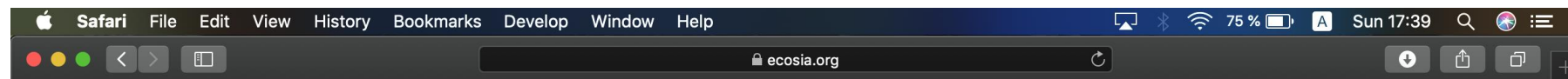


Creerea unei organizații în platforma MICROSOFT TEAMS

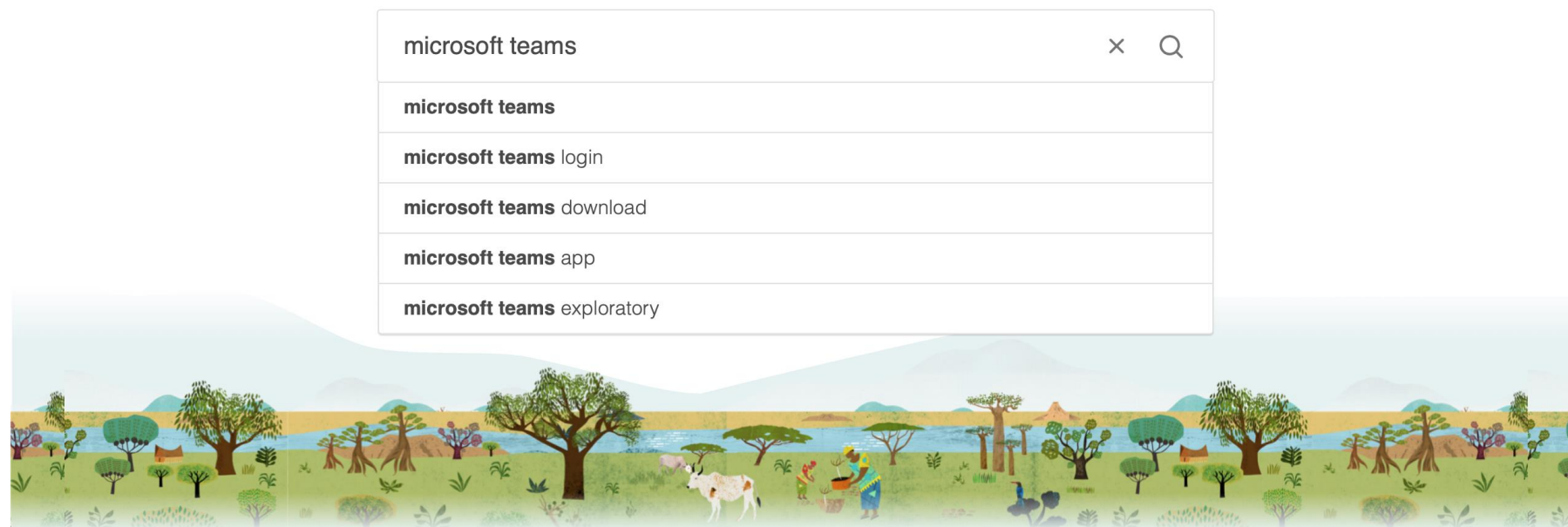
Tutorial destinat Șefilor de Serie



Pasul 1: Introduceți în browser: “Microsoft Teams”



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



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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 are displayed on the ecosia.org search engine page. The first result is 'Microsoft Teams' with a URL 'https://products.office.com/en-US/microsoft-teams'. The description states: '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.' Below this, there are several sections: 'Apps & Integrations', 'Download Teams', 'Meetings', and 'Get started with Microsoft Teams'. A right-hand sidebar provides a summary of Microsoft Teams and links to the official website and Wikipedia.

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

Safari File Edit View History Bookmarks Develop Window Help
products.office.com
This site uses cookies for analytics, personalized content and ads. By continuing to browse this site, you agree to this use. Learn more

Microsoft | Office Microsoft Teams Plans and pricing Features Resources Download Teams Buy Office 365 All Microsoft

Microsoft Teams

Work remotely without feeling remote.

Sign in

[Get your school signed up for free >](#)

[Just need video calling for personal use? Click here >](#)

Making Teams available for everyone

With COVID-19 continuing to impact people and countries around the world, teams and schools everywhere are moving to remote work and distance learning. Get Teams for free and learn how to get started.

[Work remotely >](#)

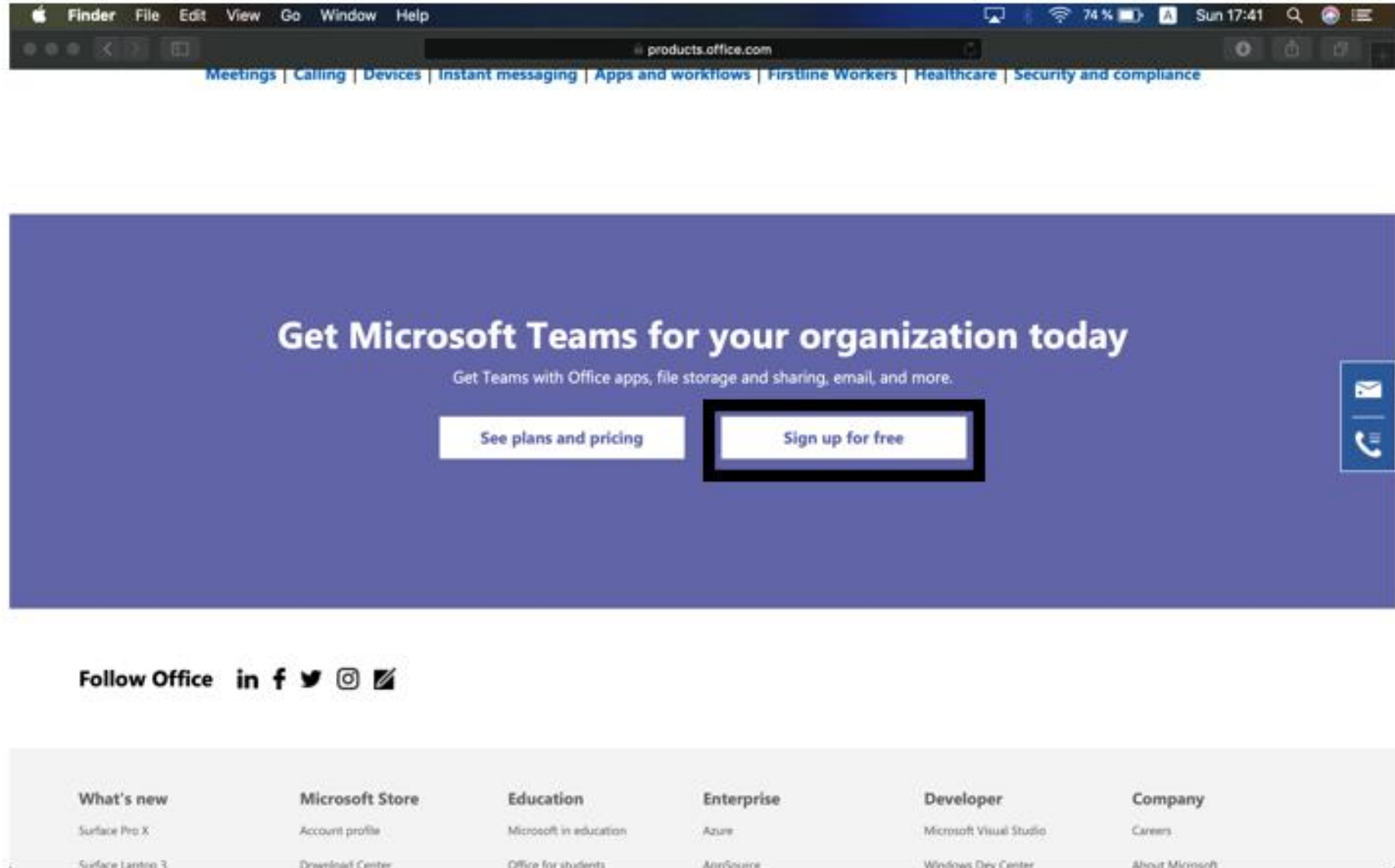
[Distance learning >](#)



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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 navigation bar with links for Meetings, Calling, Devices, Instant messaging, Apps and workflows, Firstline Workers, Healthcare, and Security and compliance. The main content area has a 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." Two buttons are present: "See plans and pricing" and "Sign up for free", with the latter being highlighted by a black border. A floating action button with an envelope and phone icon is on the right. Below the main content, there are social media links for Office on LinkedIn, Facebook, Twitter, Instagram, and YouTube. The footer contains a grid of links for various Office products and services.

Finder File Edit View Go Window Help Sun 17:41

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.

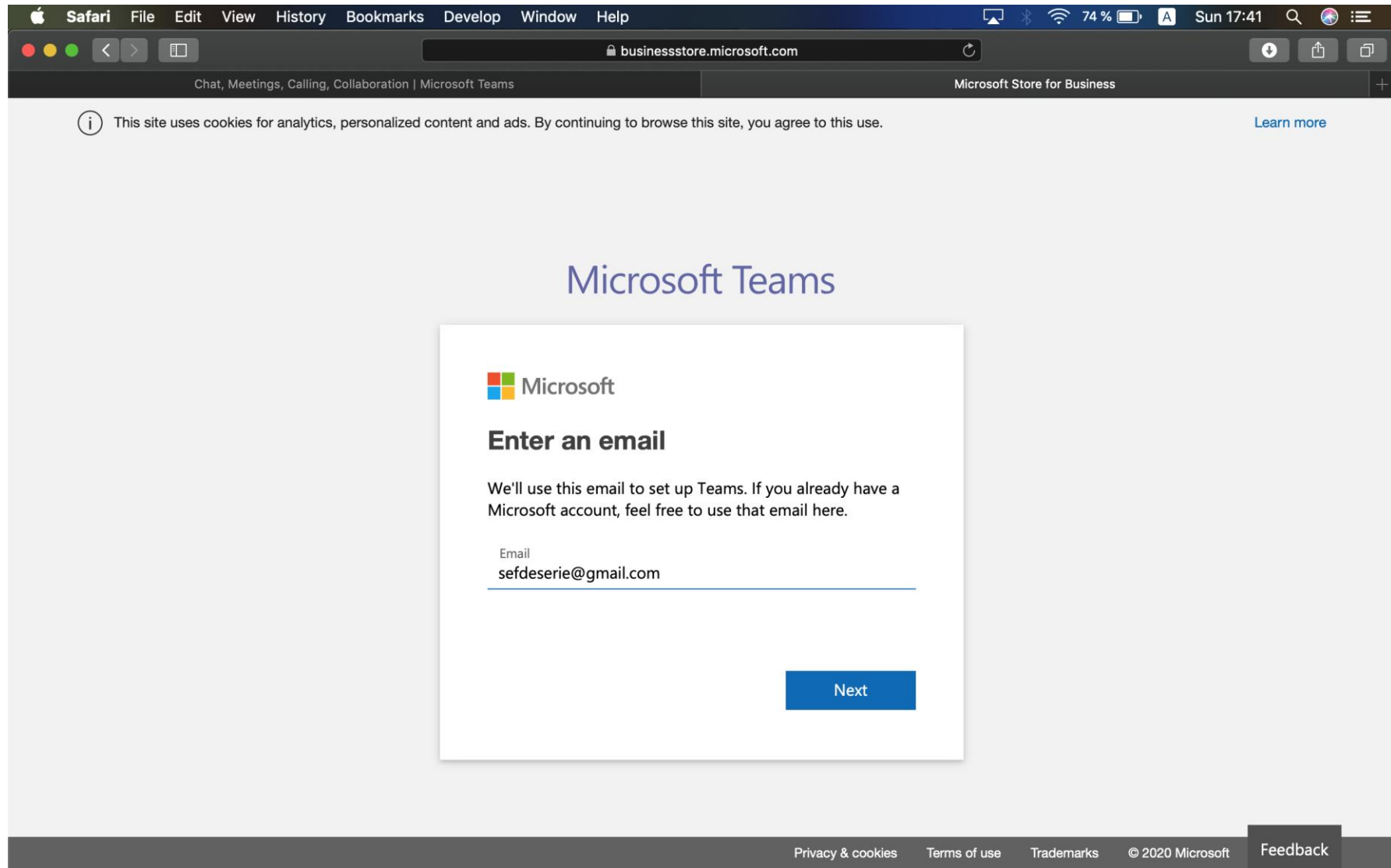
See plans and pricing Sign up for free

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!



