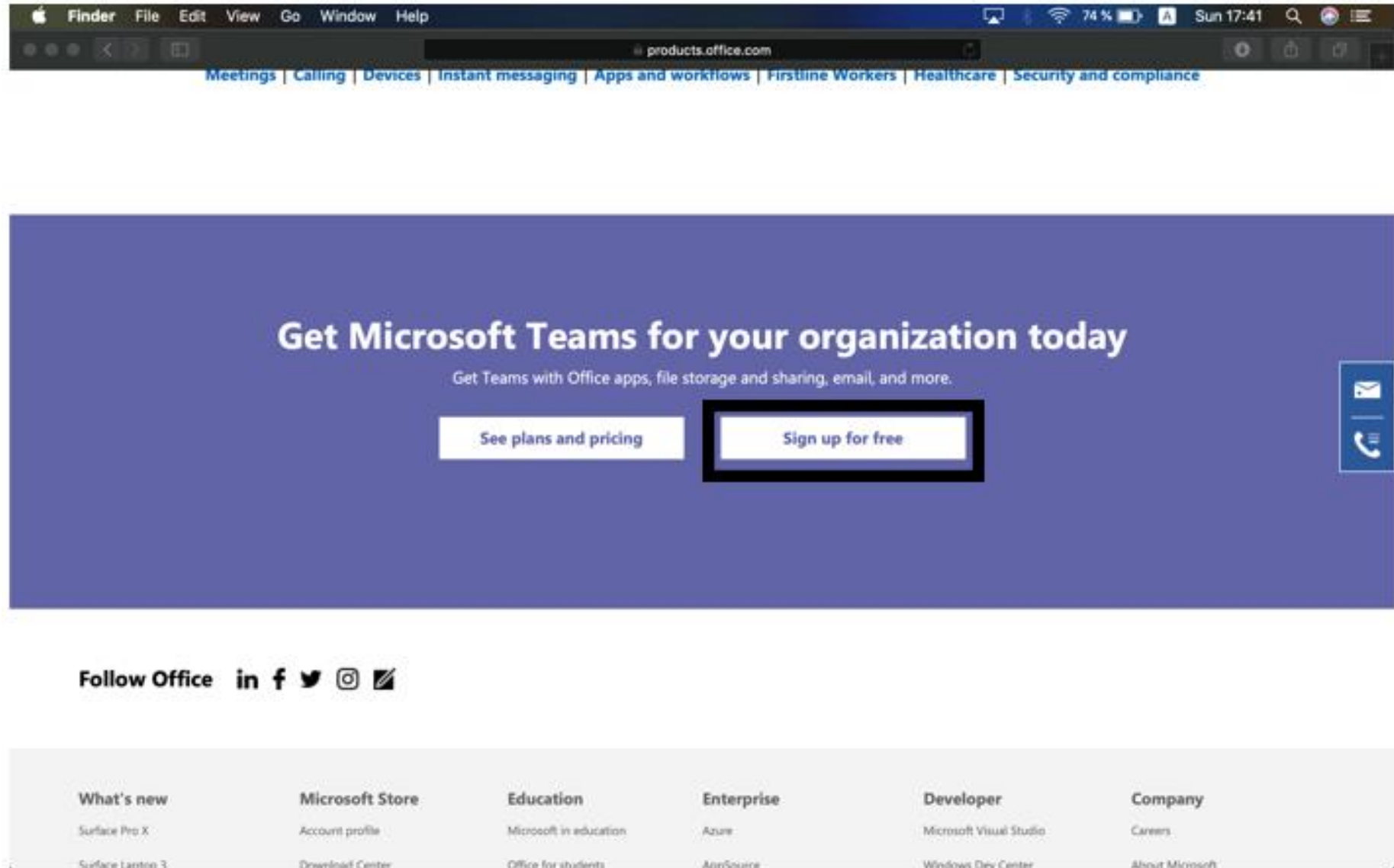
The screenshot shows the Microsoft Teams website in a Safari browser. The address bar displays 'products.office.com'. A cookie consent banner is visible at the top. The navigation menu includes 'Microsoft', 'Office', 'Microsoft Teams', 'Plans and pricing', 'Features', 'Resources', 'Download Teams', and a 'Buy Office 365' button. The main content area features the heading 'Microsoft Teams' and the tagline 'Work remotely without feeling remote.' Below this is a 'Sign in' button and two links: 'Get your school signed up for free >' and 'Just need video calling for personal use? Click here >'. Two circular images show a woman working on a laptop and another woman on a mobile phone. A large blue arrow on the right points downwards with the text 'Scroll down'. At the bottom, a dark section titled 'Making Teams available for everyone' contains text about COVID-19 and two links: 'Work remotely >' and 'Distance learning >'.



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Pasul 4: Jos în pagină și apăsați pe “Sign up for free”



The screenshot shows a web browser window with the URL products.office.com. The page features a dark blue header with navigation links: Meetings, Calling, Devices, Instant messaging, Apps and workflows, Firstline Workers, Healthcare, and Security and compliance. The main content area has a dark blue background with the heading "Get Microsoft Teams for your organization today" and the subtext "Get Teams with Office apps, file storage and sharing, email, and more." Below this, there are two buttons: "See plans and pricing" and "Sign up for free", with the latter being highlighted by a black rectangular box. To the right of the main content is a vertical sidebar with icons for email and phone. At the bottom, there is a section titled "Follow Office" with social media icons for LinkedIn, Facebook, Twitter, Instagram, and YouTube. Below that is a footer with six columns of links: What's new, Microsoft Store, Education, Enterprise, Developer, and Company.

Finder File Edit View Go Window Help

products.office.com

Meetings | Calling | Devices | Instant messaging | Apps and workflows | Firstline Workers | Healthcare | Security and compliance

Get Microsoft Teams for your organization today

Get Teams with Office apps, file storage and sharing, email, and more.

See plans and pricing

Sign up for free

Follow Office in [in](#) [f](#) [t](#) [i](#) [y](#)

What's new	Microsoft Store	Education	Enterprise	Developer	Company
Surface Pro X	Account profile	Microsoft in education	Azure	Microsoft Visual Studio	Careers
Surface Laptop 3	Download Center	Office for students	AppSource	Windows Dev Center	About Microsoft



Pasul 5: Introduceți email-ul (PERSONAL) și apoi apăsați Next!


Mesaje primite - cadrudidactic.umft@gmail.com - Gmail

Chat, Meetings, Calling, Collaboration | Microsoft Teams

Microsoft Store for Business

i This site uses cookies for analytics, personalized content and ads. By continuing to browse this site, you agree to this use. [Learn more](#)

Microsoft Teams

 Microsoft

Enter an email

We'll use this email to set up Teams. If you already have a Microsoft account, feel free to use that email here.

