




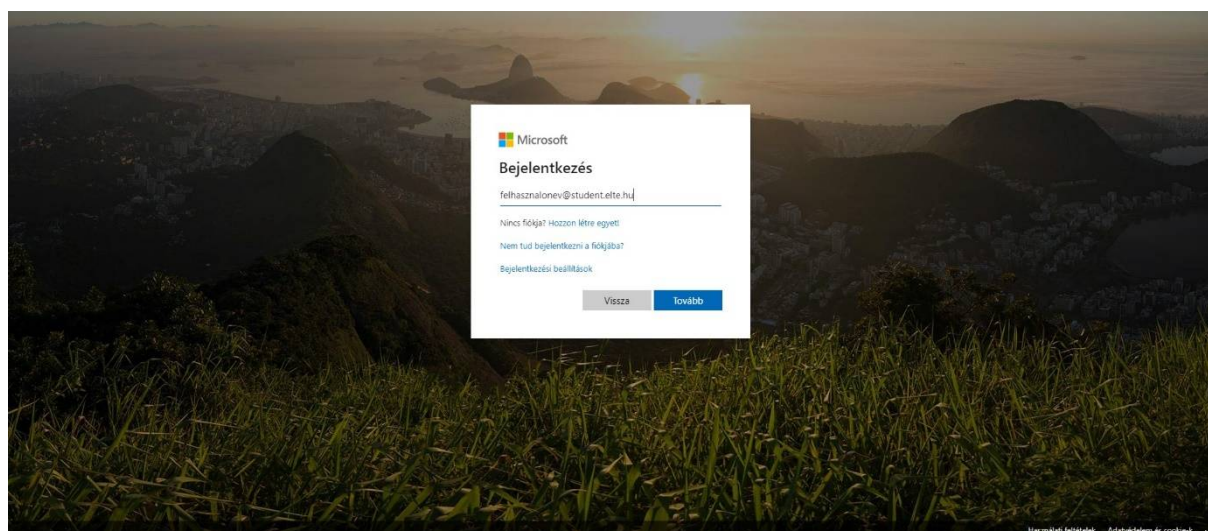
Address: 1117 Budapest, Pázmány Péter sétány 1/A, 6. floor 6.127 office
1088 Budapest, Múzeum körút 4/C, Basement floor 61/A. office
Phone: 372-2500/6800
Fax: 372-2500/6741, 372-2991
E-mail: operator@elte.hu
Web: iig.elte.hu

Use instructions for Teams

1. You can log in on portal.office.com website with your default ELTE email address and the assigned password. Our students can log in with their username created in the form of „username@student.elte.hu”. In case a student do not have a caesar identification, the following steps should be taken:
 - a. Open the following website in a browser: ugykezeslo.elte.hu
 - b. Click on „Login”.
 - c. Choose login option with NEPTUN ID on the current page with clicking on  icon, and then click on „Login” after entering your NEPTUN ID and the password.
 - d. „IIG ID” can be an optional username, with the length of 3-12 characters, and can contain the lowercase letters of English ABC and hyphens. It cannot contain dots, spaces or underscores. It cannot start with a hyphen.

Enter a password of at least 6 characters in the "Selected IIG Password" and "Selected IIG Password Confirmation" fields, which cannot match the username. The password should not contain accents.