The screenshot shows a Safari browser window at the URL businessstore.microsoft.com. The page title is "Microsoft Teams". A cookie consent banner is visible at the top. The main content area features the Microsoft logo and the heading "Enter an email". Below this, a text box contains the email address "sefdeserie@gmail.com". A blue "Next" button is positioned at the bottom right of the form.

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.

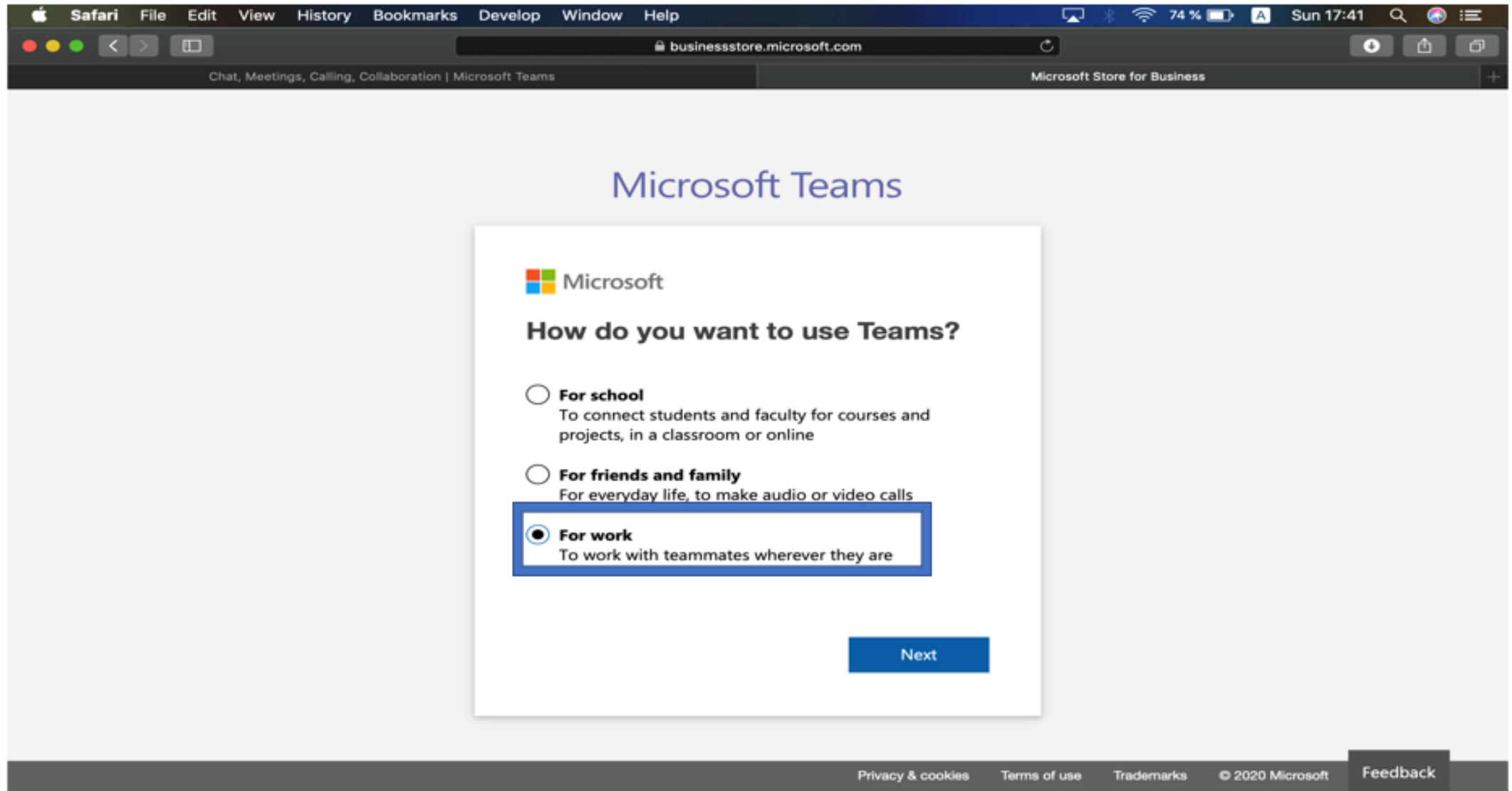
Email
sefdeserie@gmail.com

[Next](#)

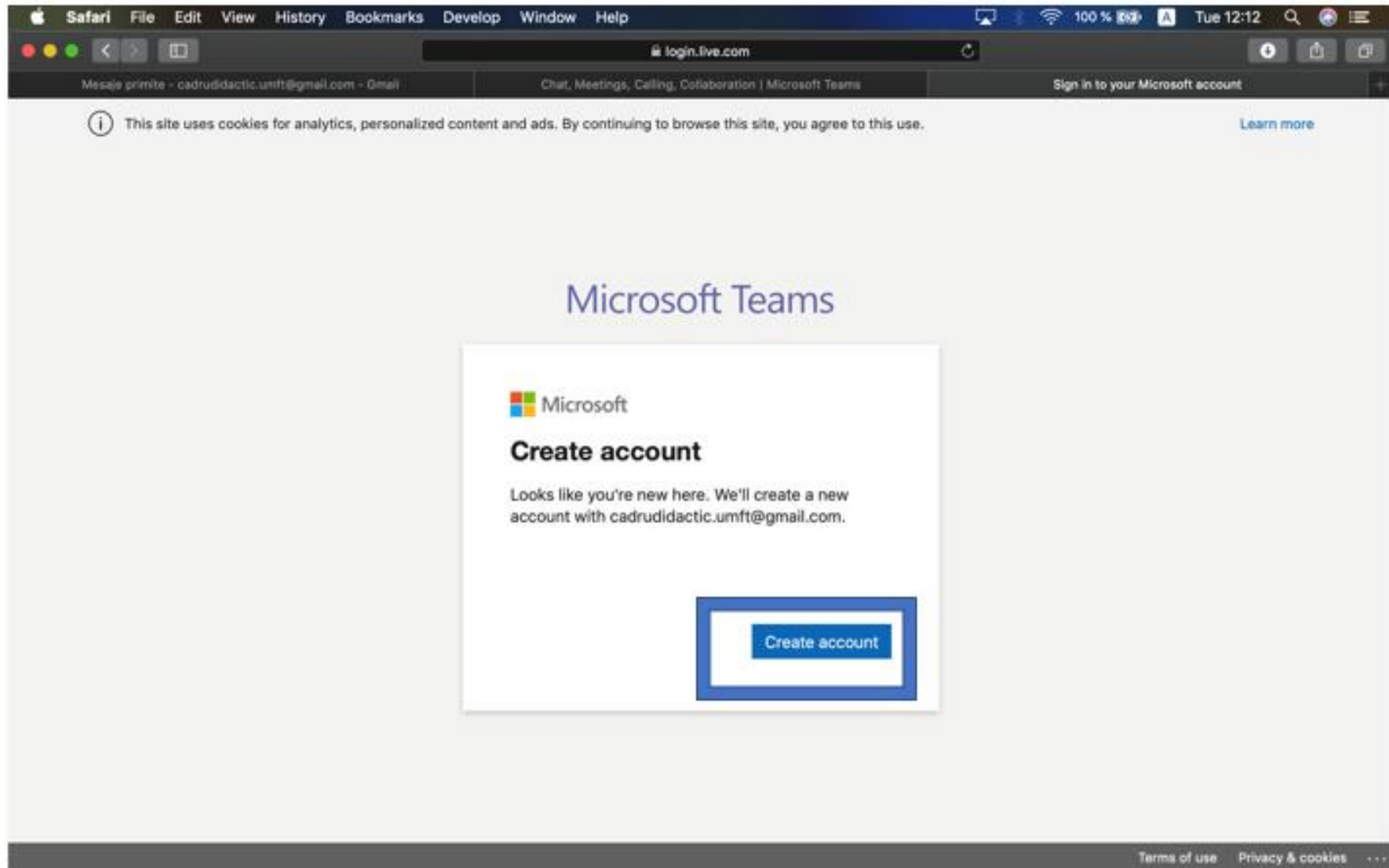
Privacy & cookies Terms of use Trademarks © 2020 Microsoft [Feedback](#)



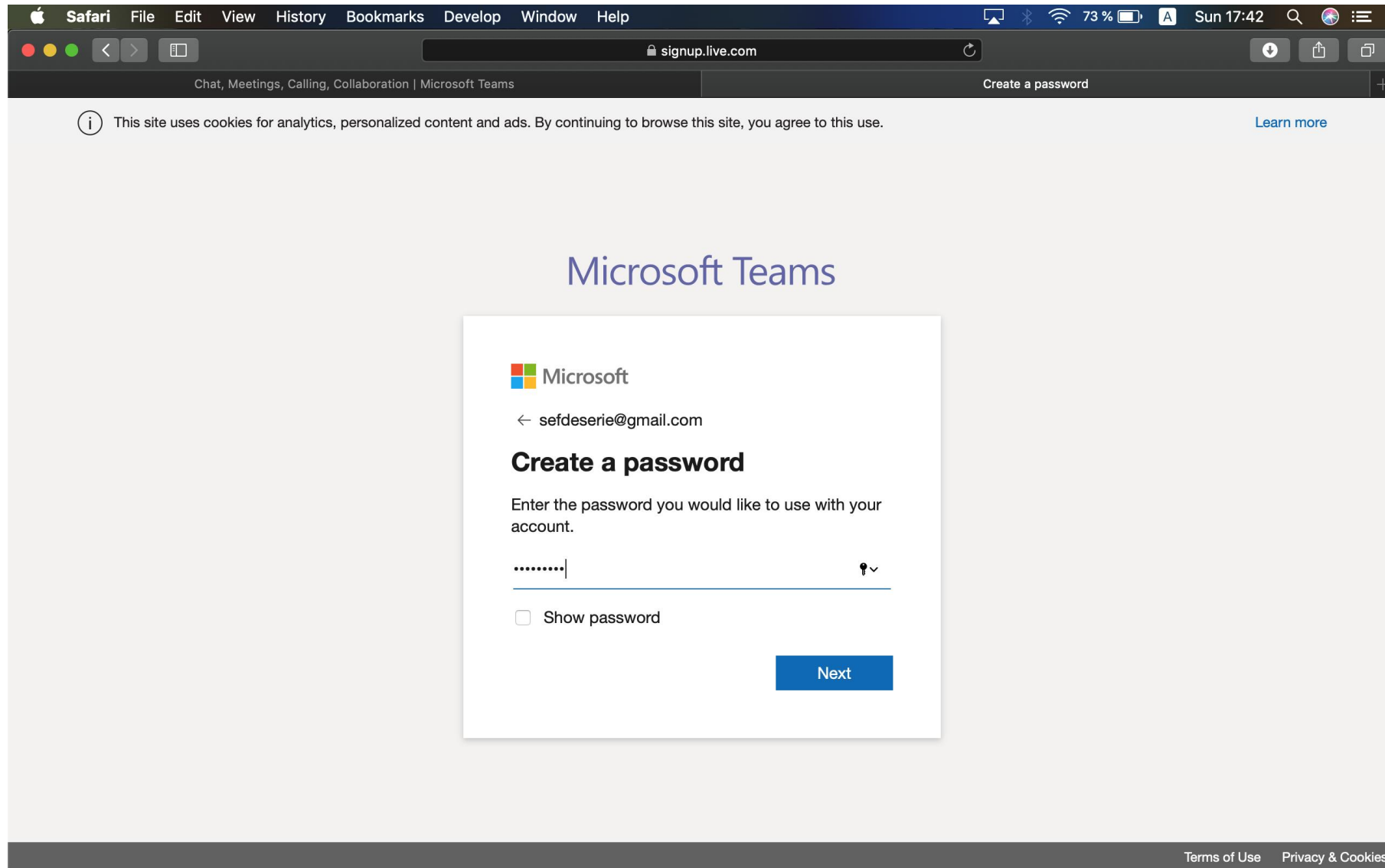
Pasul 6: Se selectează opțiunea “For work” și se apasă Next.



