

During the transition to distant teaching last semester, BME has chosen Microsoft Teams as its primary communication platform. If you do not have Office 365 access via the university ([x.y@edu.bme.hu](mailto:x.y@edu.bme.hu) username), please set up the eduID for Office 365 as soon as possible. It is essential because this is the only way we can add you to the appropriate subjects in the Microsoft Teams system. Also, please download and install the Microsoft Teams application.

#### Setting up the eduID for Office 365

- 1) Open the page <https://login.bme.hu/> in your browser and choose the Felhasználói adminisztráció (user administration) tab.
- 2) If you already know your eduID (xyz@bme.hu, where xyz consists of numbers)), log in using that following „eduID Belépés”. Otherwise, use your Neptun code and password to log in on the right side of the page.
- 3) After login, you get to the BME Címtár user management page. Choose Felhasználónév beállítása a Microsoft Office 365 csomaghoz (setting username for Office 365).
- 4) If you do not have an @edu.bme.hu email address, first you have to choose a username for that. This cannot be changed later. If you already have such an email address, skip this step.
  - a) You can choose from the list or set an arbitrary one (activation of an arbitrary one takes longer).
  - b) Click on beállítások mentése (save settings).
- 5) If the setup were successful, you would see your email address on the next page, and you can use that to log into Office 365 services. The activation may take a day

#### Setting up Microsoft Teams

Teams can be run from a browser, as desktop client (this has some additional features) and using smartphone clients. Official documentation can be found here:

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

Client applications are available here: <https://teams.microsoft.com/downloads>. Use your @edu.bme.hu email address to log in.

#### Setting up Teams in a browser

- 1) Open <https://teams.microsoft.com/> and enter your @edu.bme.hu email address. (If you have used Teams with a different account before and you are logged in with that automatically, sign out, so that your username will be asked again.)
- 2) The username with @edu.bme.hu takes you to the login page of BME. Enter your password here.
- 3) Now you are taken back to the Microsoft page. You can ask the site to remember your credentials.
- 4) Microsoft Teams is loaded in your browser.