

# Microsoft Teams

## Account for Office 365

CERGE-EI account for Office 365 is used also for Microsoft Teams.

Login in format **name.surname@cerge-ei.cz**

If you are an employee or a student at CERGE, you can ask for access activation. Send your request to Helpdesk [helpdesk@cerge-ei.cz](mailto:helpdesk@cerge-ei.cz) You can contact helpdesk in case of any questions of course.

Reset forgotten password: [Microsoft Office 365 account management](#)

## Application

The Teams software can be used via web interface <https://teams.microsoft.com> (it is a part of Office 365 <https://www.office.com> ) and also via mobile application (available in Google Play and Apple Store). It is the most intended way of use...

After you log into <https://teams.microsoft.com> web, there is also offer of downloading an application for desktop. It should be installable without admin (elevated) privileges. Application is only necessary if you want to use real-time communications support (audio, video, and content sharing) for team meetings, group calling, and private one-on-one calls.

- Can be used via web interface: <https://teams.microsoft.com>
- Can be used as individual application (for Win, Linux, Mac, iOS, Android) and can be installed from: <https://teams.microsoft.com/download>
- Can be used without MS Office
- Clients installation details: <https://docs.microsoft.com/en-us/microsoftteams/get-clients>

## Useful links with instructions (CZ/EN)

- ČVUT manuals (CZ) - <https://ist.cvut.cz/podpora/navody/navody-pro-ms-teams/>
- MUNI manuals (CZ) - <https://docs.it.muni.cz/pages/viewpage.action?pageId=2359300>
- Microsoft Videomanuals - <https://support.office.com/cs-cz/article/v%C3%BDukov%C3%A9-video-k-microsoft-teams-4f108e54-240b-4351-8084-b1089f0d21d7?ui=cs-CZ&rs=cs-CZ&ad=CZ>
- Microsoft Teams: A Beginner's Guide to Teams in Office 365 (EN) - <https://www.chorus.co/resources/news/microsoft-teams-a-beginners-guide-to-teams-in-office-365>
- Best practices for school leaders creating teams and channels (EN) - <https://support.office.com/en-us/article/best-practices-for-school-leaders-creating-teams-and-channels-in-microsoft-teams-for-education-f3663ad9-a835-4971-9acb-6725a543c003>
- How to Use Microsoft Teams (EN) - <https://www.dummies.com/software/microsoft-office/how-to-use-microsoft-teams/>

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