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!



The screenshot shows a Safari browser window at the URL `signup.live.com`. The page title is "Microsoft Teams" and the main heading is "Create a password". The user's email address, `sefdeserie@gmail.com`, is displayed. The instructions state: "Enter the password you would like to use with your account." There is a password input field with a masked password of seven dots and a toggle icon. Below the field is a checkbox labeled "Show password". A blue "Next" button is positioned at the bottom right of the form. At the top of the page, there is a cookie consent banner: "This site uses cookies for analytics, personalized content and ads. By continuing to browse this site, you agree to this use." with a "Learn more" link. The browser's address bar shows "Chat, Meetings, Calling, Collaboration | Microsoft Teams" and "Create a password". The system status bar at the top indicates the time is Sun 17:42 and the battery is at 73%.



Pasul 9: Se introduc datele și se apasă Next.

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Microsoft Teams

Microsoft

← cadrudidactic.umft@gmail.com

Create account

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

Country/region
Romania

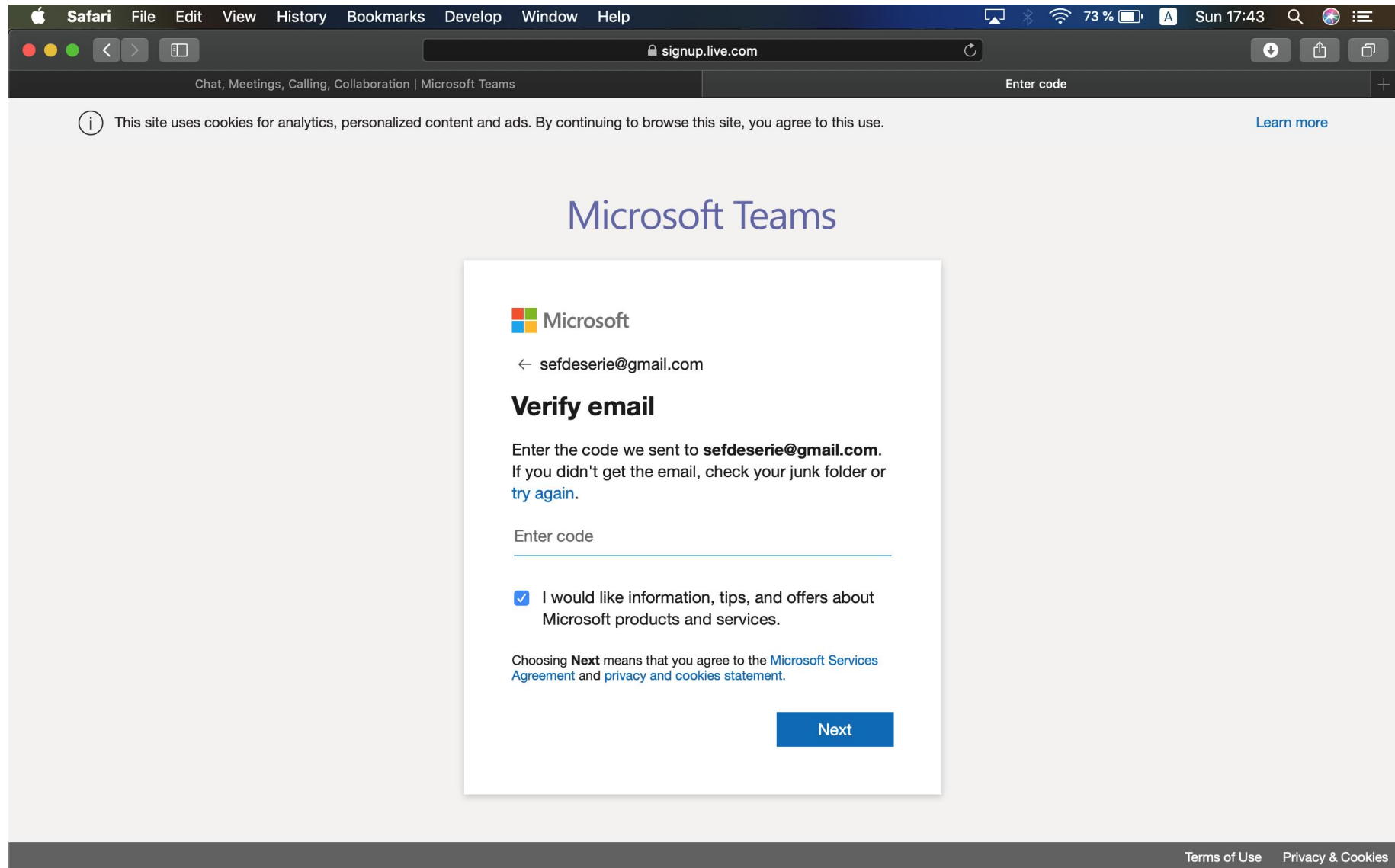
Birthdate

Next

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



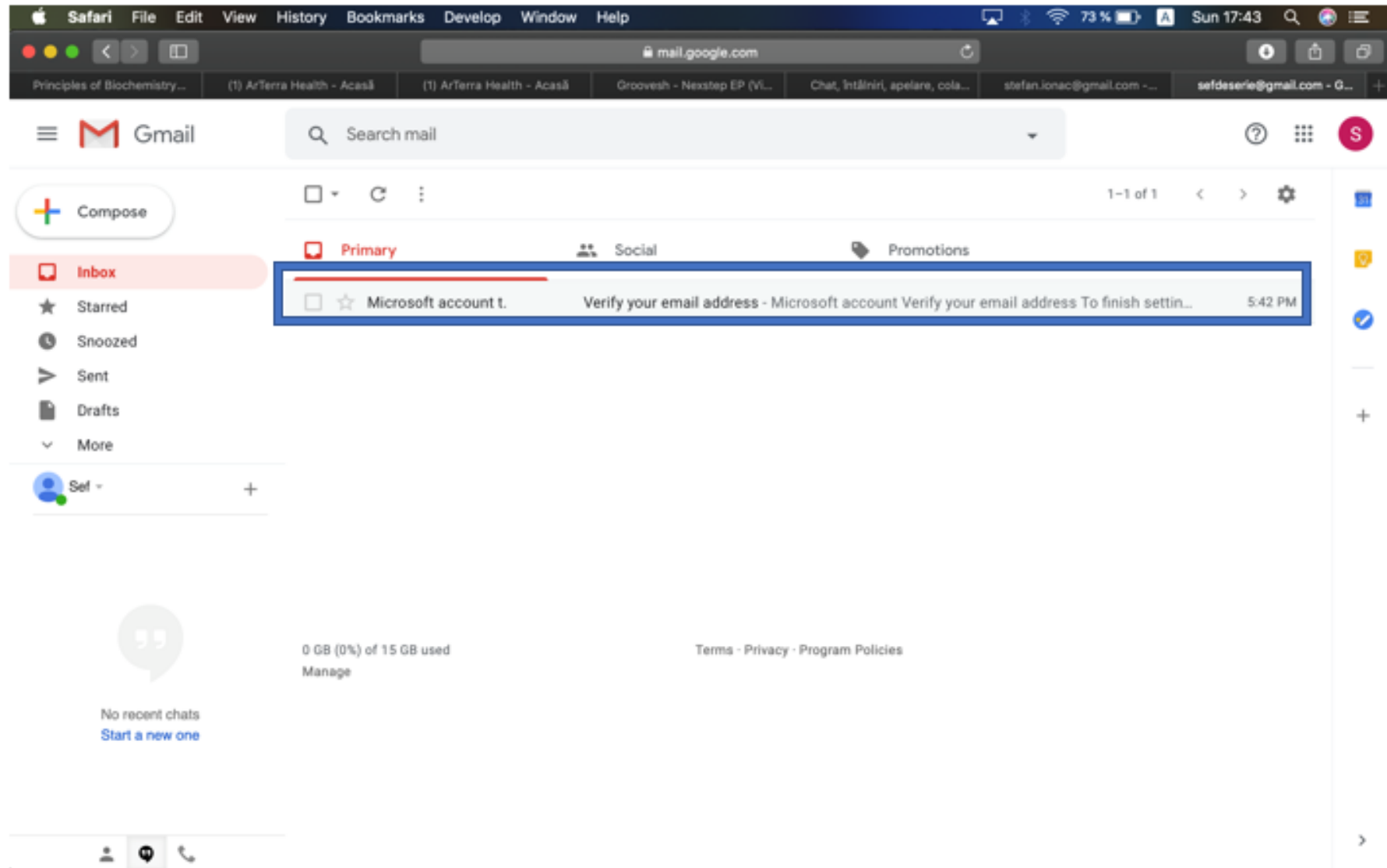
Pasul 10: Pentru a introduce Codul, trebuie să verificați e-mail-ul.



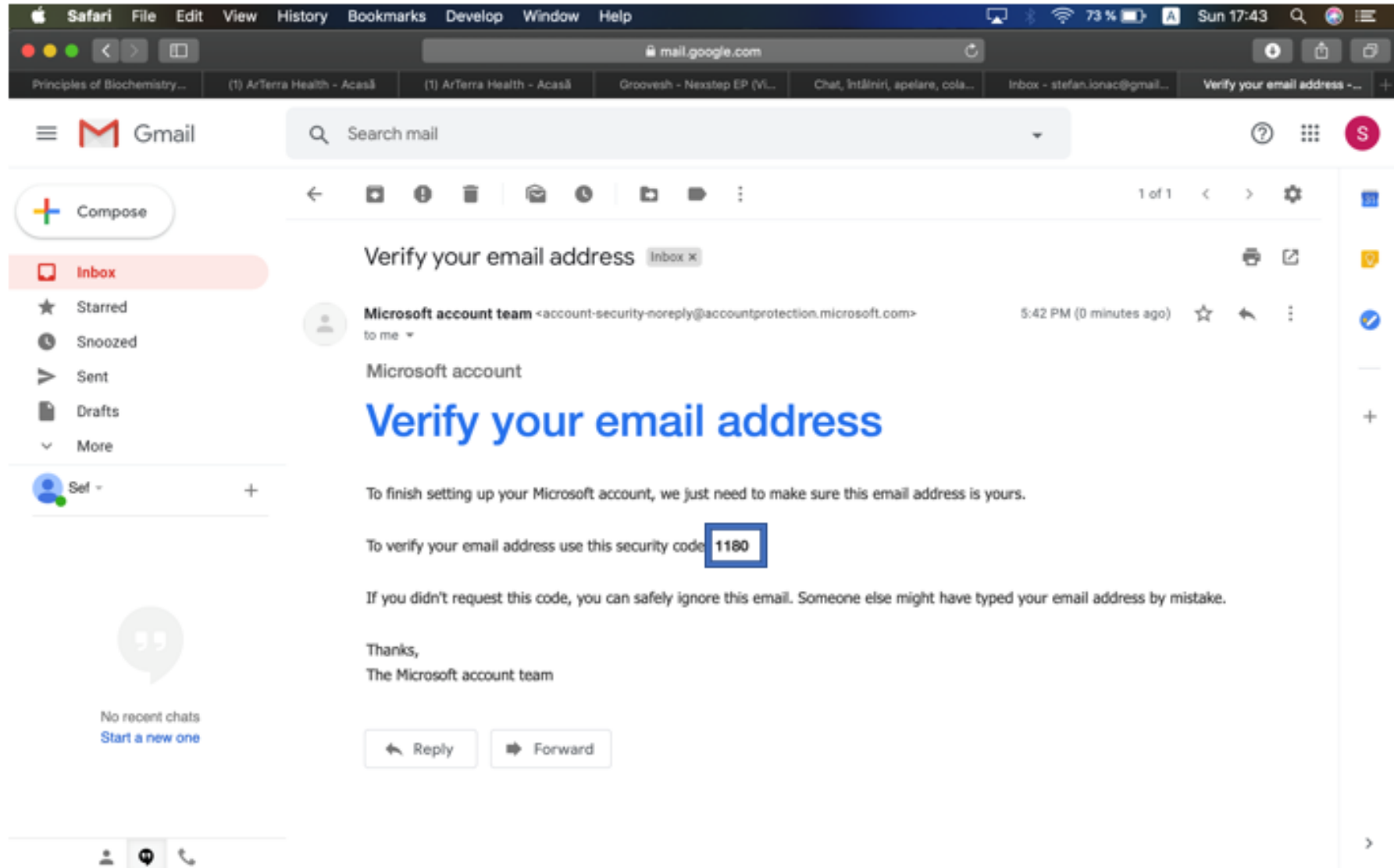
The screenshot shows a Safari browser window at the URL `signup.live.com`. The page title is "Microsoft Teams" and the subtitle is "Chat, Meetings, Calling, Collaboration | Microsoft Teams". A cookie notice is visible at the top. The main content area features the Microsoft logo and the email address `sefdeserie@gmail.com`. The heading "Verify email" is followed by instructions to enter a code sent to the email. Below this is a text input field labeled "Enter code". A checkbox is checked, indicating agreement to receive information. At the bottom of the form is a blue "Next" button. The footer contains links for "Terms of Use" and "Privacy & Cookies".