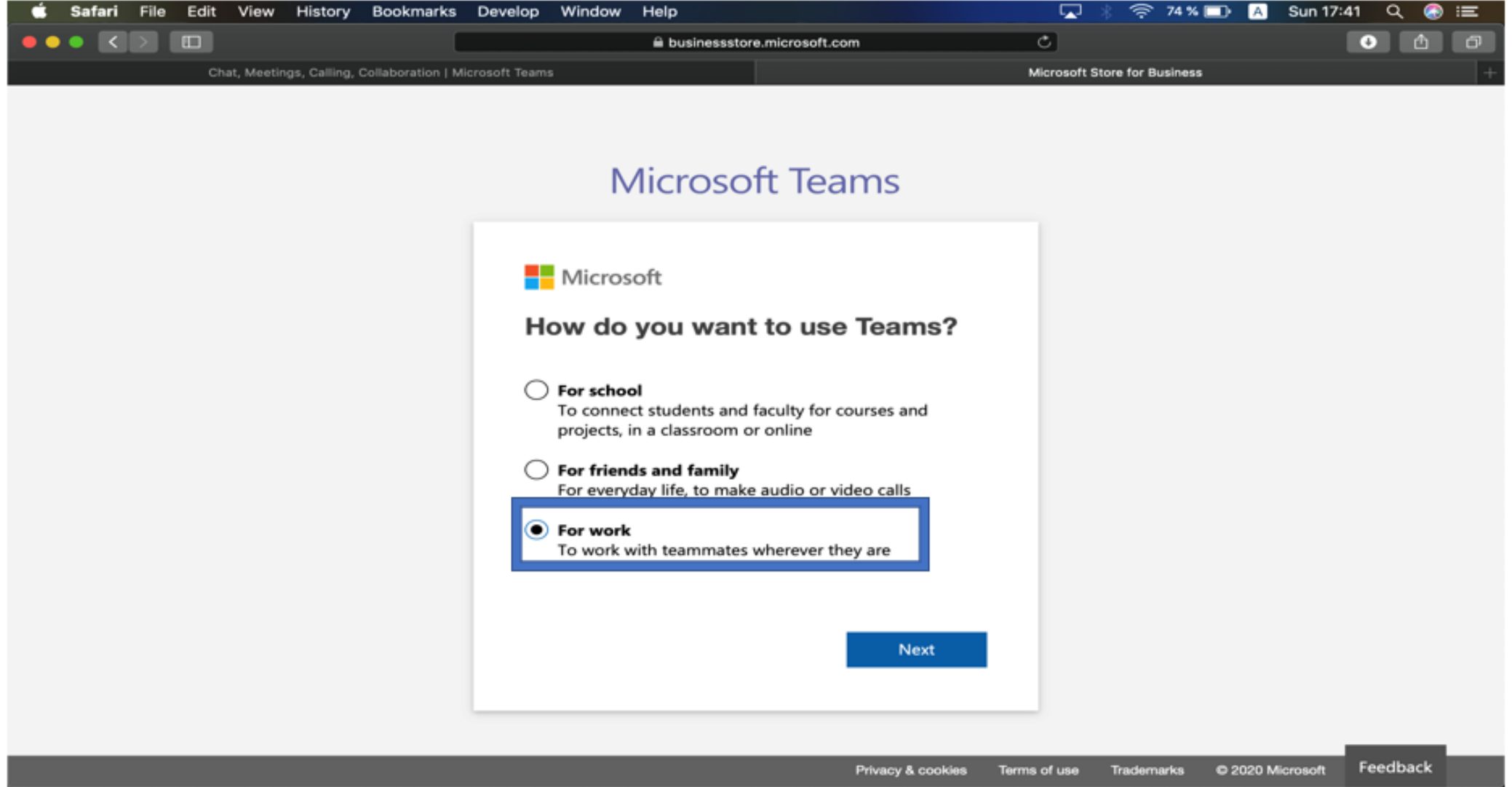
Email
cadrudidactic.umft@gmail.com

Next

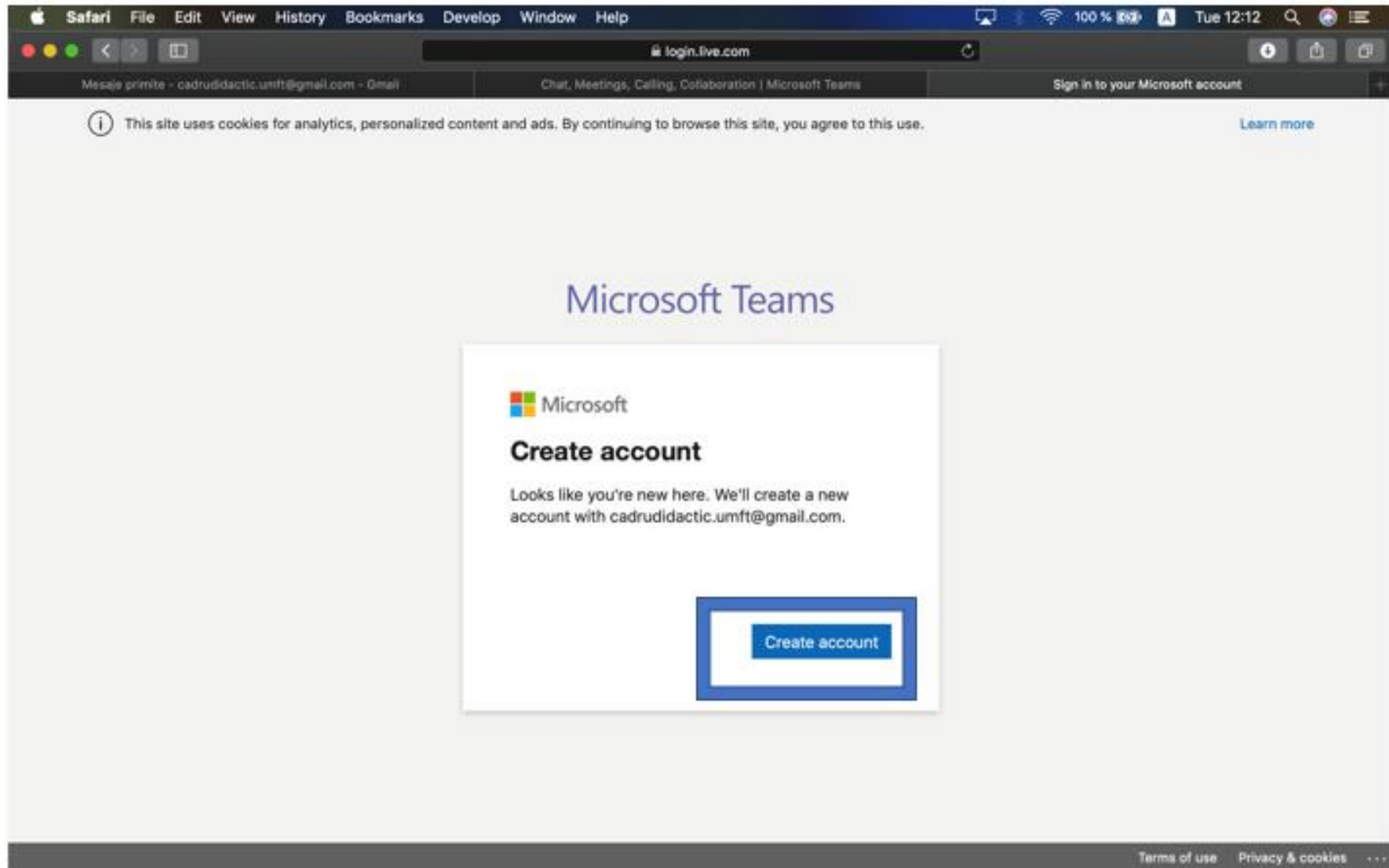
Privacy & cookies Terms of use Trademarks © 2020 Microsoft [Feedback](#)



Pasul 6: Se selectează opțiunea “For work” și se apasă Next.



Pasul 7: În cazul în care nu aveți cont Microsoft, va trebui să creați unul. Apăsați “Create account”.



Pasul 8: Setați o PAROLĂ și apăsați Next!

Safari File Edit View History Bookmarks Develop Window Help Tue 12:13

signup.live.com

Mesaje primite - cadrudidactic.umft@gmail.com - Gmail Chat, Meetings, Calling, Collaboration | Microsoft Teams Create a password

i This site uses cookies for analytics, personalized content and ads. By continuing to browse this site, you agree to this use. [Learn more](#)

Microsoft Teams

Microsoft

← cadrudidactic.umft@gmail.com

Create a password

Enter the password you would like to use with your account.

.....|

Show password

Next


[Terms of Use](#) [Privacy & Cookies](#)



Pasul 9: Se introduc datele și se apasă Next.

This site uses cookies for analytics, personalized content and ads. By continuing to browse this site, you agree to this use. [Learn more](#)

Microsoft Teams

 Microsoft

← cadrudidactic.umft@gmail.com

Create account

We need just a little more info to set up your account.

Country/region
Romania

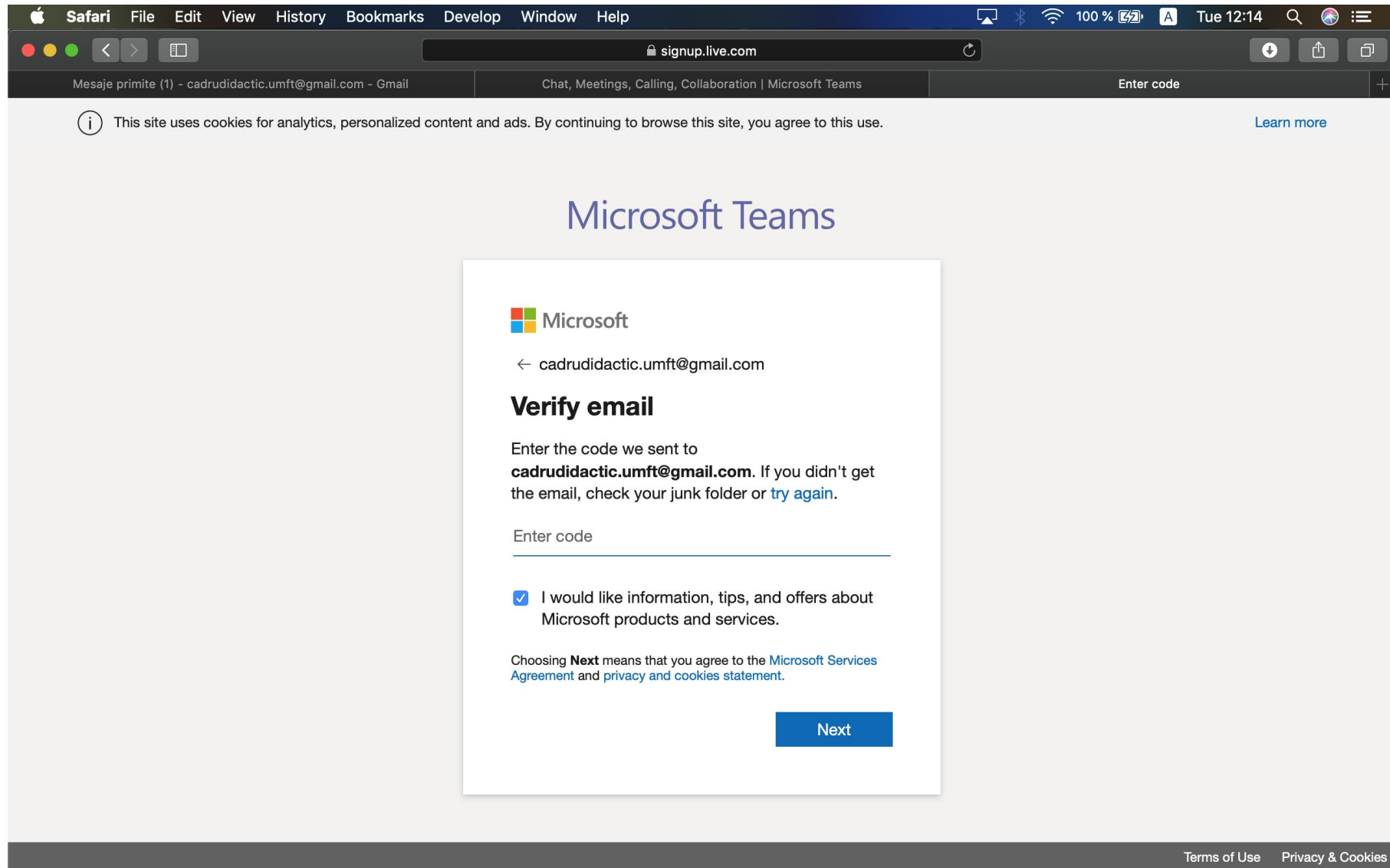
Birthdate

Next

[Terms of Use](#) [Privacy & Cookies](#)



Pasul 10: Pentru a introduce Codul, trebuie să verificați e-mail-ul.




Safari File Edit View History Bookmarks Develop Window Help Tue 12:14

signup.live.com

Mesaje primite (1) - cadrudidactic.umft@gmail.com - Gmail Chat, Meetings, Calling, Collaboration | Microsoft Teams Enter code

i This site uses cookies for analytics, personalized content and ads. By continuing to browse this site, you agree to this use. [Learn more](#)

Microsoft Teams

 Microsoft

← cadrudidactic.umft@gmail.com

Verify email

Enter the code we sent to **cadrudidactic.umft@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

[Next](#)

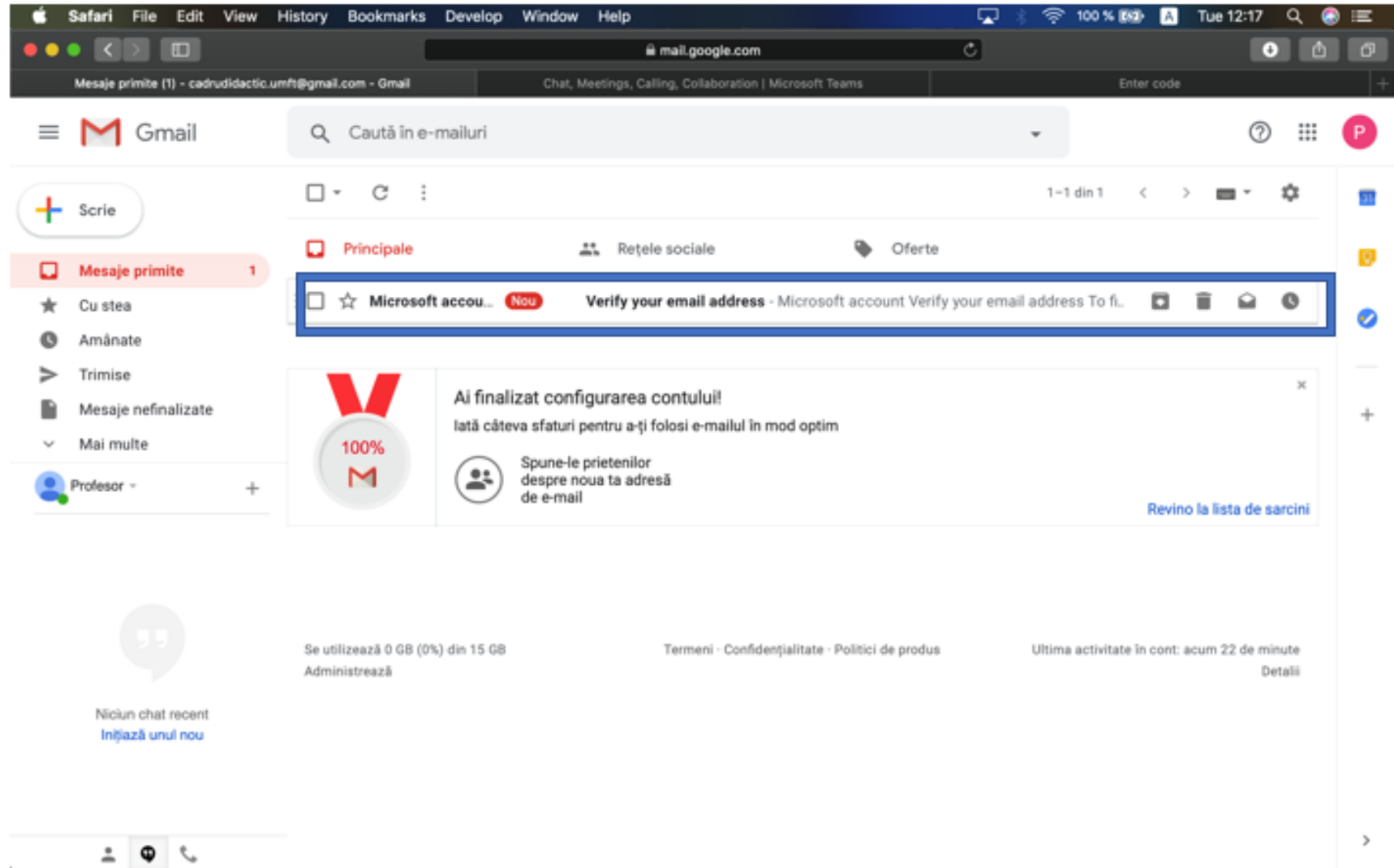
[Terms of Use](#) [Privacy & Cookies](#)



Pasul 11: Intrati pe e-mail pentru a găsi mesajul de la Microsoft și accesați-l!