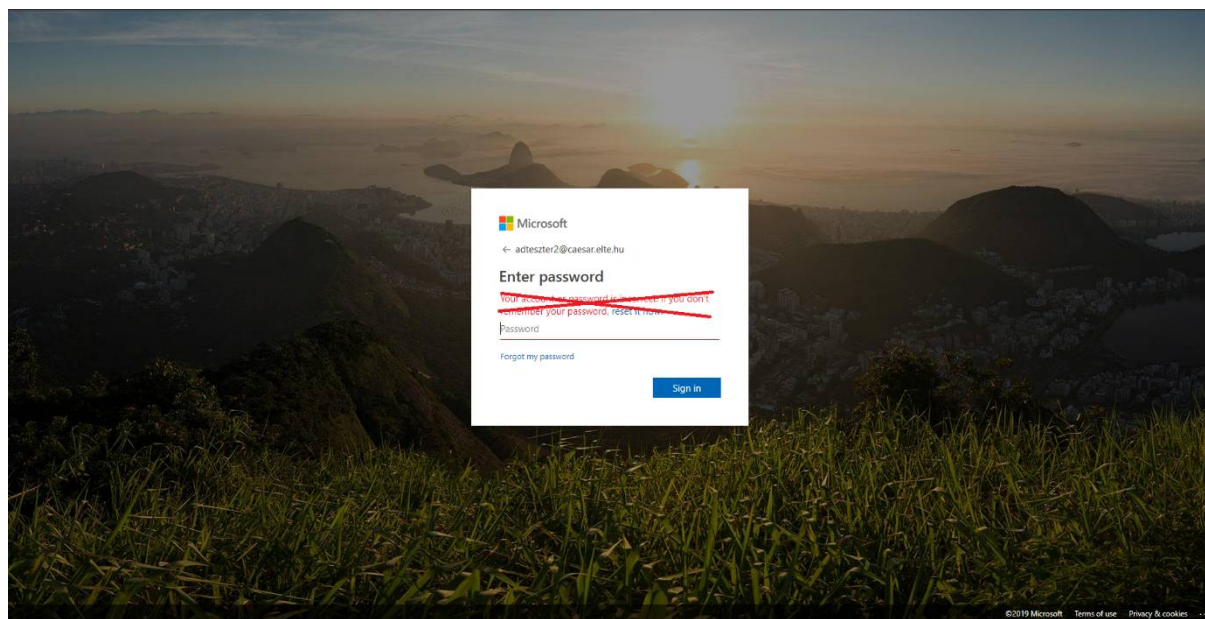
2. Login



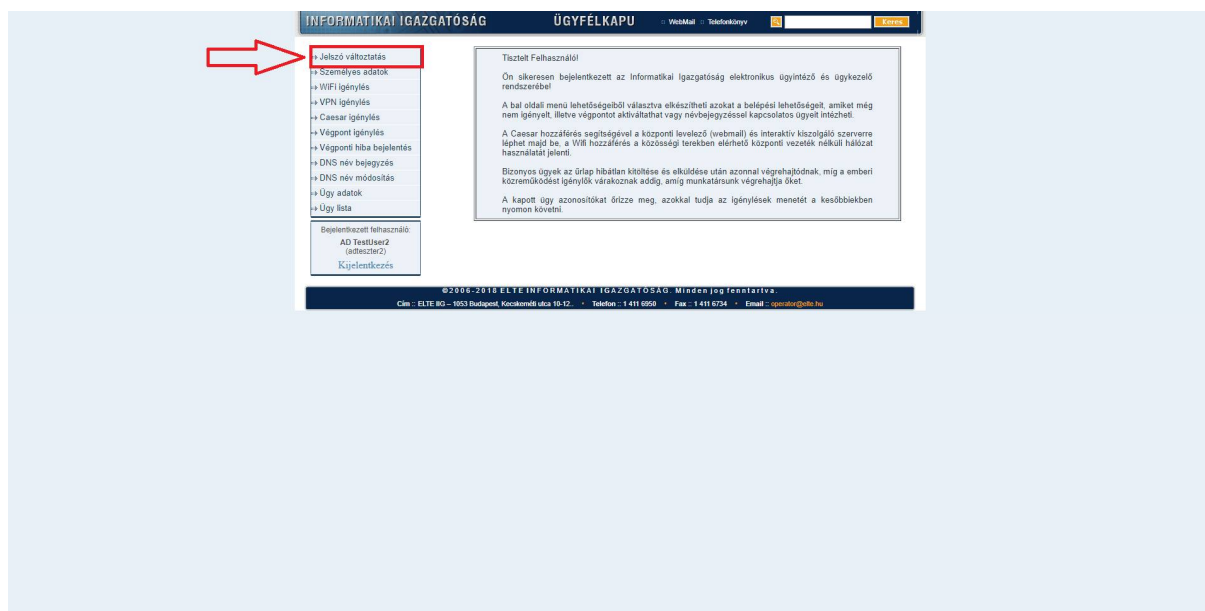


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The portal.office.com website will NOT accept passwords that are too old, so you may not be able to sign in. In this case the program will inform you