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



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



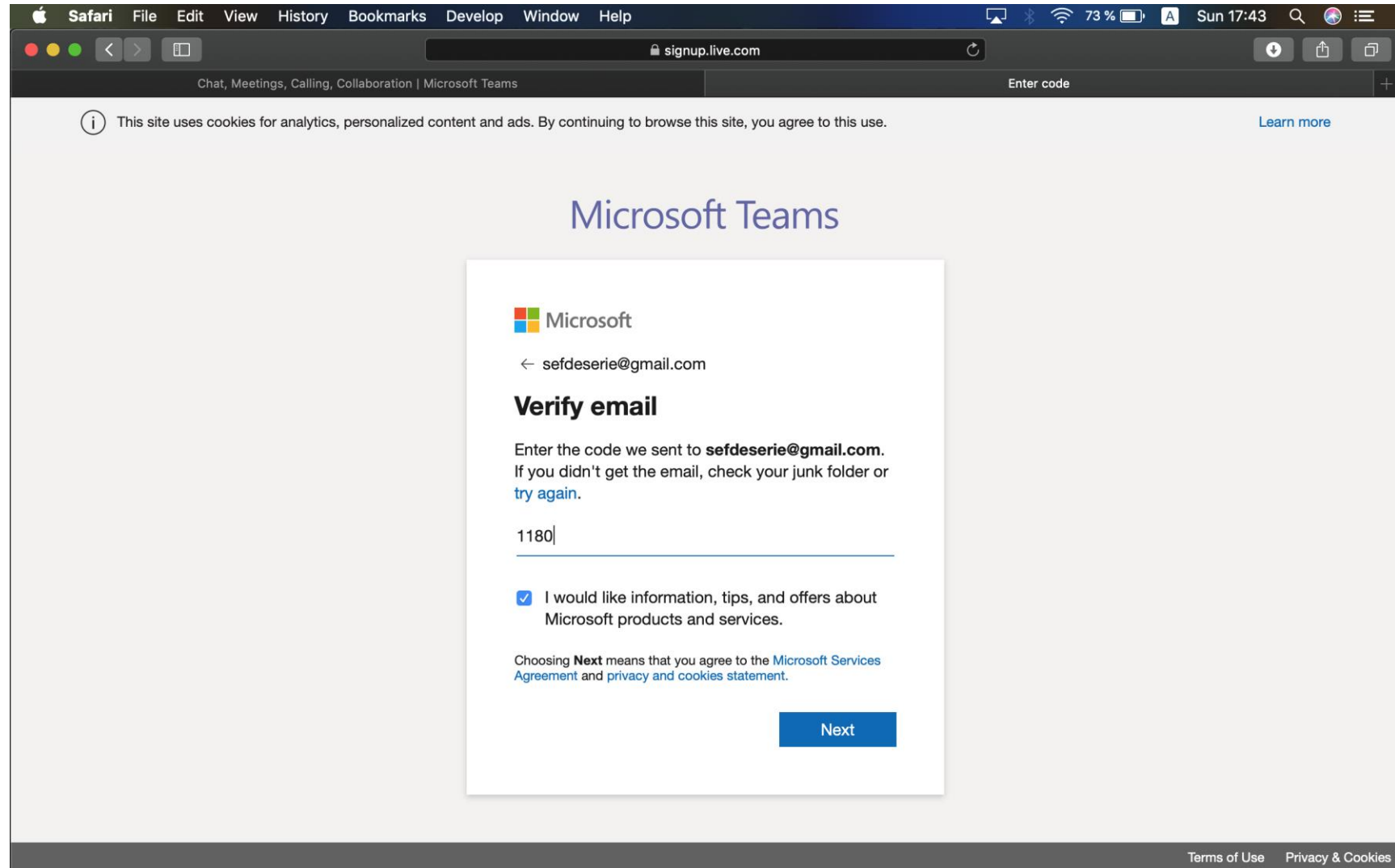
The screenshot shows a Gmail interface in a Safari browser window. The browser's address bar displays 'mail.google.com'. The Gmail header includes the search bar and the user's profile icon. On the left, the navigation menu shows 'Compose', 'Inbox', 'Starred', 'Snoozed', 'Sent', 'Drafts', and 'More'. The main content area displays an email from the 'Microsoft account team' with the subject 'Verify your email address'. The email body contains the following text: '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 1180. 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'. The security code '1180' is highlighted with a blue rectangular box. At the bottom of the email, there are 'Reply' and 'Forward' buttons. The browser's status bar at the top shows the time as 'Sun 17:43' and the battery level at '73%'.



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




Safari File Edit View History Bookmarks Develop Window Help Sun 17:43 73%

signup.live.com

Chat, Meetings, Calling, Collaboration | Microsoft Teams Enter code

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

← sefdeserie@gmail.com

Verify email

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

1180

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

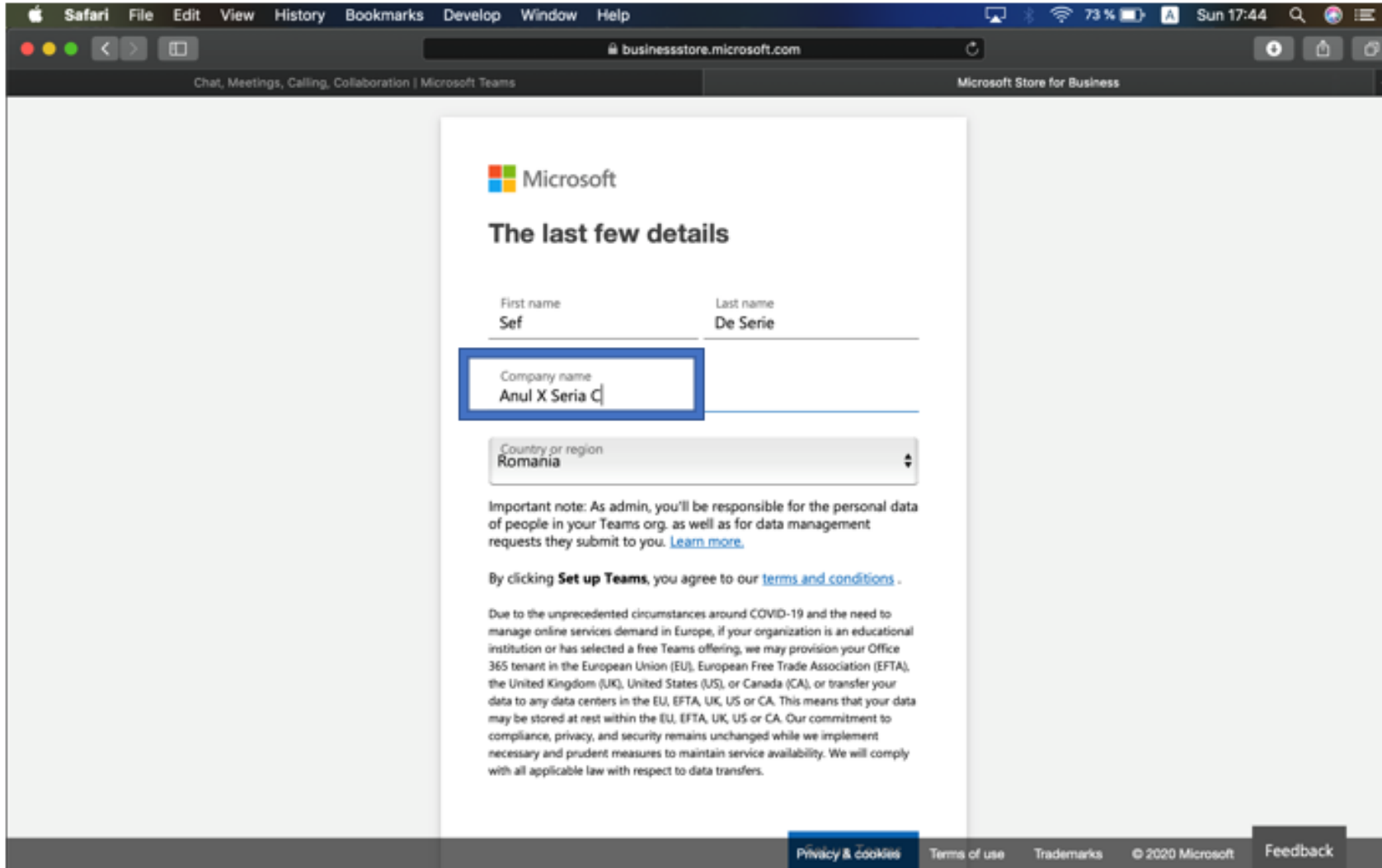
Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).

Next

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



Pasul 14: Se definesc ultimele detalii. La numele companiei introduceți anul și seria corespunzătoare.



The screenshot shows a web browser window displaying the Microsoft Store for Business setup page. The page title is "The last few details". The form contains the following fields:

- First name: Sef
- Last name: De Serie
- Company name: Anul X Seria C (highlighted with a blue box)
- Country or region: Romania

Below the form, there is an important note: "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.](#)"

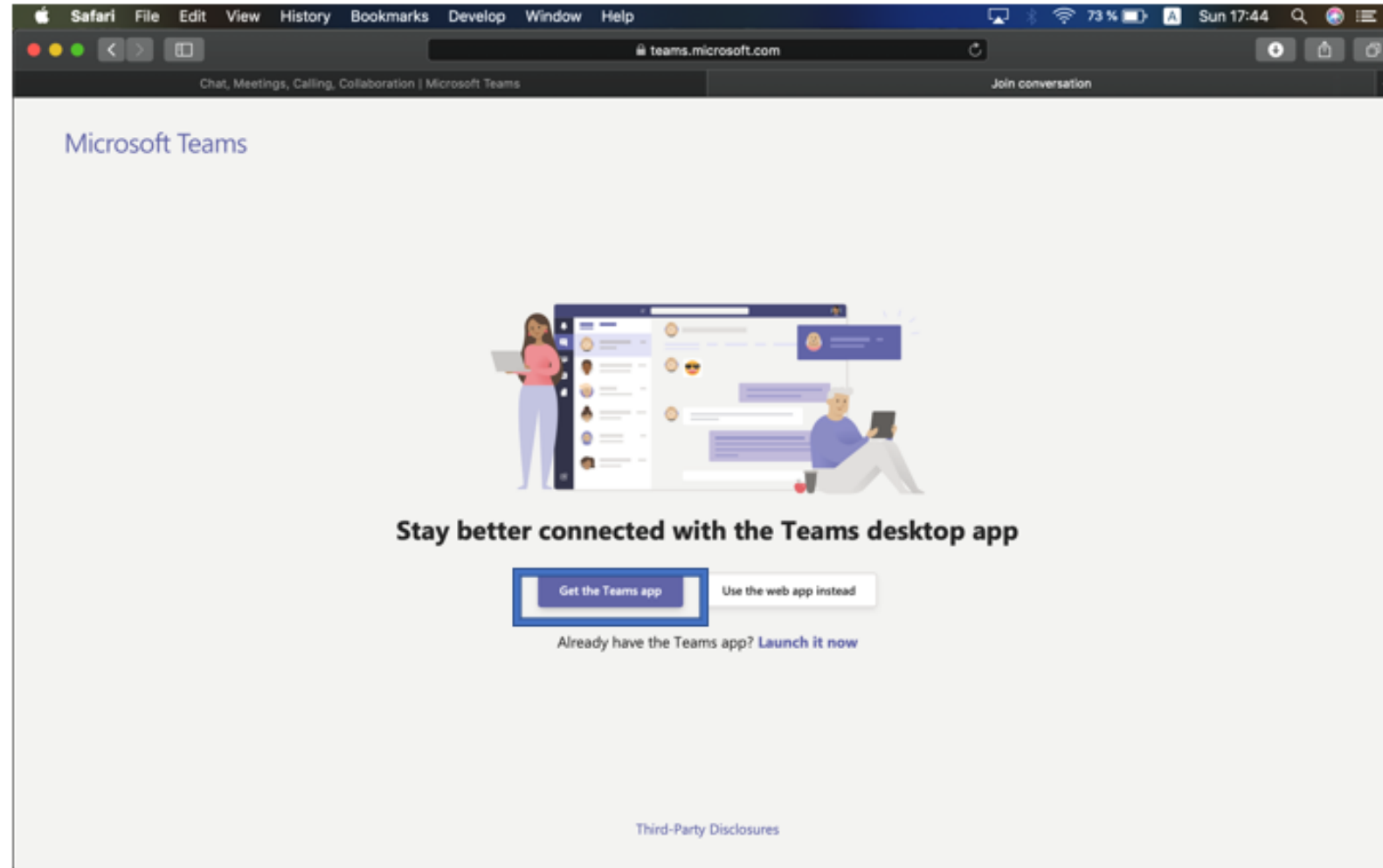
Below the note, there is a statement: "By clicking **Set up Teams**, you agree to our [terms and conditions](#)."