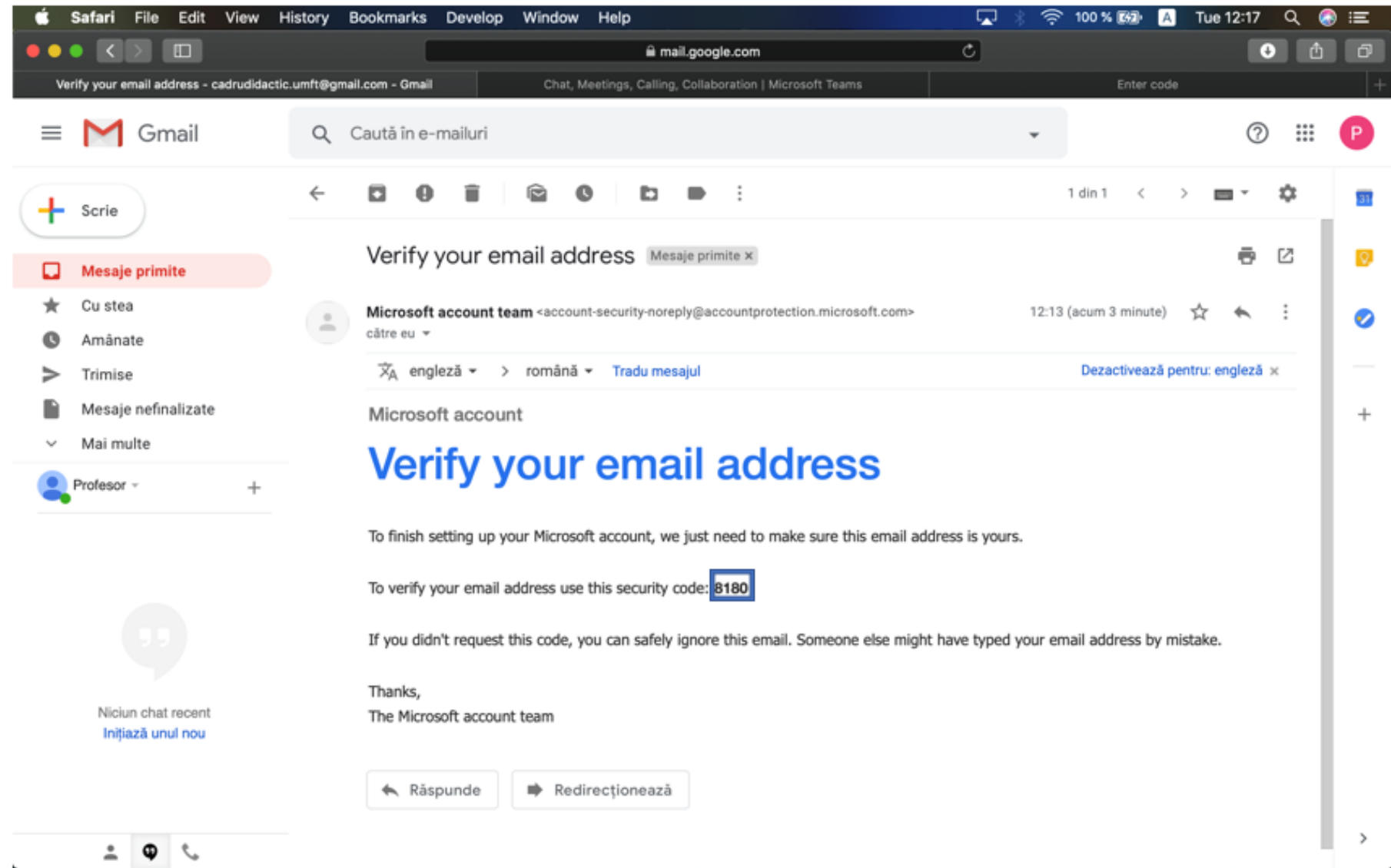
ATENȚIE!!!

În cazul în care nu este în Inbox, verificați și în Spam!



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Pasul 12: După ce ați accesat email-ul de la Microsoft, copiați codul.



The screenshot shows a Gmail interface in a Safari browser window. The browser's address bar displays 'mail.google.com'. The Gmail header includes the search bar with the text 'Caută în e-mailuri'. The left sidebar shows the 'Mesaje primite' (Inbox) section. The main content area displays an email from 'Microsoft account team' with the subject 'Verify your email address'. The email body contains the following text:

Microsoft account

Verify your email address

To finish setting up your Microsoft account, we just need to make sure this email address is yours.

To verify your email address use this security code: **8180**

If you didn't request this code, you can safely ignore this email. Someone else might have typed your email address by mistake.

Thanks,
The Microsoft account team

At the bottom of the email, there are buttons for 'Răspunde' (Reply) and 'Redirecționează' (Forward).




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Pasul 13: Reveniți la pagina web Microsoft și introduceți codul. Apasați Next.

This site uses cookies for analytics, personalized content and ads. By continuing to browse this site, you agree to this use. [Learn more](#)

Microsoft Teams

 Microsoft

← cadrudidactic.umft@gmail.com

Verify email

Enter the code we sent to **cadrudidactic.umft@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

8180

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

[Next](#)

[Terms of Use](#) [Privacy & Cookies](#)



Pasul 14: Se definesc ultimele detalii. La numele companiei introduceți ori numele dvs. ori numele catedrei și “Set up Teams”

Safari File Edit View History Bookmarks Develop Window Help
businessstore.microsoft.com
Verify your email address - cadrudidactic.umft@gmail.com - Gmail
Chat, Meetings, Calling, Collaboration | Microsoft Teams
Microsoft Store for Business

Microsoft

The last few details

First name Last name
Cadru Didactic

Company name
Prof. Univ. Cadru Didactic

Country or region
Romania

Important note: As admin, you'll be responsible for the personal data of people in your Teams org. as well as for data management requests they submit to you. [Learn more.](#)

By clicking **Set up Teams**, you agree to our [terms and conditions](#).

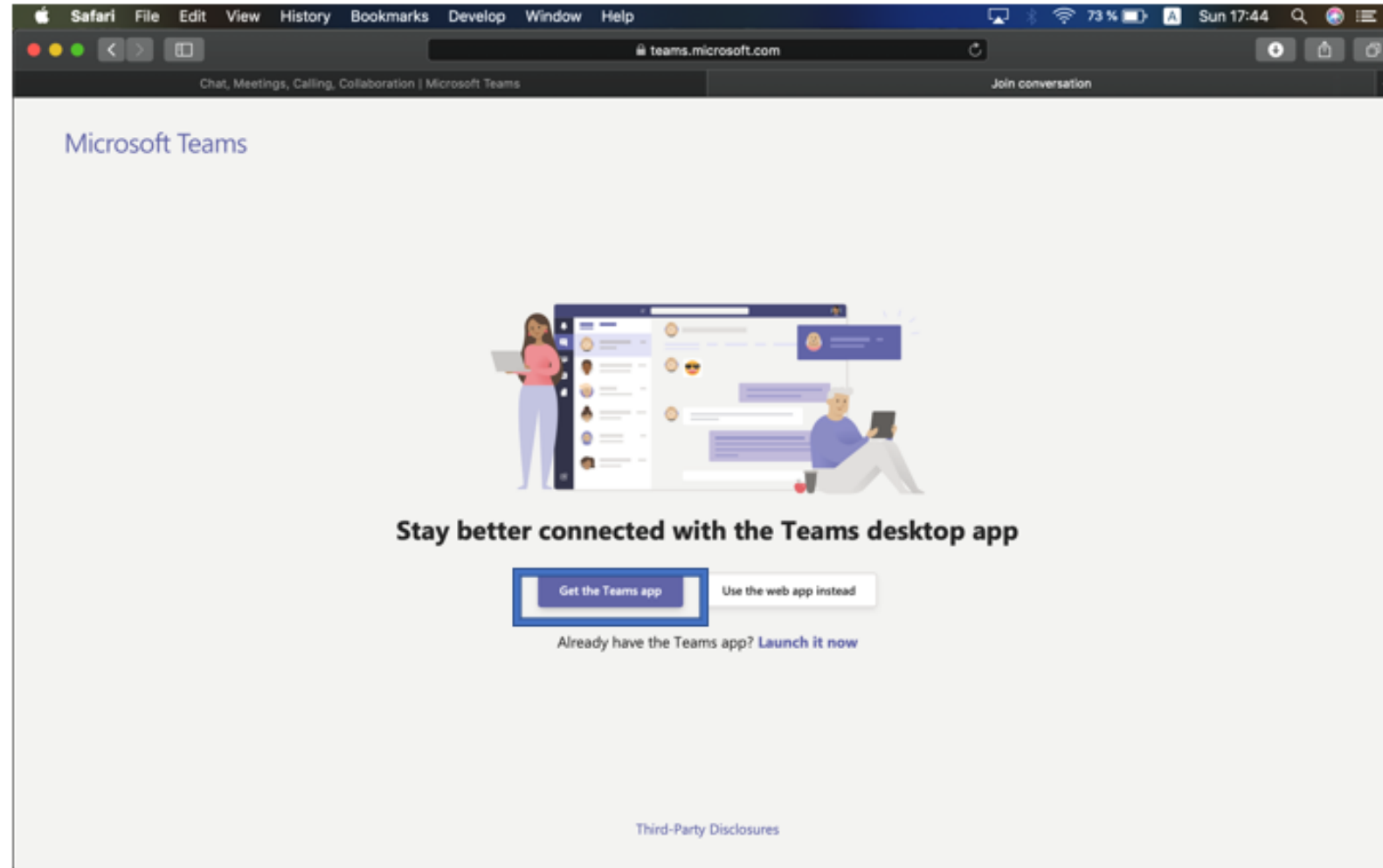
Due to the unprecedented circumstances around COVID-19 and the need to manage online services demand in Europe, if your organization is an educational institution or has selected a free Teams offering, we may provision your Office 365 tenant in the European Union (EU), European Free Trade Association (EFTA), the United Kingdom (UK), United States (US), or Canada (CA), or transfer your data to any data centers in the EU, EFTA, UK, US or CA. This means that your data may be stored at rest within the EU, EFTA, UK, US or CA. Our commitment to compliance, privacy, and security remains unchanged while we implement necessary and prudent measures to maintain service availability. We will comply with all applicable law with respect to data transfers.

