

Office 365 install and Teams access

During the pandemic the University has chosen Microsoft Teams as its primary communication platform

Set up eduID login for Office

1. Open <https://login.bme.hu/> in your browser and select the **User Administration** tab from the menu above.
2. If you already know your eduID (xyz@bme.hu, where @ is preceded by digits only), log in as described in section 2a, otherwise log in with your NEPTUN ID as described in section 2b:
 - a. Click eduID Login, then log in with your Címtár ID
 - b. If you don't have an eduID, you can log in on the right-hand side using NEPTUN code and your password
3. Once successfully logged in, you will be taken to the BME Címtár user administration page, where you can select **Set up a username for Microsoft Office 365**.
4. If you don't have an edu.bme.hu email address set up, you will first need to choose which email address you would like to use and save your data. This email address can't be changed later (if you already have an email address, skip this step).
 - a. You can choose an email address from a predefined list or enter a unique email address (it takes longer to activate a unique email address).
 - b. Once you selected the email address you like, click **Save settings**.
5. If you successfully set up your Office 365 email address, you will be able to use it to log into Microsoft Teams (and related Office/Microsoft services) later. Activating your Microsoft 365 email address can take up to a day.

Set up Microsoft Teams

The Teams application can be run from a web browser and installed as a standalone application, with mostly the same functionality, but in case of differences it is recommended to install the application.

Of course these applications are available for mobile phones.

Documentation made by Microsoft can be found at

<https://support.office.com/hu-hu/article/meetings-and-calls-d92432d5-dd0f-4d17-8f69-06096b6b48a8>.

Installing Teams

1. Open the link <https://teams.microsoft.com/> and enter the email address edu.bme.hu that you have previously set up.
 - a. The site may automatically log you into Teams. This can happen if you have used the application before, because the browser will remember your login details and try to log you in later. What you can do in this case is to log in to the Teams you were using before and click on the monogrammed icon in the top right corner and select Logout. The application will then prompt you for your username again, at which point you can log in with @edu.bme.hu.
 - b. If you have several different Microsoft accounts, they will be offered on the site. Then choose @edu.bme.hu.
2. After entering an email address ending with @edu.bme.hu, you can access the application with your BME Címtár ID.
3. You will be returned to the Microsoft site, where you can choose to stay logged in.
4. Then the Microsoft Teams application will load in your browser.