At the bottom of the page, there is a disclaimer: "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."

At the bottom right of the page, there are links for "Privacy & cookies", "Terms of use", "Trademarks", "© 2020 Microsoft", and "Feedback".



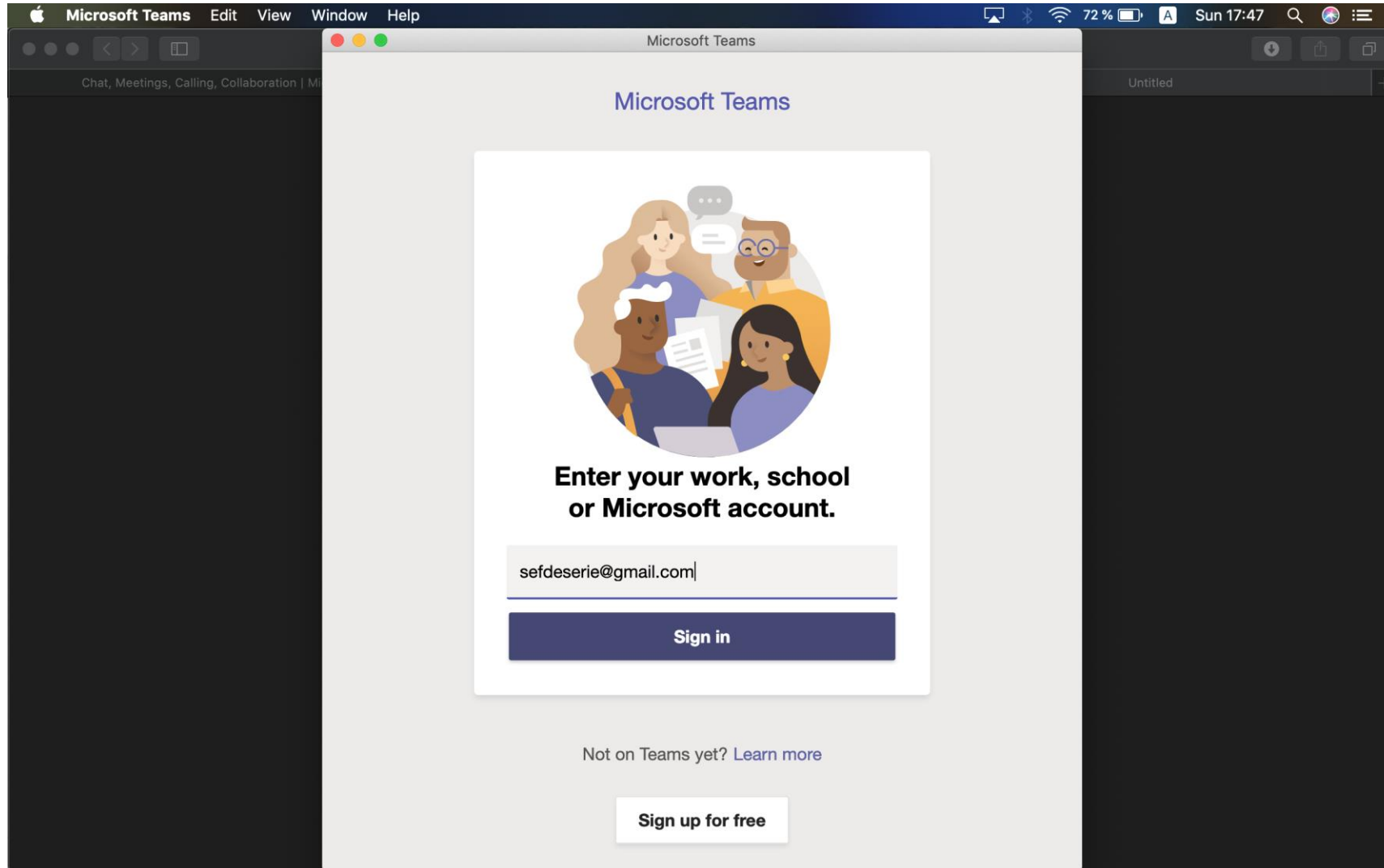
Pasul 15: Dacă nu aveți descărcată aplicația apăsați pe: “**Get the teams app**”. Instalați aplicația!



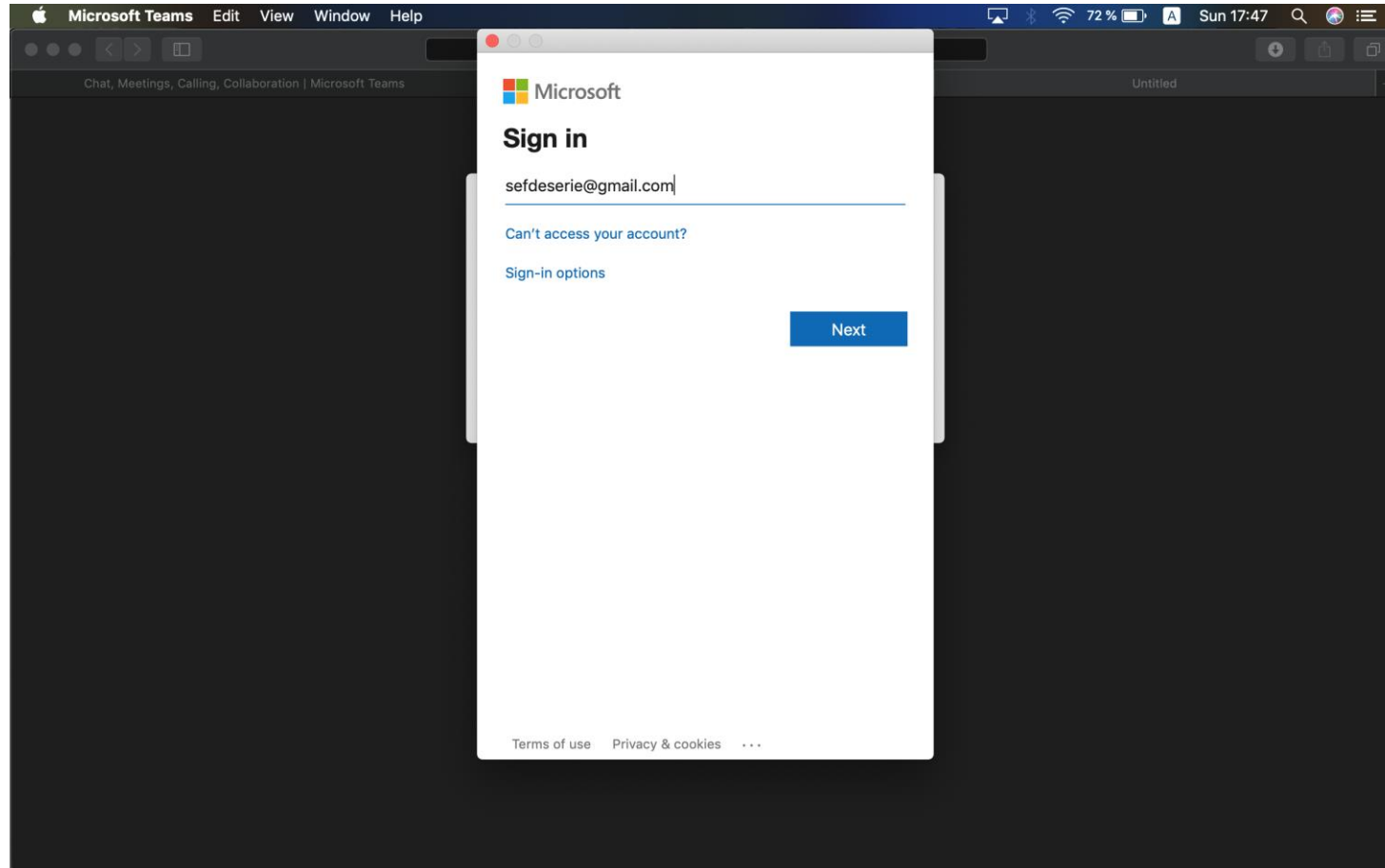
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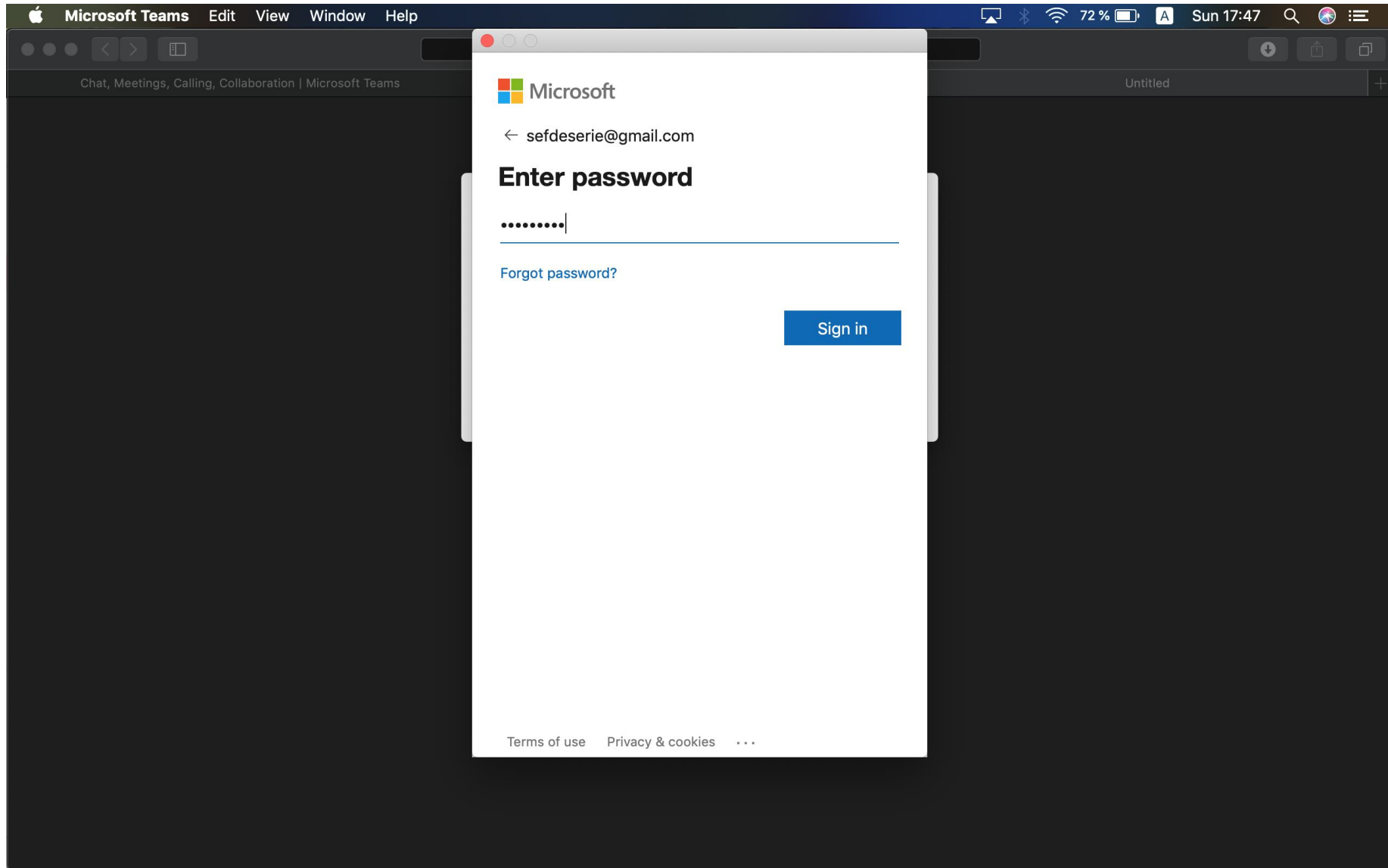
Pasul 16: După instalarea și rularea aplicației, trebuie să introduceți e-mail-ul folosit în crearea organizației și apăsați **Sign in**.