Set up Teams

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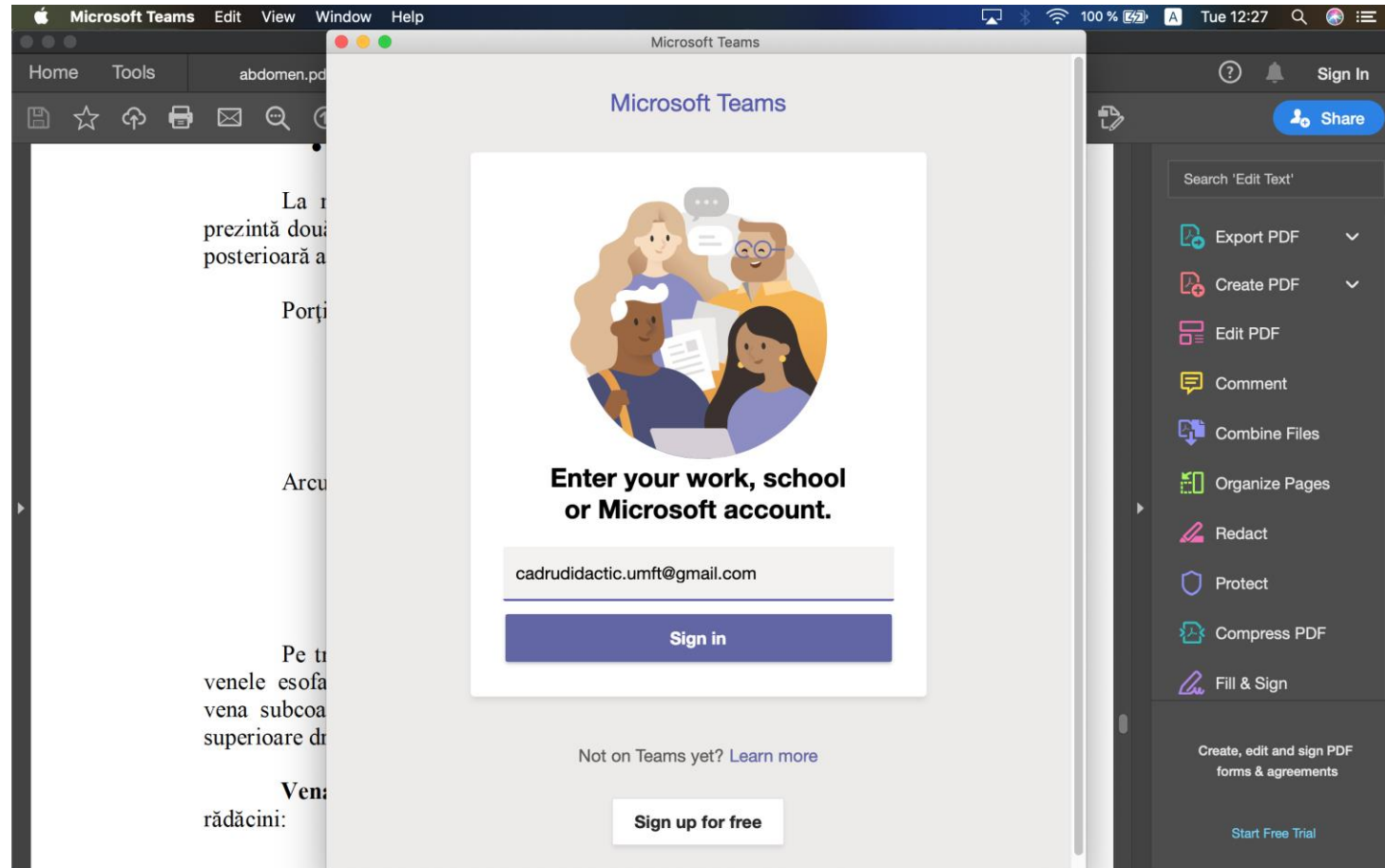
Pasul 15: Dacă nu aveți descărcată aplicația apăsați pe: “**Get the teams app**”. Instalați aplicația!



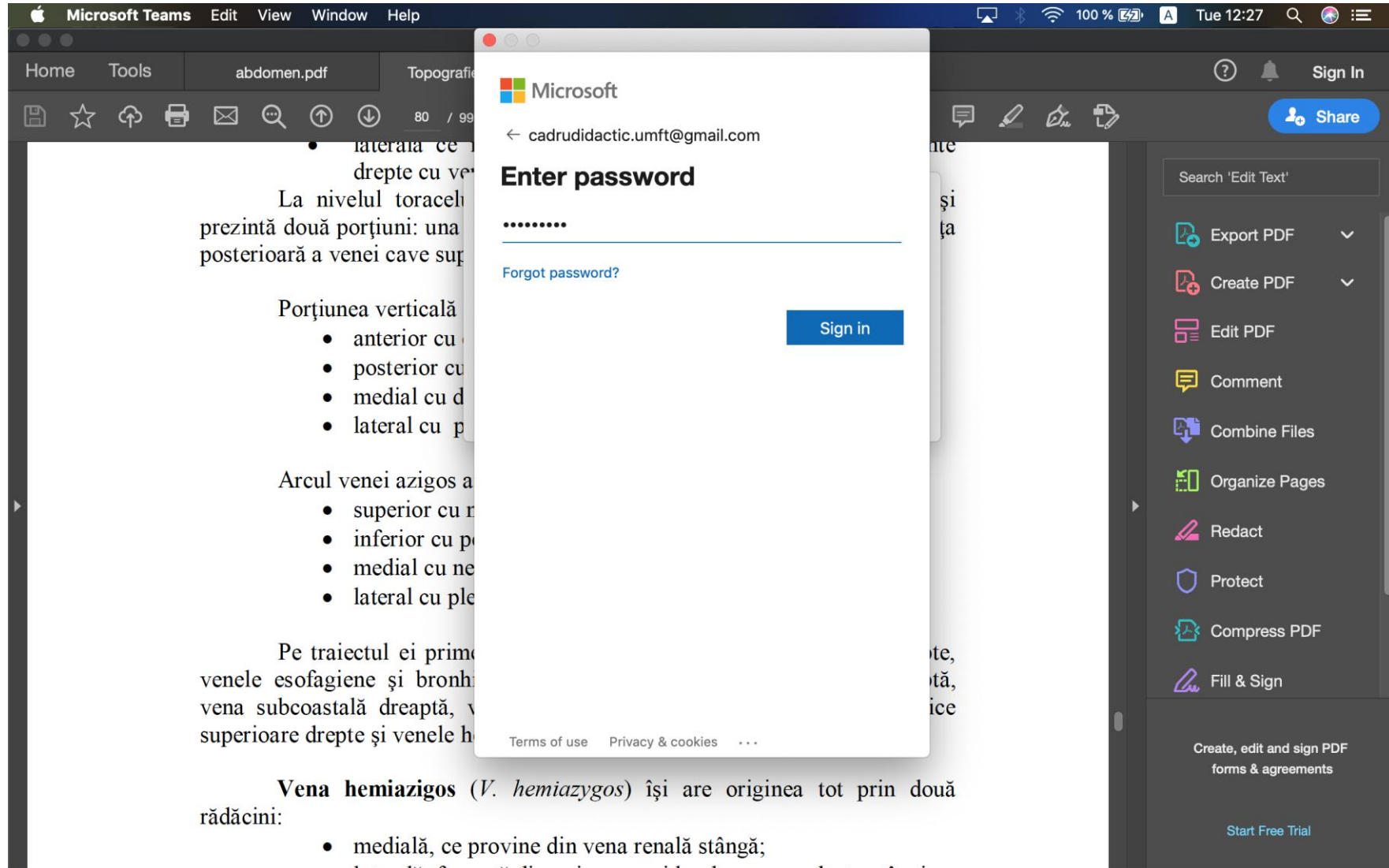
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Pasul 16: După instalarea și rularea aplicației, trebuie să introduceți e-mail-ul folosit în crearea organizației și apăsați **Sign in**.



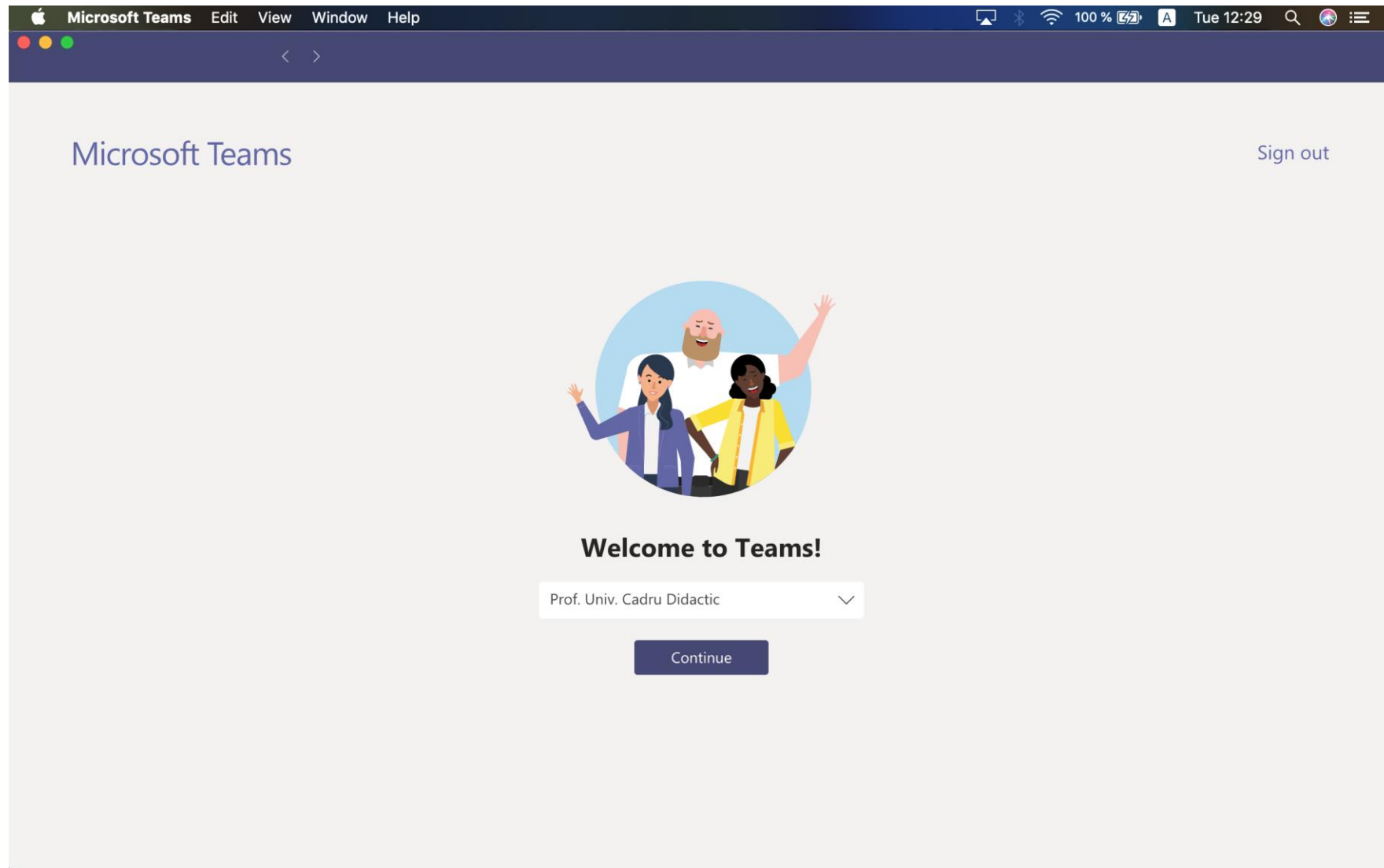
Pasul 17: Se introduce Parola și se apasă Next.



