


**A guide about how to install
Microsoft Teams and join the online state exam**

First of all students need to register to the Office 365 software package, which is free for students. Visit <https://o365.oh.gov.hu/> and choose Registration (**Regisztráció**) „Office 365 tanulóknak, hallgatóknak” as **Tanuló** (student).

Office 365 tanulóknak, hallgatóknak



Regisztráció

Szülő, gyám vagyok és gyermekem nevében szeretnék regisztrálni
Amennyiben még nem múltál el 16 éves, regisztrációhoz kérd szüleid, gyámod segítségét!

Tanuló / hallgató vagyok és magam nevében szeretnék regisztrálni
Amennyiben elmúltál 16 éves, magad is regisztrálhatsz!

Oktatási azonosító*

A diákigazolványon is megtalálható, fix 7-es számjeggyel kezdődő, 11 számjegyből álló azonosító szám.

Születési idő (éééé.hh.nn)*

A születési dátum éééé.hh.nn. formában.

E-mail cím*

Az Adatvédelmi tájékoztatót elolvastam, és elfogadom

The first box is '**Oktatási azonosító**' which is your Education ID. Enter into your Neptun system, in the first menu „My Data” select „personal information” and search for your Education ID. It is an eleven numbers long digit, starts with 7. The second box is your date of birth (eg. 1986.06.07.). Once you've entered your e-mail address, **check** the little box below (accepting the Agreement).

note: if you could not register, please write an e-mail to our informatic colleagues (support@uni-obuda.hu) and tell them that you need to register/have Office 365 in order to download Teams and ask for their help.

ps. Teams can be also used freely, most features will work in free mode. For using the free version, you might have to register a microsoft e-mail address. <https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion>

Once the registration is complete (you might receive a confirmation e-mail) at the top right corner press 'Az Office telepítése' (Install Office), and select Office 365 apps.

Óbudai Egyetem
Pro Scientia et Futuro

Office 365

Keresés

Jó reggelt!

Az Office telepítése ▾

Új elem létrehozása

Outlook

OneDrive

Word

Excel

PowerPoint

OneNote

SharePoint

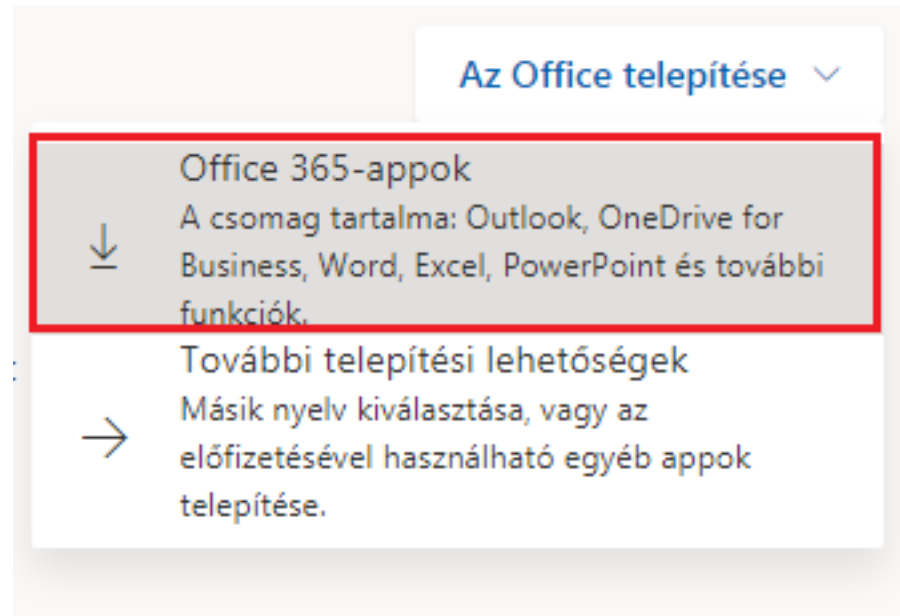
Teams

Class Notebook

Sway

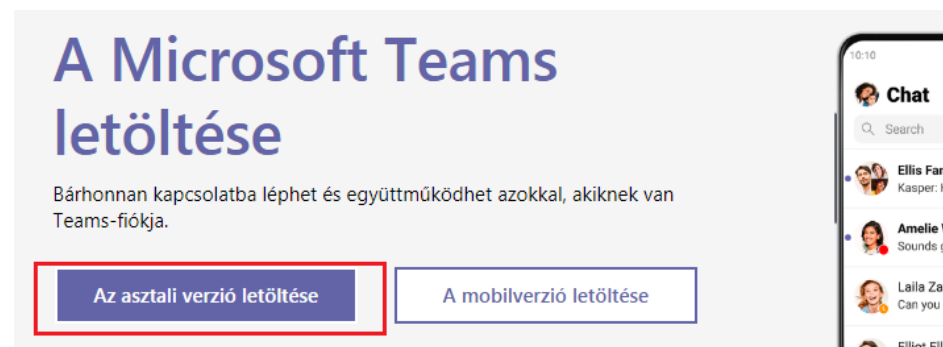
Forms

Minden app



If the Teams program did not appear on your computer after the installation, here you can download it also (choose the buttons highlighted with red):