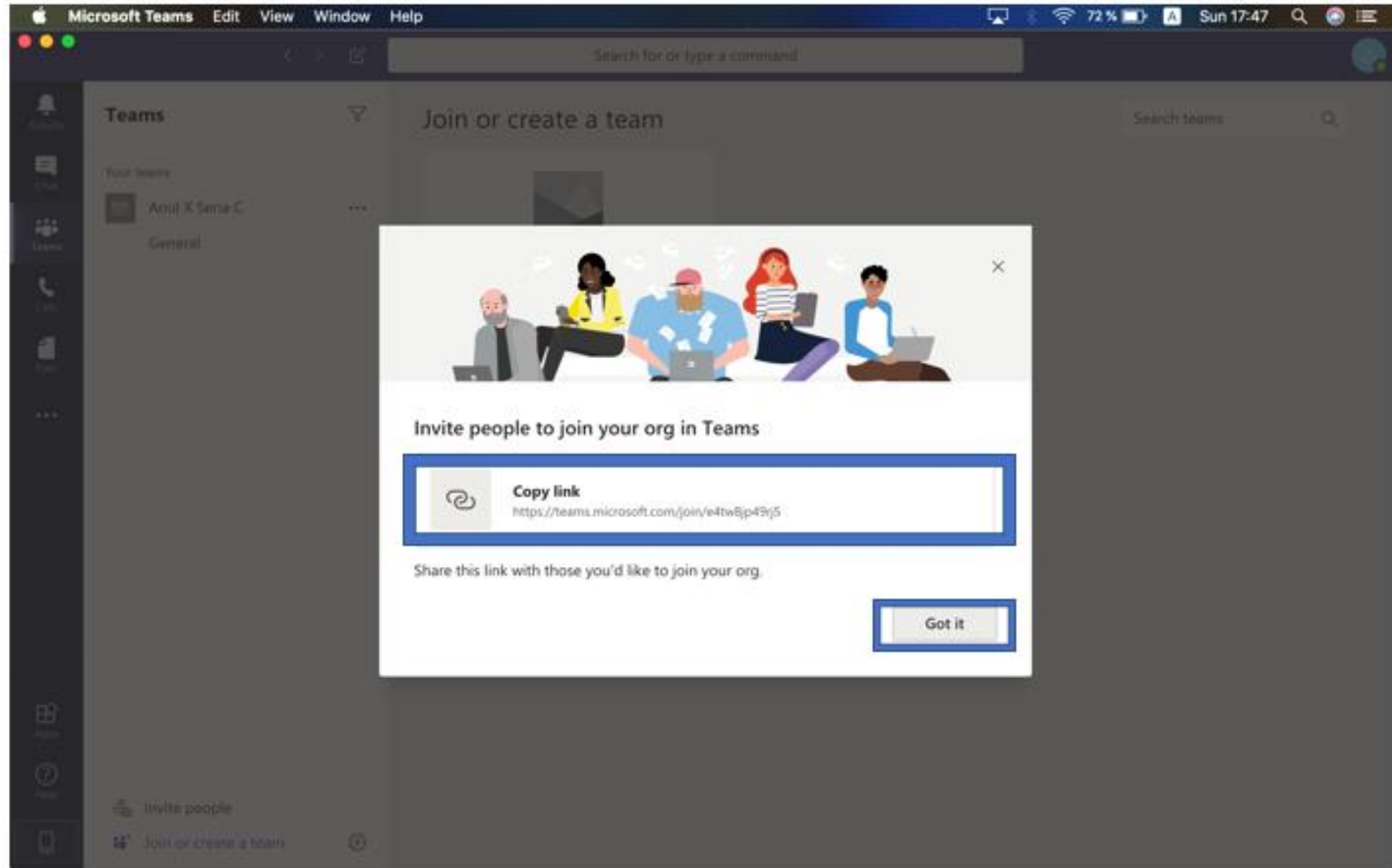
Pasul 17: Introducem din nou e-mail-ul folosit în crearea organizației și apăsăm “Next”.



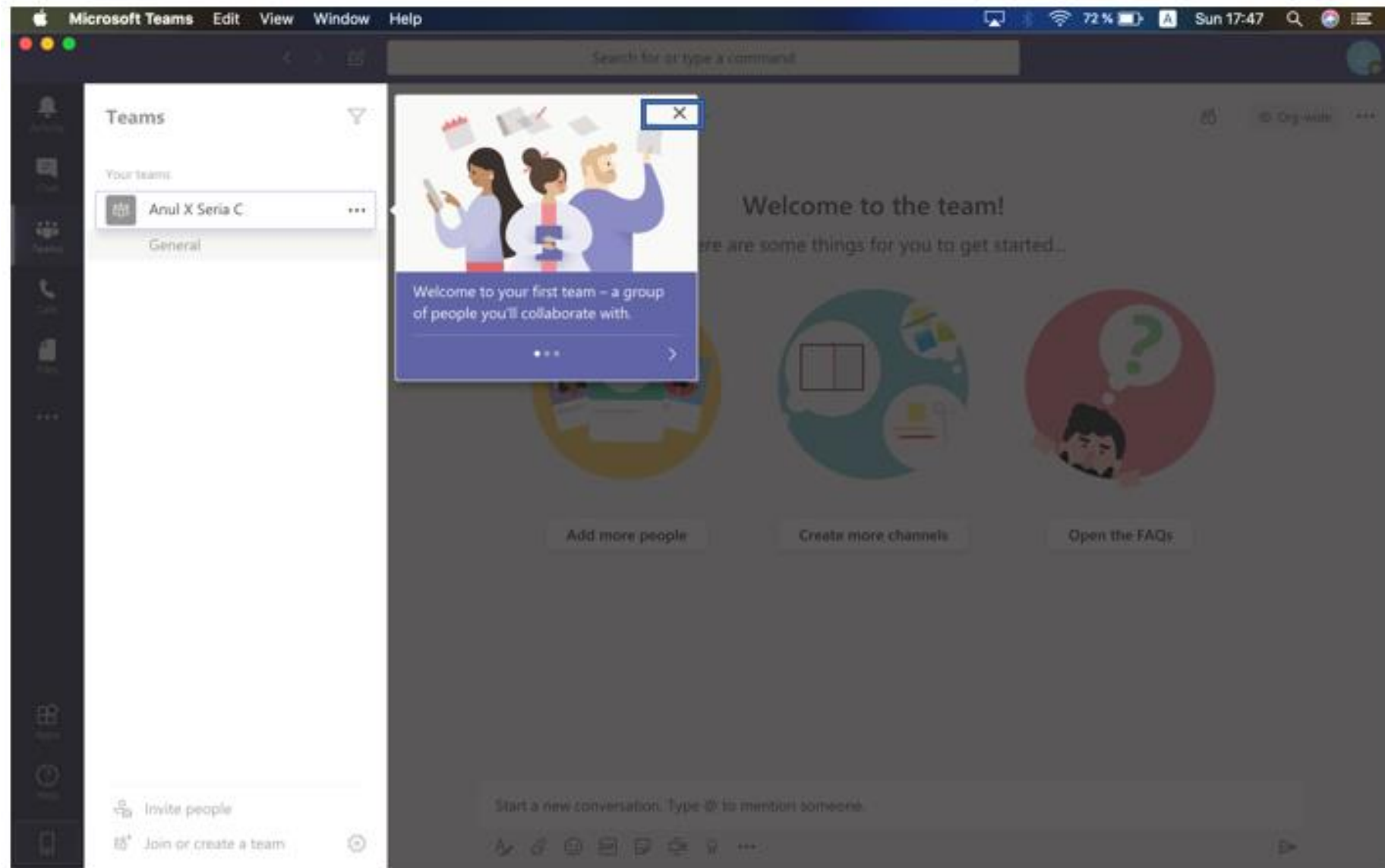
Pasul 18: Se introduce Parola și se apasă Next.



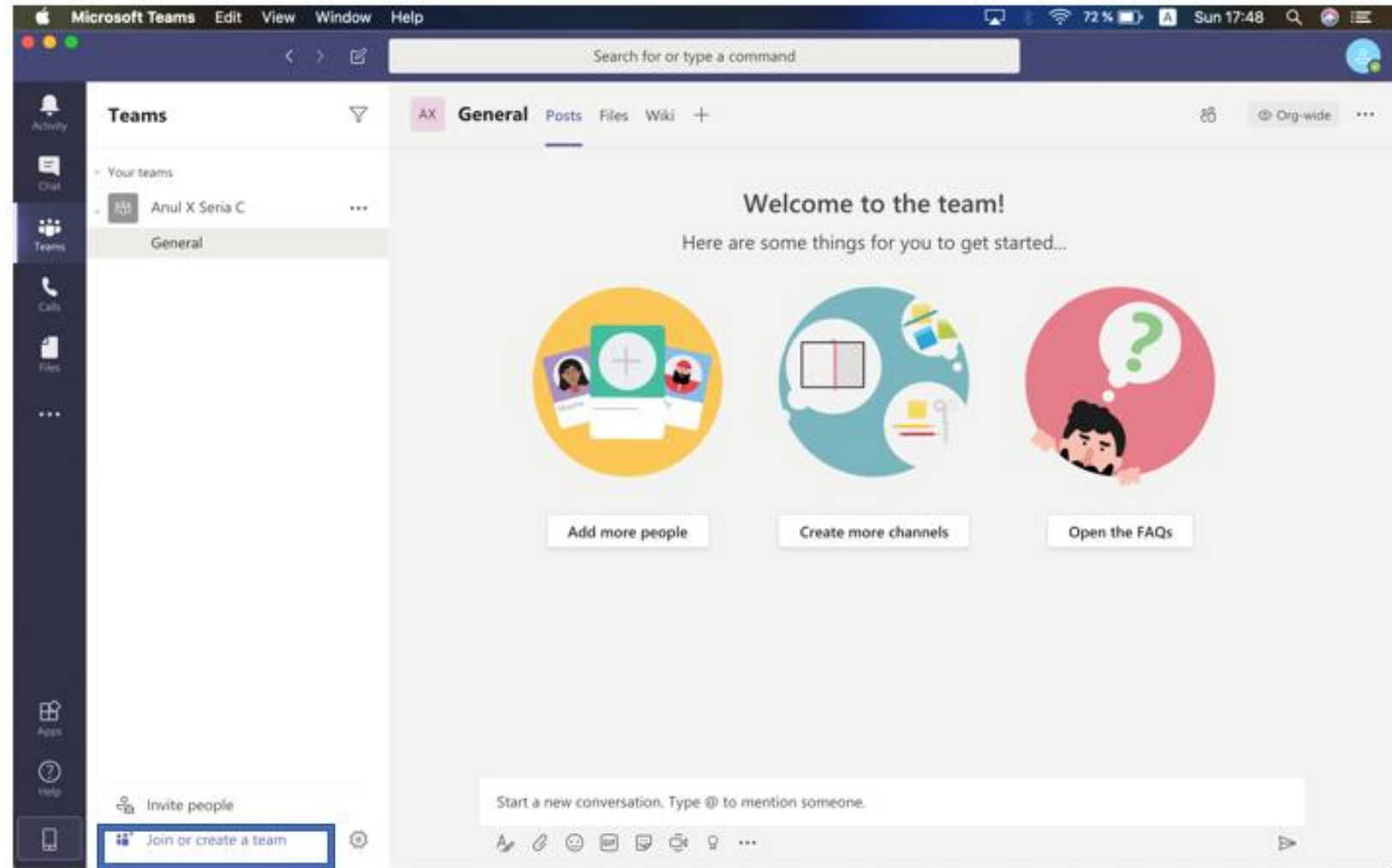
Pasul 19: Intrăm în organizația creată. Apăsăm **“Copy link”** și distribuim link-ul colegilor. Apasam **“Got it”**.