about the incorrect password. Password change is not possible on this interface!



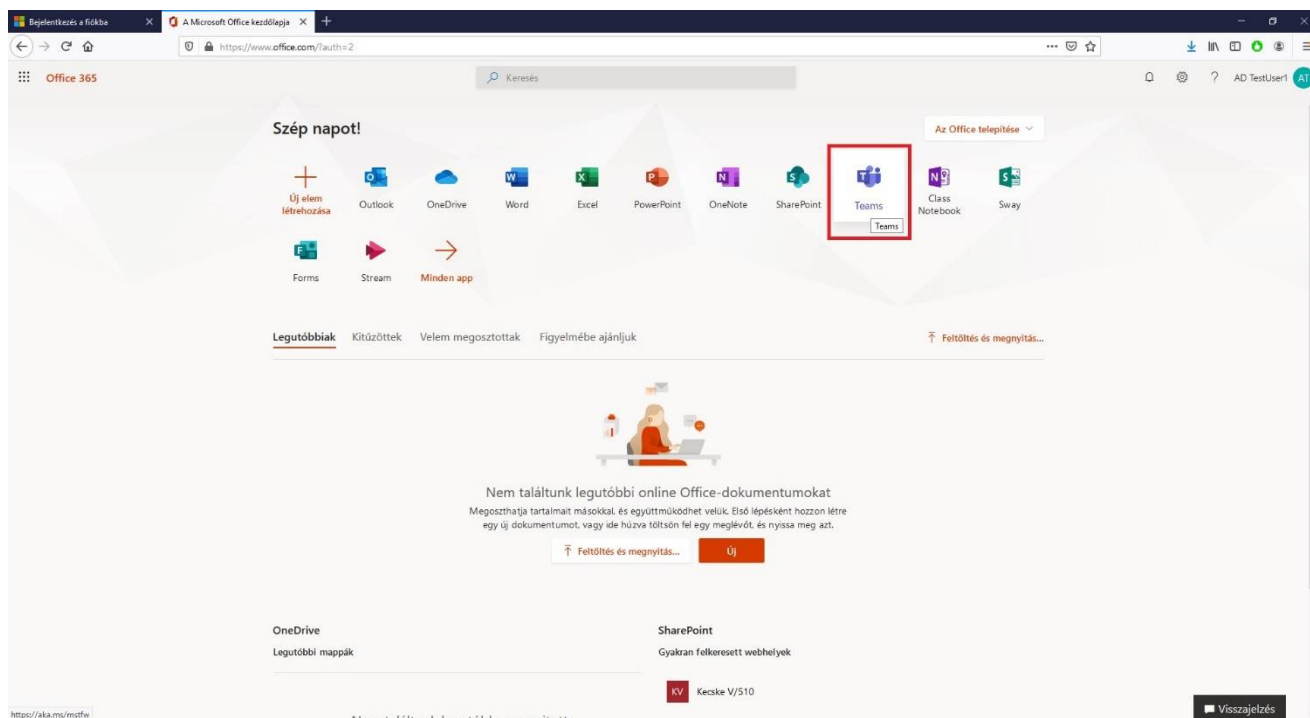
If you encounter this error, you can change your password (of Caesar ID / NEPTUN ID) at ugykezelo.elte.hu website after logging in and choose "change password" option:



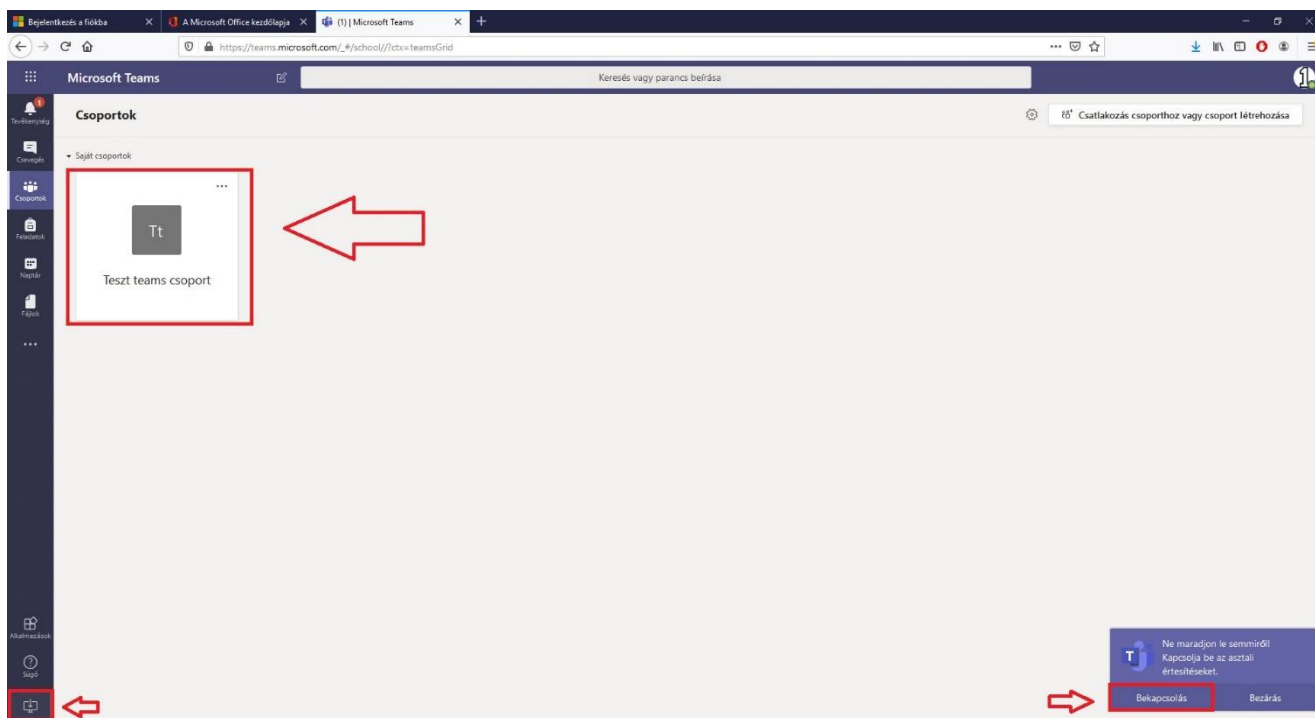


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- Once you have successfully logged in, click on Teams icon. If you do not see it in the applications, click on the "All Apps" icon.



- After opening the application, you can see which group you are involved, and the chat icon above it has the chat function. In the lower left corner you can download the Teams desktop client to your computer and in the lower right corner you can turn on notifications. Video and voice calls only work on clients on PCs, tablets and mobile phones.





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For more information about Microsoft Teams, please visit the following link:

https://support.office.com/hu-hu/article/vide%C3%B3-%C3%BCDV%C3%B6ZLI-a-microsoft-teams-b98d533f-118e-4bae-bf44-3df2470c2b12?wt.mc_id=otc_microsoft_teams&ui=hu-HU&rs=hu-HU&ad=HU

If you have any questions or problems, please contact our IIG colleagues at teams@elte.hu email address.

ELTE IIG team wish you successful use of Teams!