The screenshot shows a Microsoft Teams window displaying a PDF document. A modal dialog box is overlaid on the document, titled "Microsoft" and "Enter password". The dialog box contains the email address "cadrudidactic.umft@gmail.com", a password input field with masked characters ".....", a "Forgot password?" link, and a "Sign in" button. The background PDF document contains text in Romanian, including "La nivelul toracelui prezintă două porțiuni: una posterioară a venei cave superioare" and "Porțiunea verticală" with a bulleted list: "• anterior cu...", "• posterior cu...", "• medial cu d...", "• lateral cu p...".



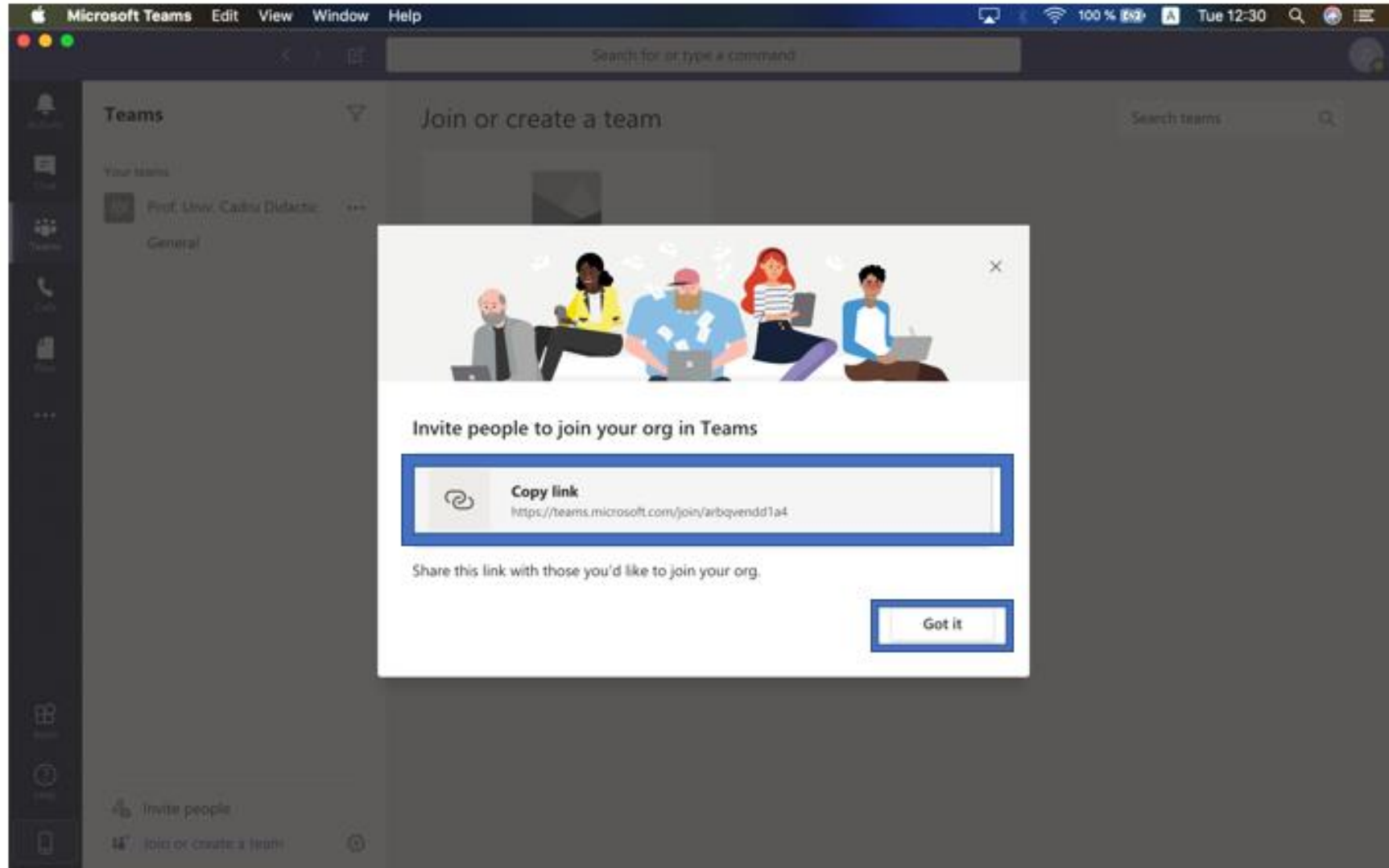
Pasul 18: Selectați organizația dvs. și apăsați “Continue”.



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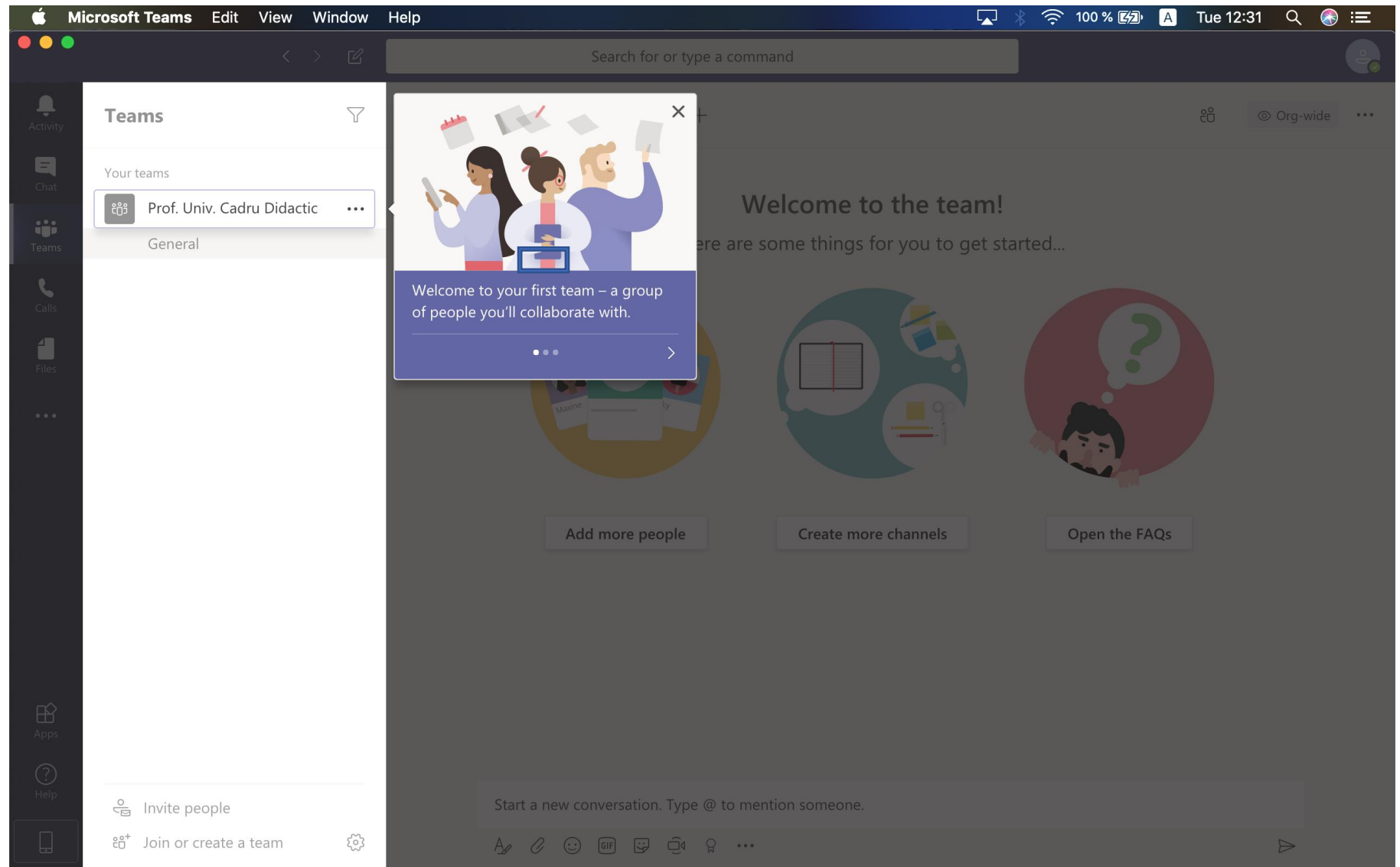
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Pasul 19: Apăsați **“Copy link”** și salvați link-ul, ca mai apoi să îl puteți distribui studenților. Apoi apăsați **“Got it”**.