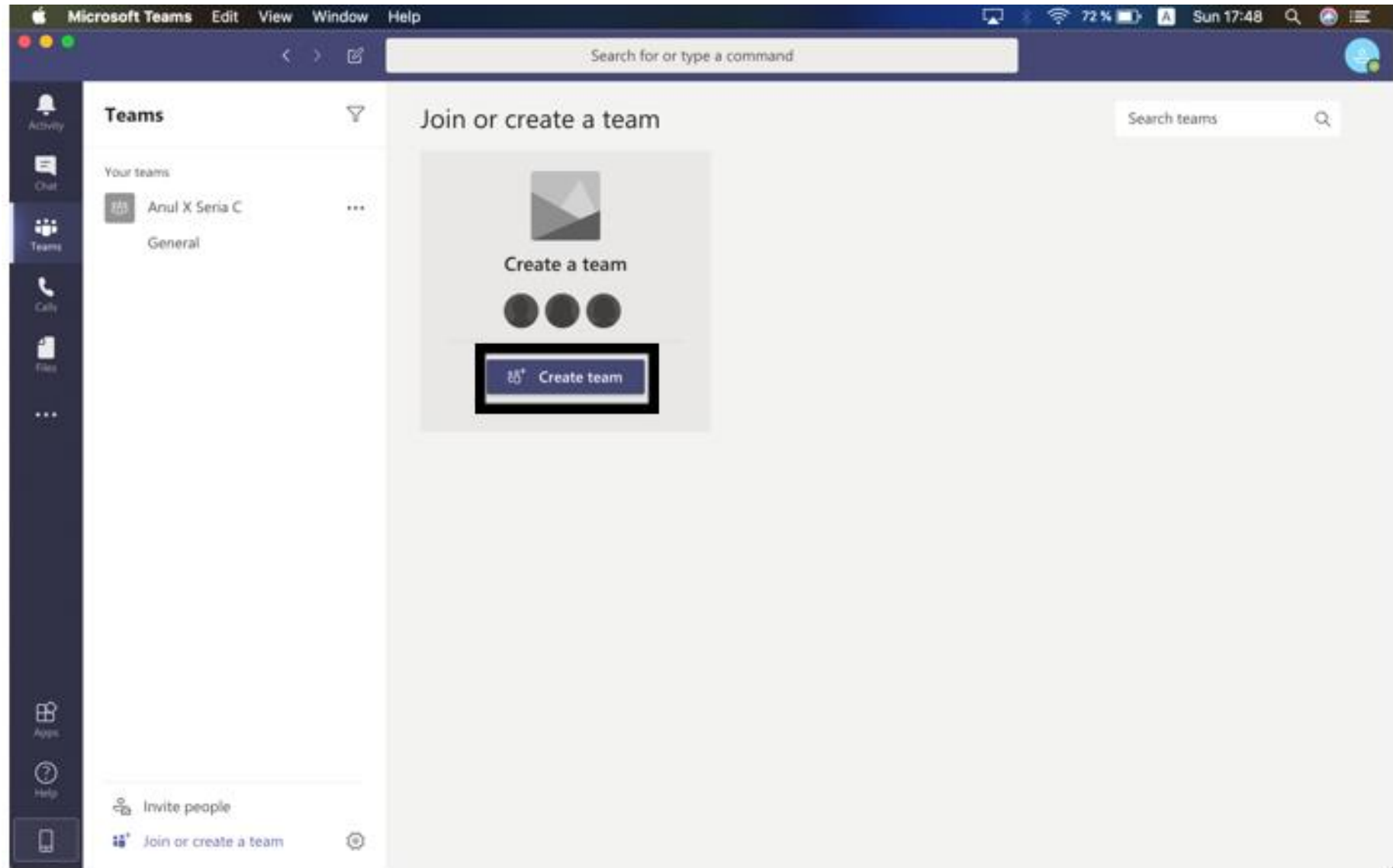
Pasul 20: La această notificare apăsați “X”.



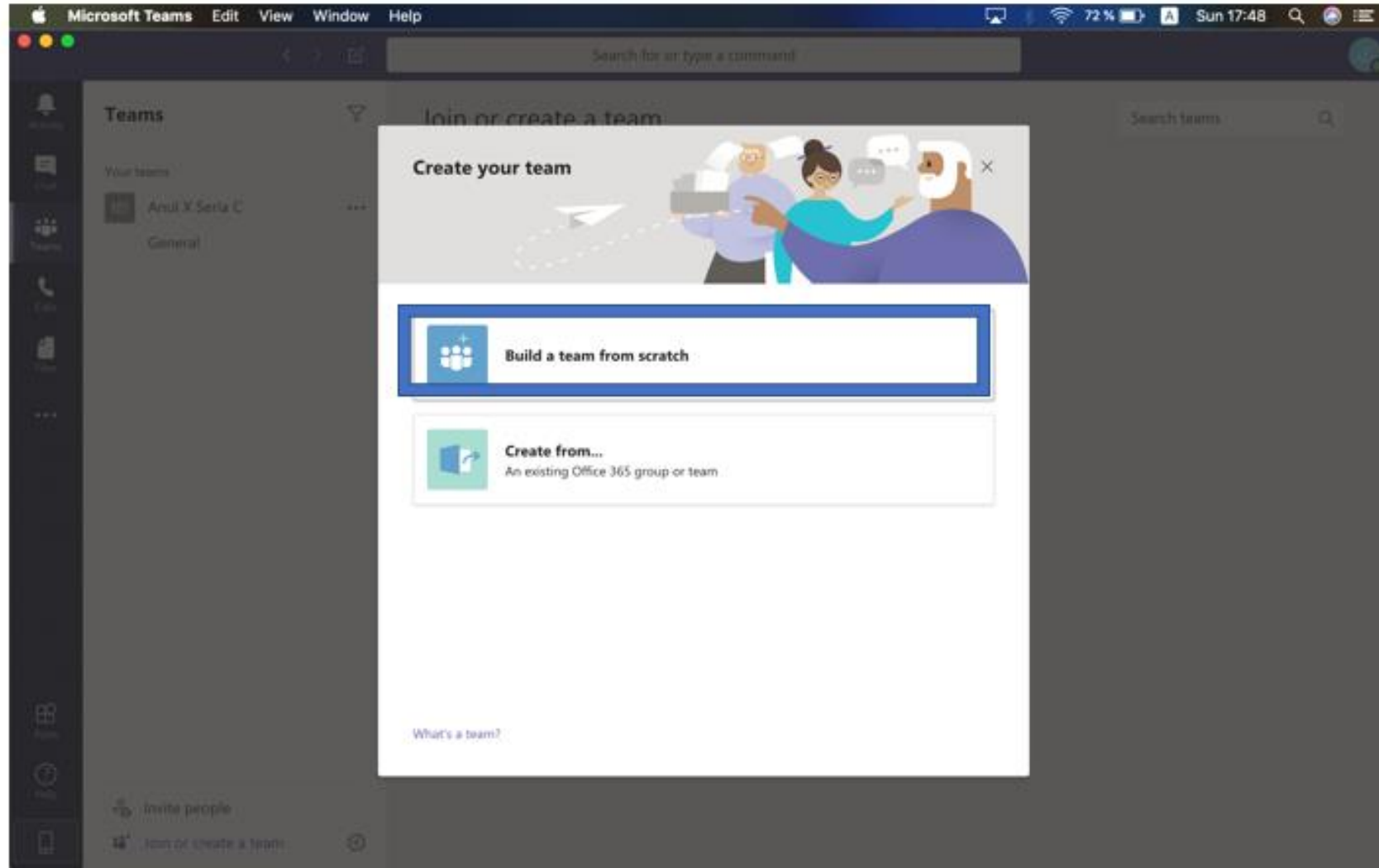
Pasul 21: Se pot crea echipele pentru cursuri. Apăsați pe “Join or create team”.



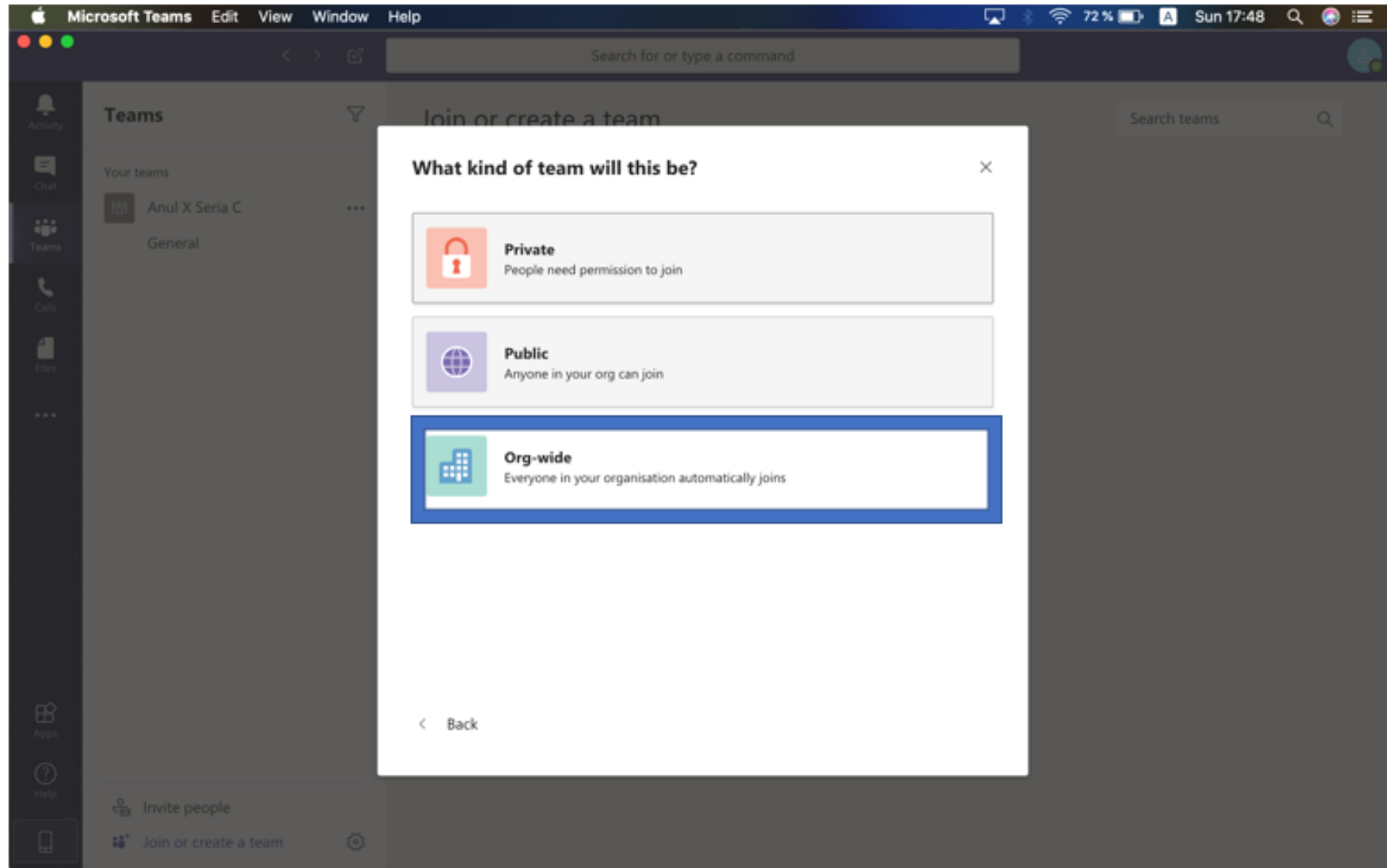
Pasul 22: "Create Team"



