# Microsoft Teams

Software is a part of cloud services provided for CERGE-EI

Microsoft Teams is a unified communication and collaboration platform that combines persistent workplace chat, video meetings, file storage (including collaboration on files), and application integration. The service integrates with the Office 365 subscription office productivity suite. https://en.wikipedia.org/wiki/Microsoft_Teams]

## Features

### Teams

Teams allows communities, groups, or teams to join through a specific URL or invitation sent by a team administrator or owner. Teams for Education allows admins and teachers to set up specific teams for classes, professional learning communities (PLCs), staff members, and everyone.[28]

### Channels

Within a team, members can set up channels. Channels are topics of conversation that allow team members to communicate without the use of email or group SMS (texting). Users can reply to posts with text as well as images, GIFs and custom made memes.

**Direct messages** allow users to send private messages to a specific user rather than a group of people.

Connectors are third party services that can submit information to the channel. Connectors include MailChimp, Facebook Pages, Twitter, and Bing News.

### Calling

- Instant messaging
- Voice over IP (VoIP)
- Video conferencing inside the client software

Teams supports public switched telephone network (PSTN) conferencing allowing users to call phone numbers from the client.

### Meeting

Meetings can be scheduled or created ad-hoc and users visiting the channel will be able to see that a meeting is currently in progress. Teams also has a plugin for Microsoft Outlook to invite others into a Teams meeting.

#### Education

Microsoft Teams allows teachers to distribute, provide feedback, and grade student assignments turned-in via Teams using the Assignments tab, available to Office 365 for Education subscribers. Quizzes can also be assigned to students through an integration with Office Forms.

## Account

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 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 indended way of use...

After you log into https://teams.microsoft.com web, there is also offer of downloading an appplication for desktop. It should be installable without admin (elevated) privileges. Application is only necesary 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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**https://wiki.cerge-ei.cz/doku.php?id=public:cloud_services:msteams&rev=1584647548**

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