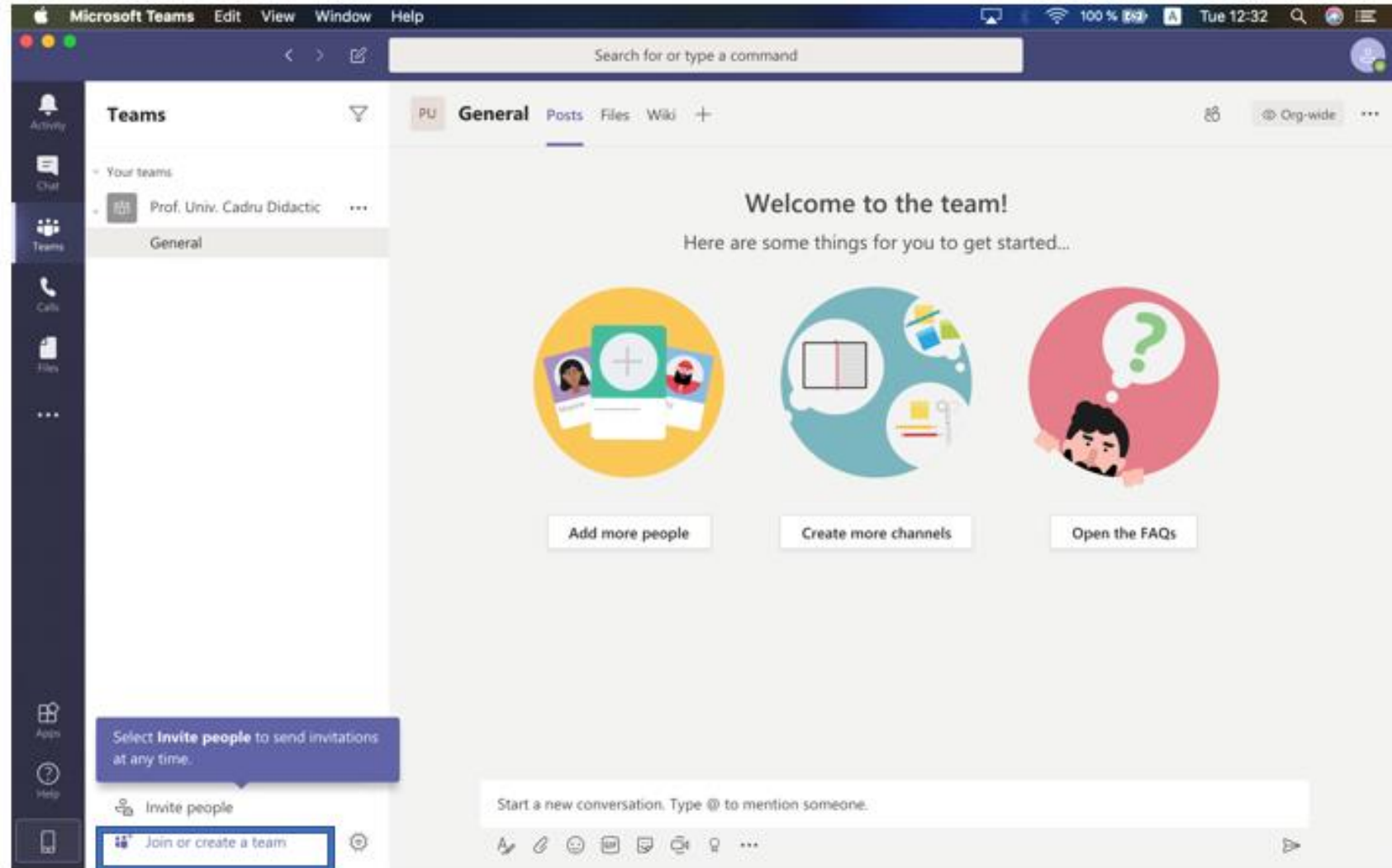


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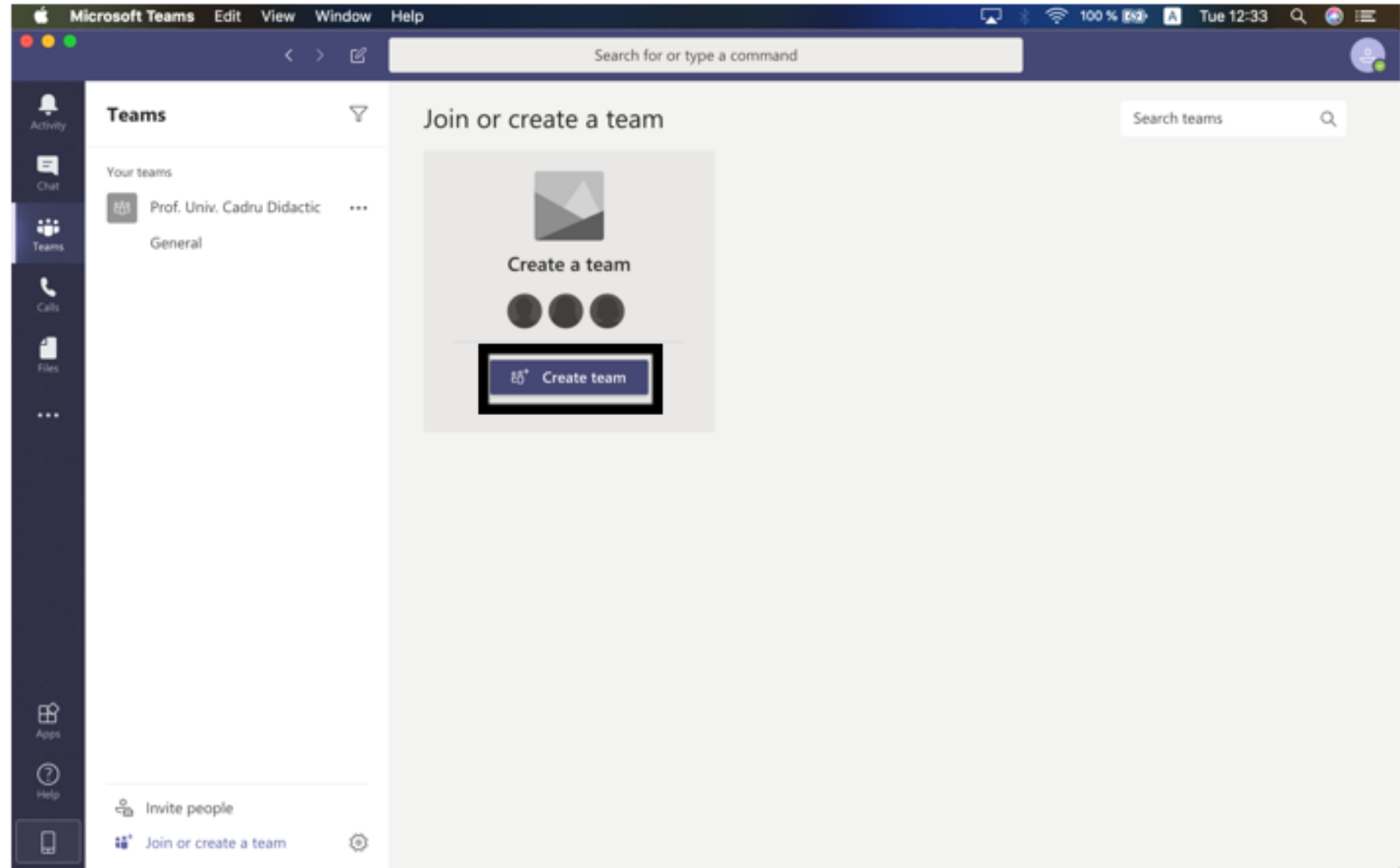
Pasul 20: La această notificare apăsați “X”.



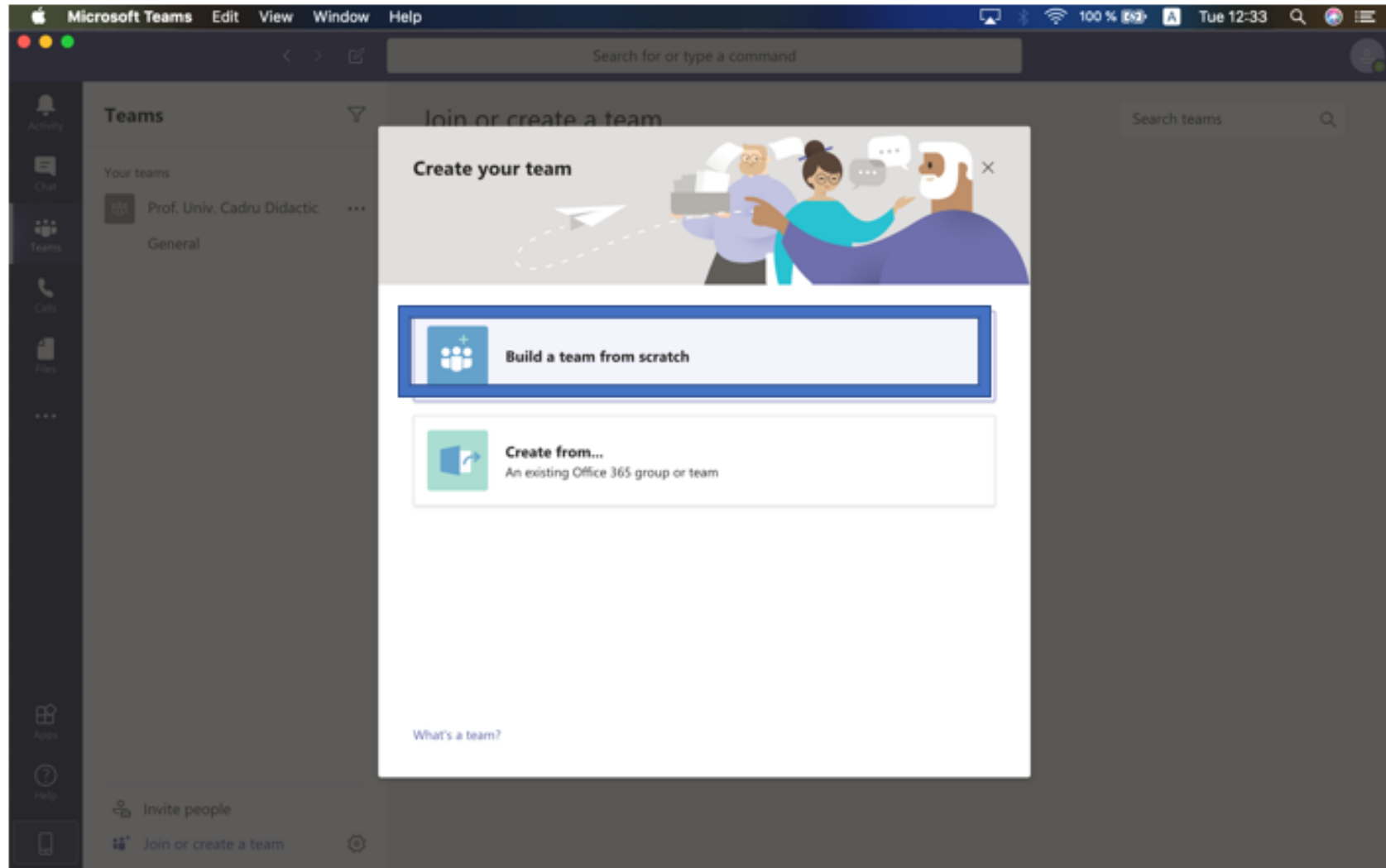
Pasul 21: Se pot crea echipele pentru cursuri. Apăsați pe “Join or create team”.