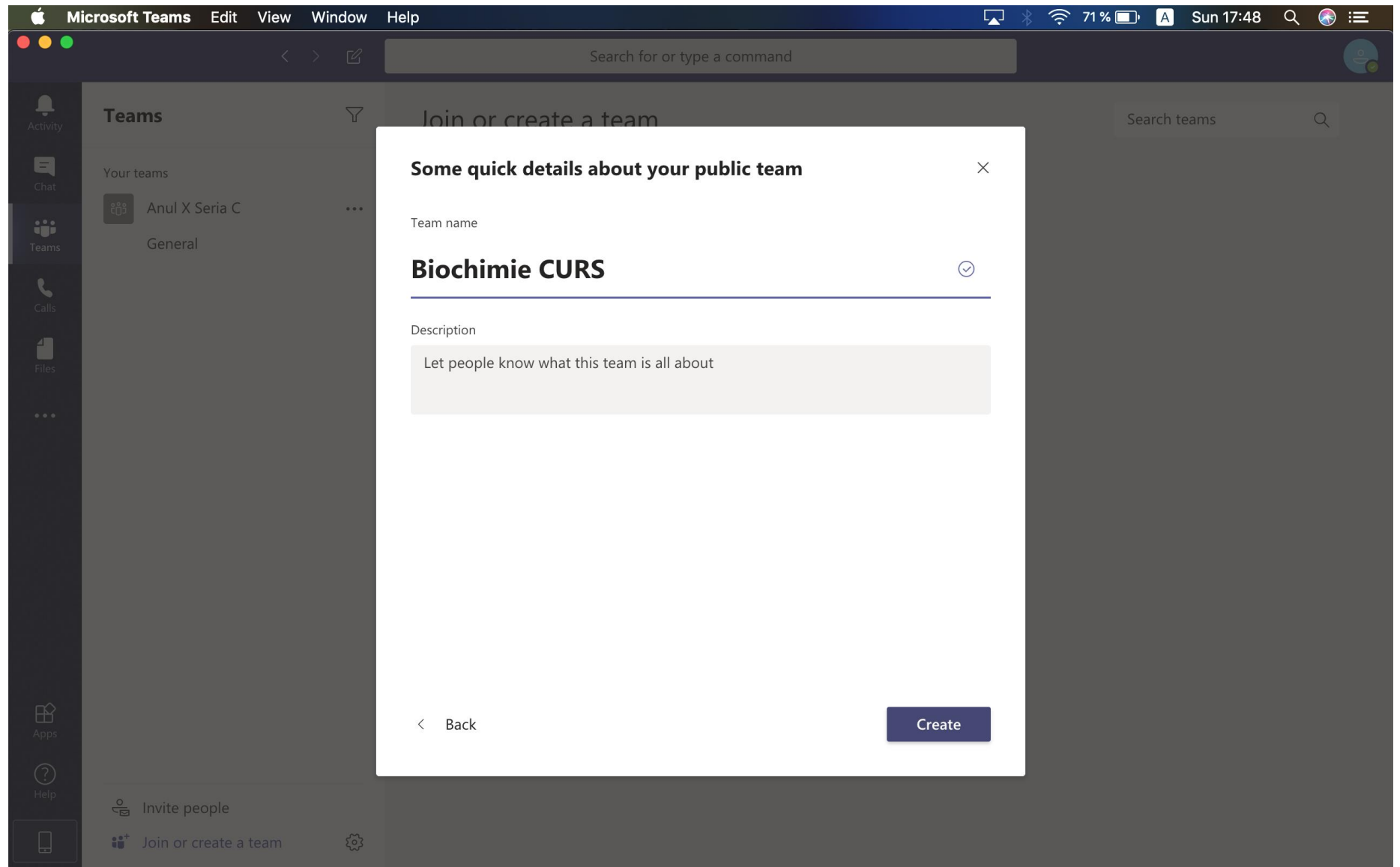
Pasul 23: Se va deschide o nouă fereastră, din interiorul căreia se va crea echipa. **“Build a team from scratch”**



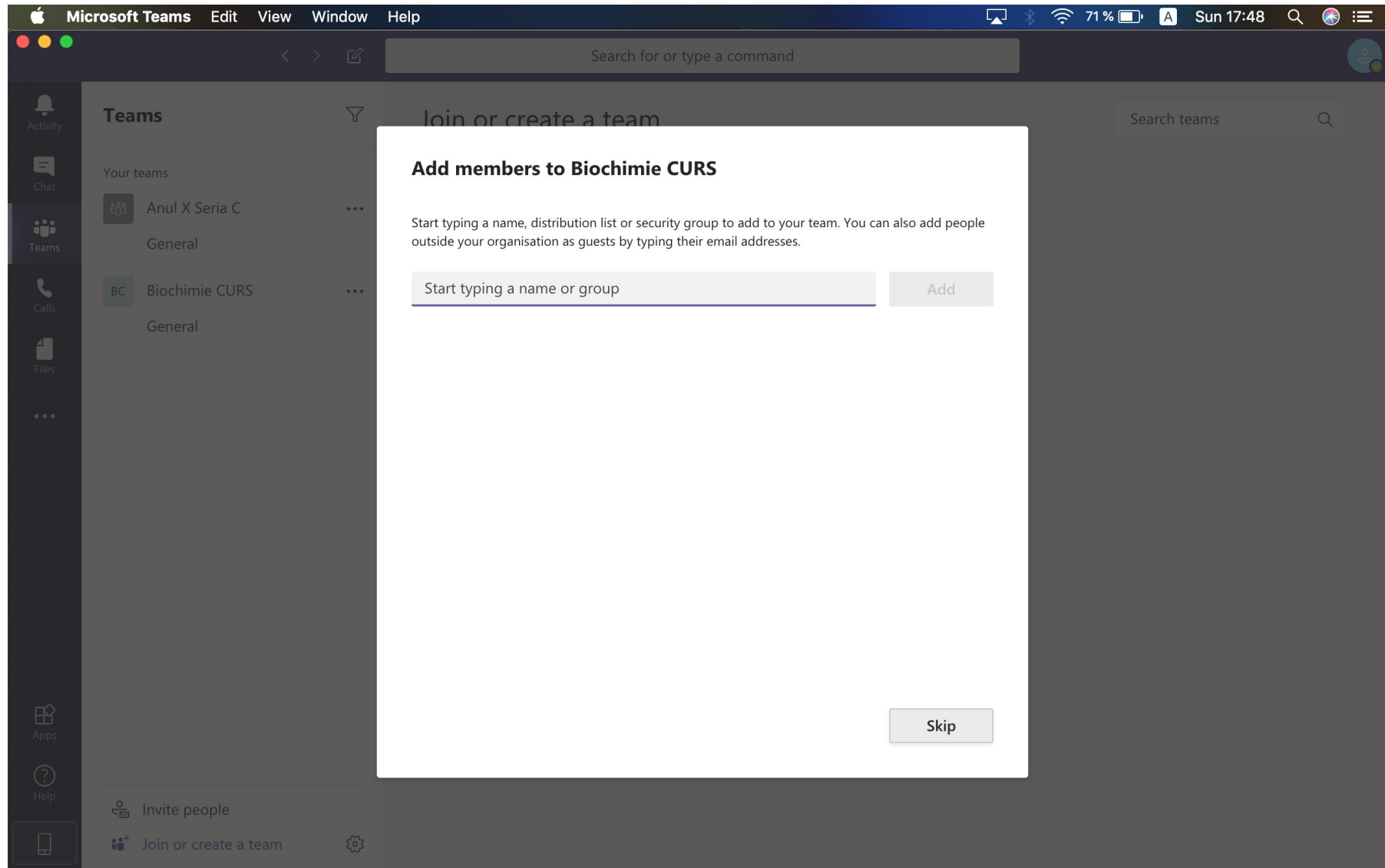
Pasul 24: Se va alege optiunea **org-wide**. În acest fel, fiecare dintre colegii voștri vor intra automat în echipele de curs, imediat ce accesează organizația.



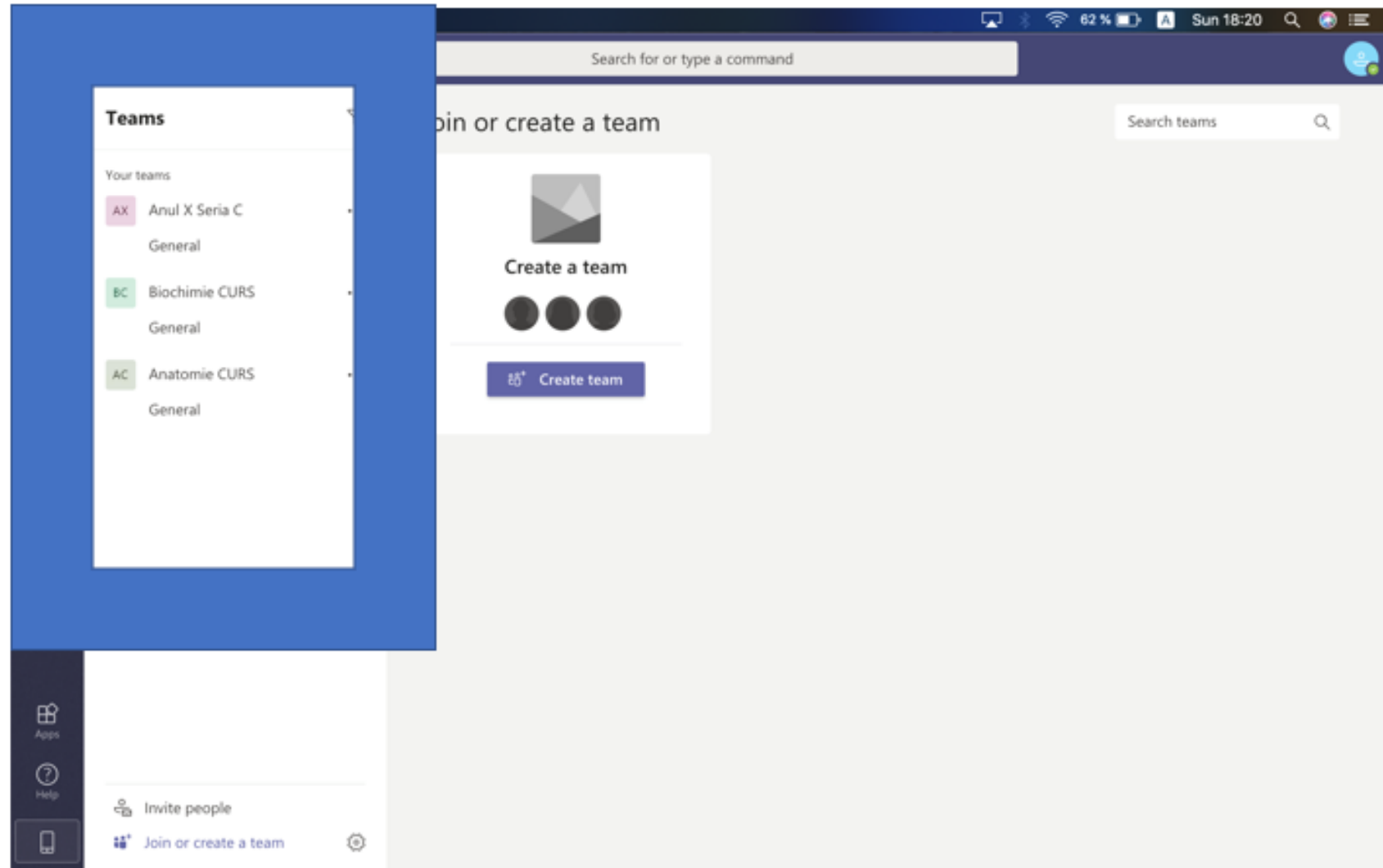
Pasul 25: Alegeți un nume pentru curs și apăsați “Create”.



Pasul 26: "Skip".




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



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

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