Pasul 22: "Create Team"



Pasul 23: Se va deschide o nouă fereastră, din interiorul căreia se va crea echipa. **“Build a team from scratch”**

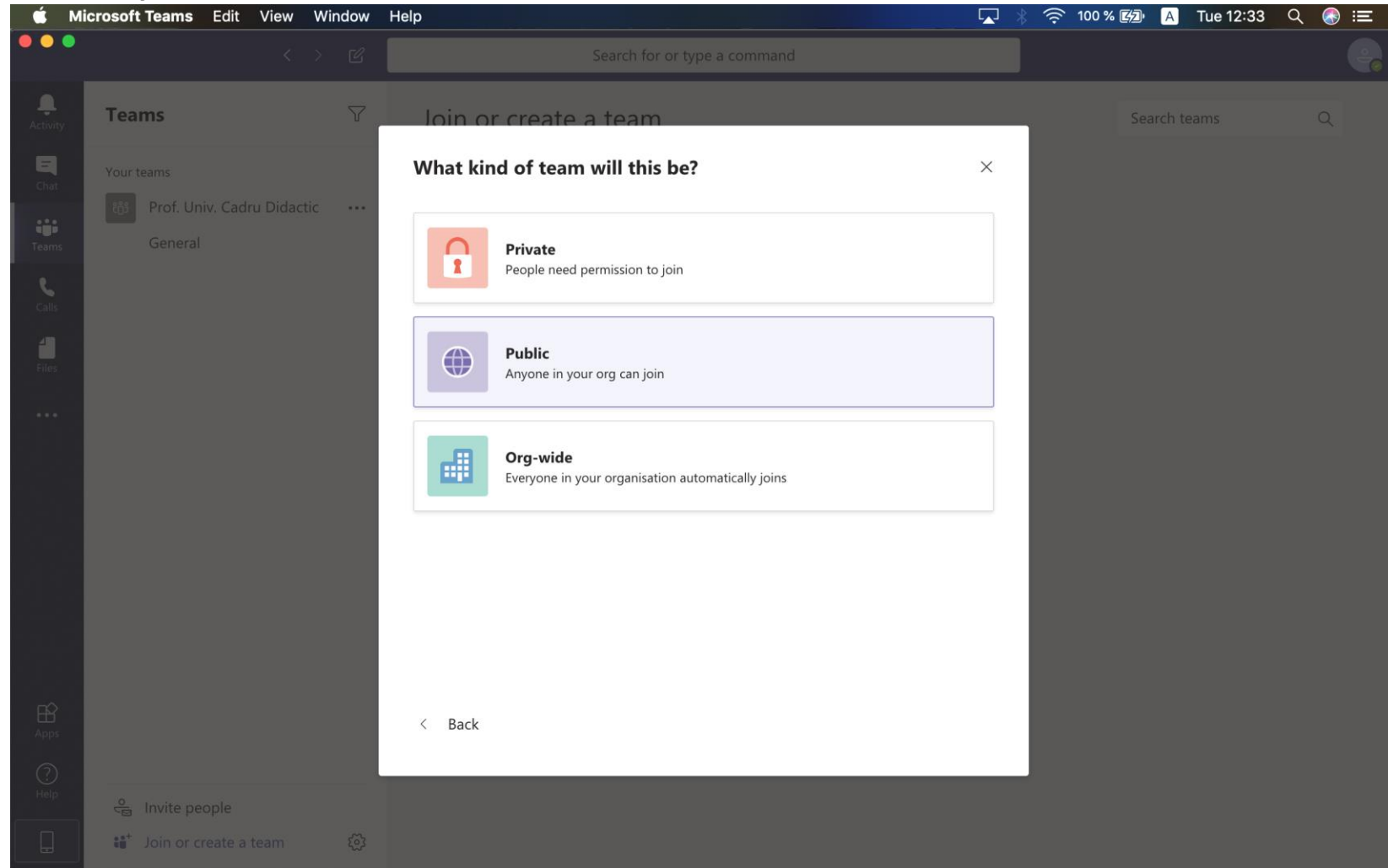


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Pasul 24: Se va alege optiunea **org-wide**. În acest fel, fiecare dintre studenți va intra automat în echipele de curs, imediat ce accesează organizația.

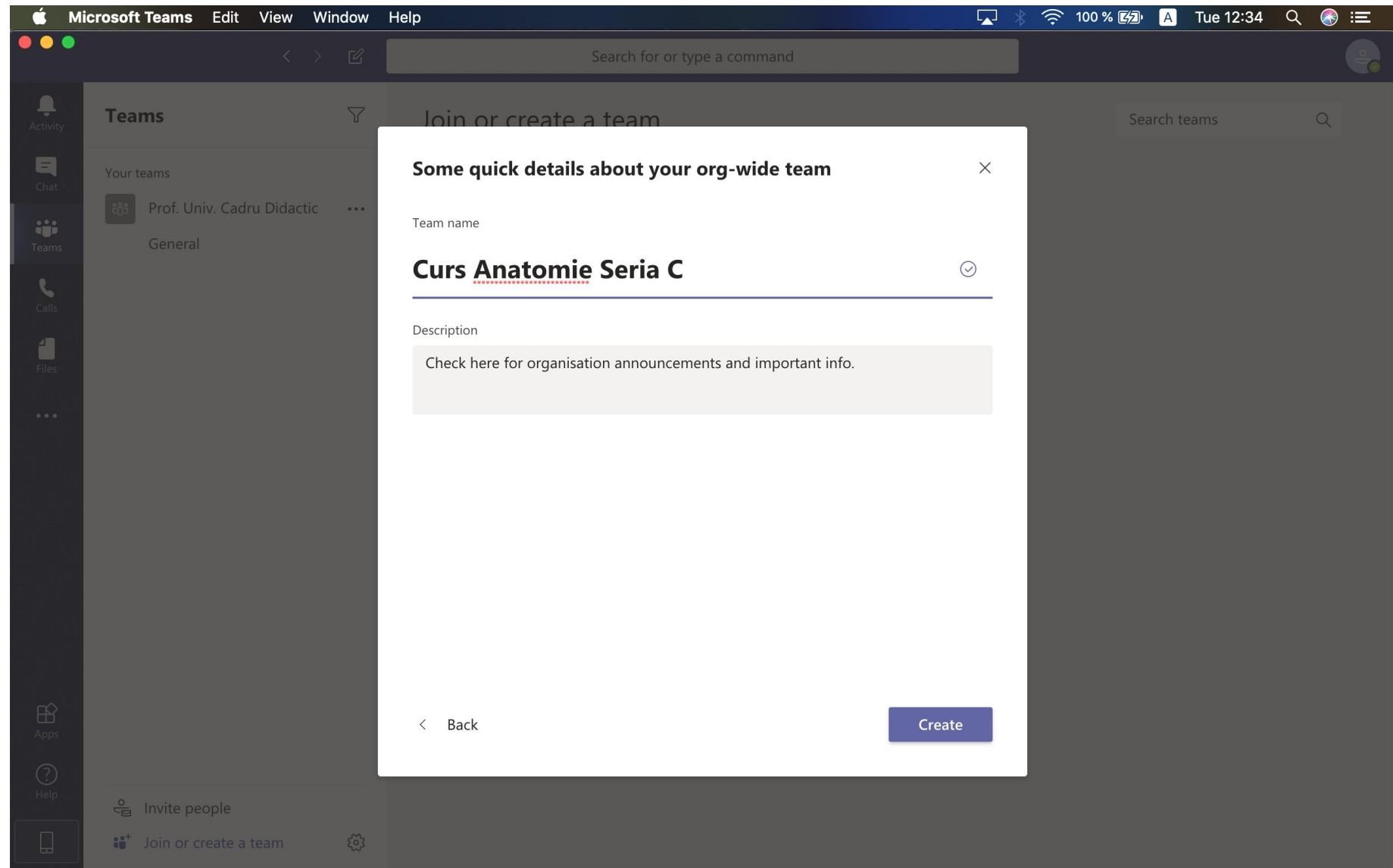
“**org-wide**”: odată invitați studenții, intră în fiecare echipă creată.

Daca nu se dorește acest lucru, puteți să creați echipe publice.

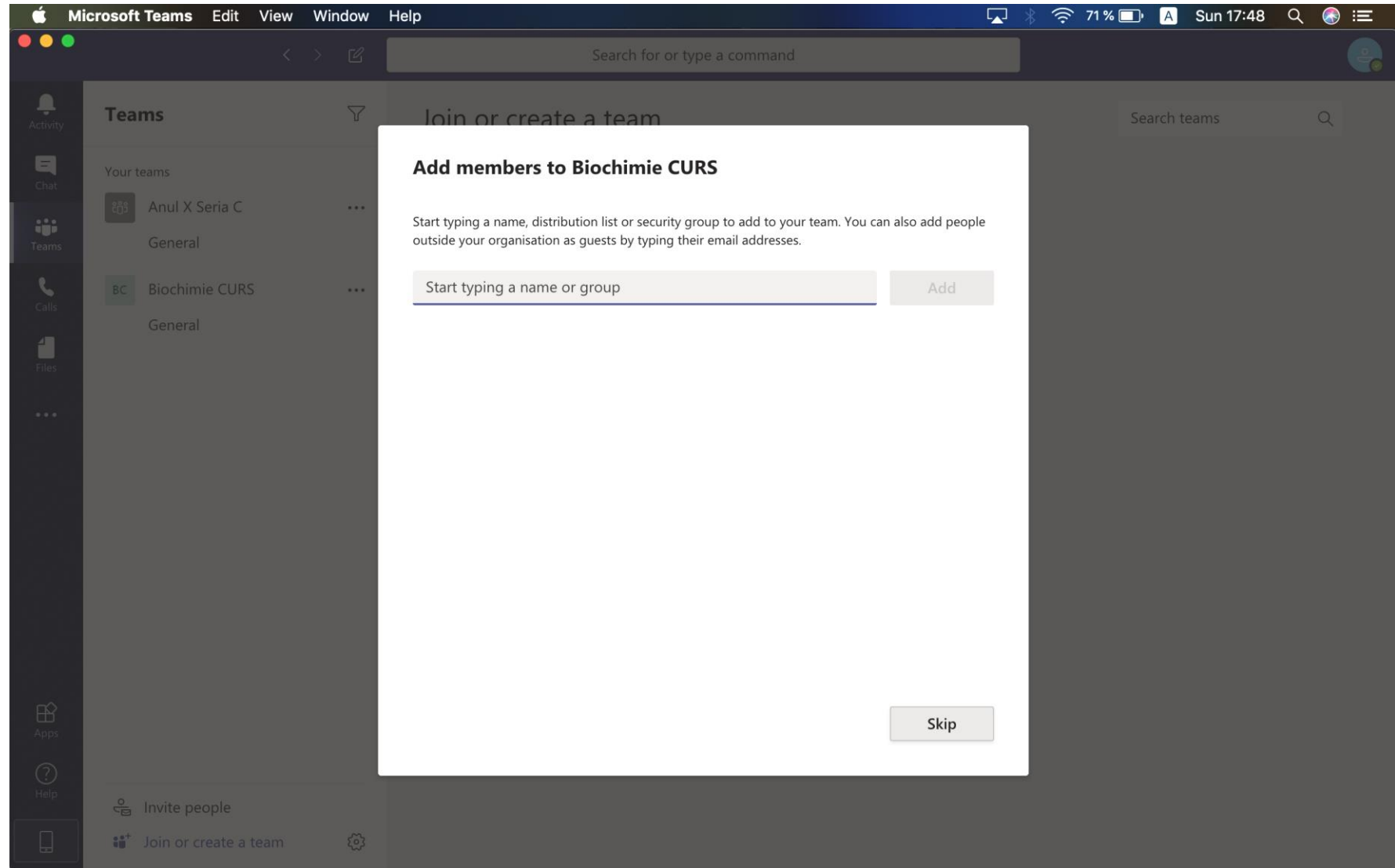


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Pasul 25: Alegeți un nume pentru curs și apăsați “Create”.



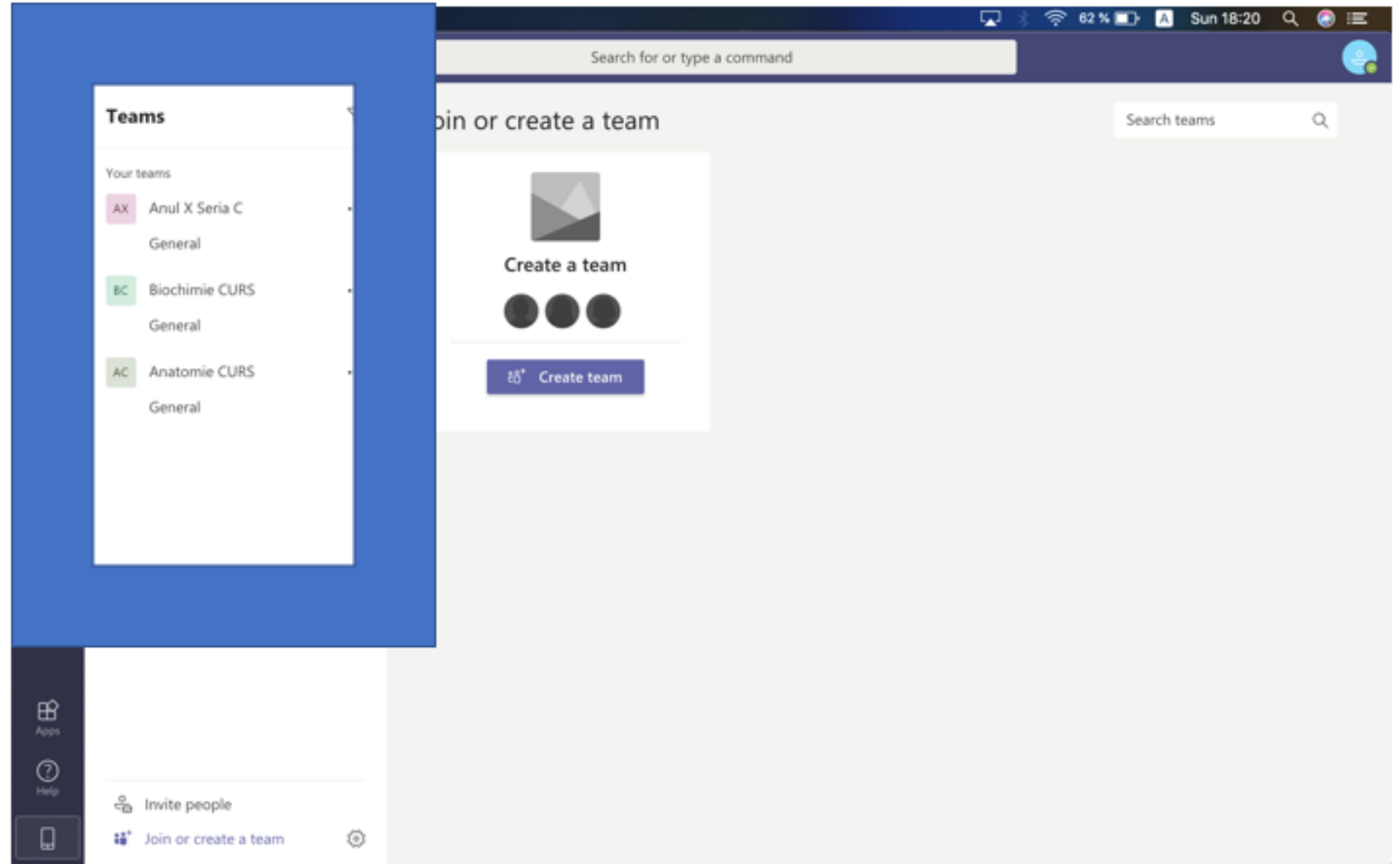
Pasul 26: "Skip".



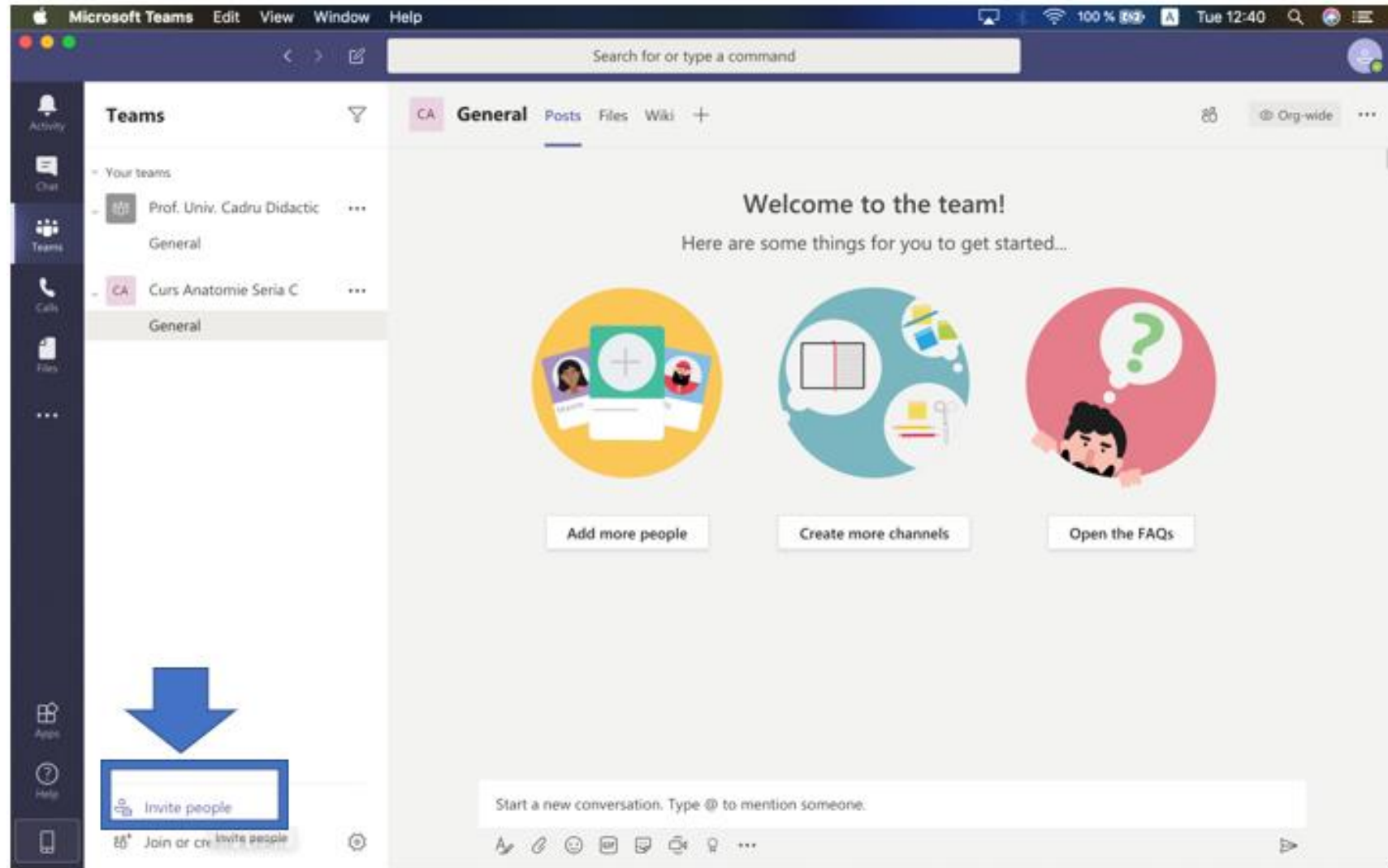
Pasul 27: Se crează astfel de echipe pentru fiecare curs. Ele vor apărea în partea stângă a aplicației.

Pentru crearea canalelor de laborator, consultați tutorial-ul: “Creare canale pentru laborator”.

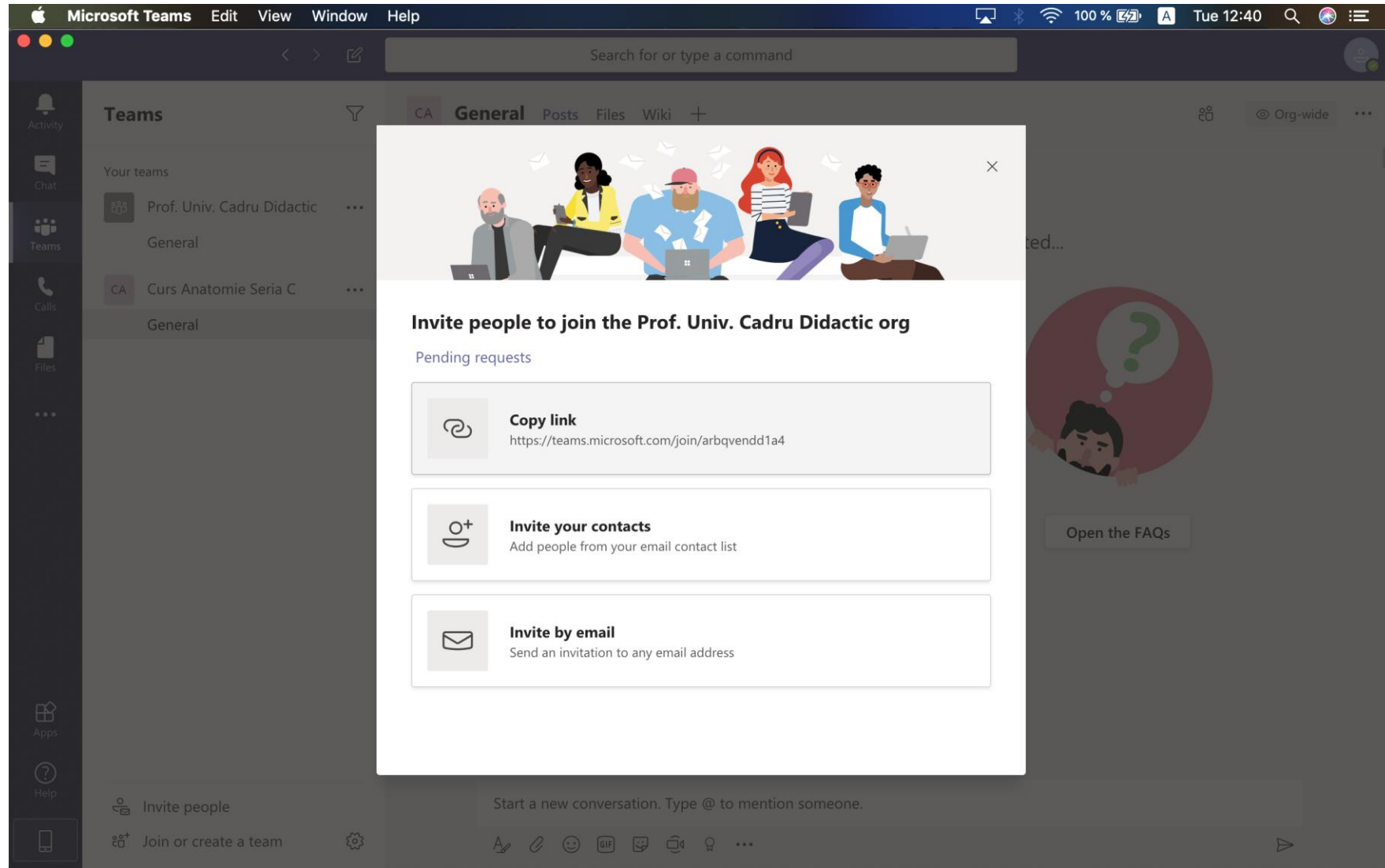
În cazul în care ați creat echipe publice, **studentii** regăsesc în tutorialul destinat lor informații despre **accesarea platformei teams** și despre cum să acceseze aceste echipe.



În cazul în care doriți să mai adăugați pe cineva sau doriți să mai vizualizați link-ul, puteți accesa Secțiunea **“invite people”**.



Puteți copia link-ul pentru transmitere sau puteți invita persoane introducând e-mail-ul lor.




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- Materialul a fost creat împreună cu Ștefan Ionac, student la Medicină, anul I.

- Suport tehnic:

 stefan.ionac@gmail.com

 0758043563