<https://www.microsoft.com/hu-hu/microsoft-365/microsoft-teams/download-app>



A Teams letöltése munkahelyi asztali eszközre

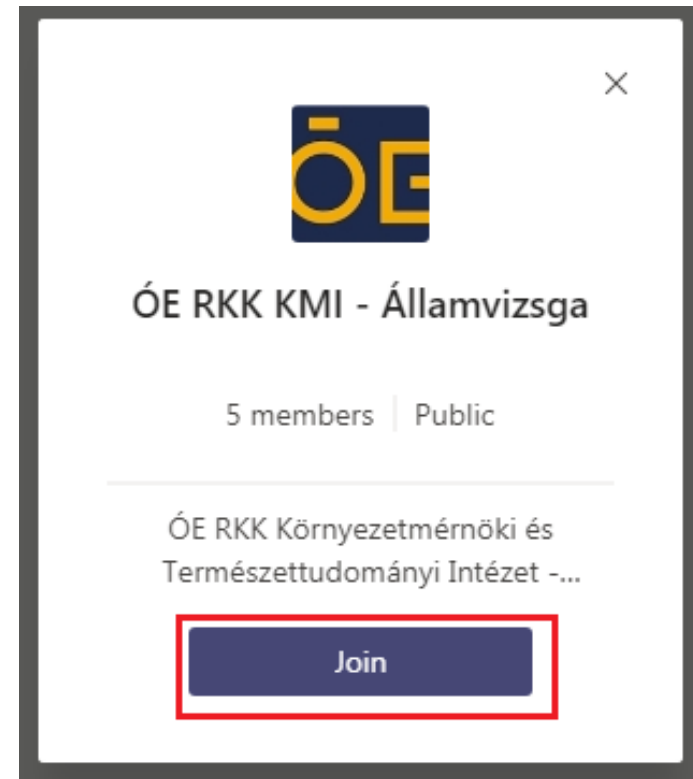
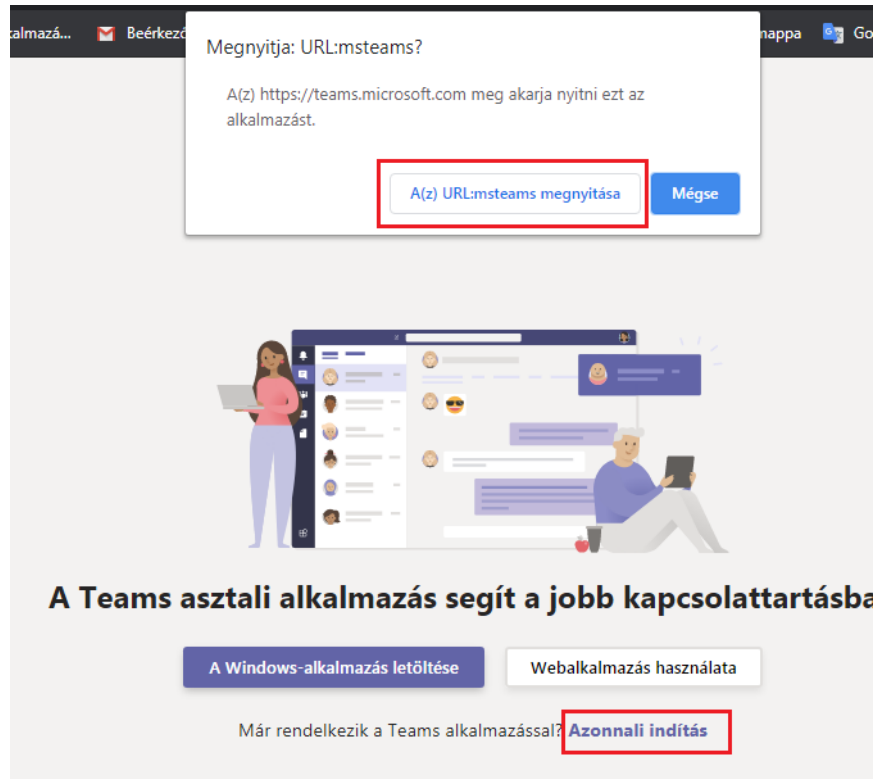


A Teams letöltése

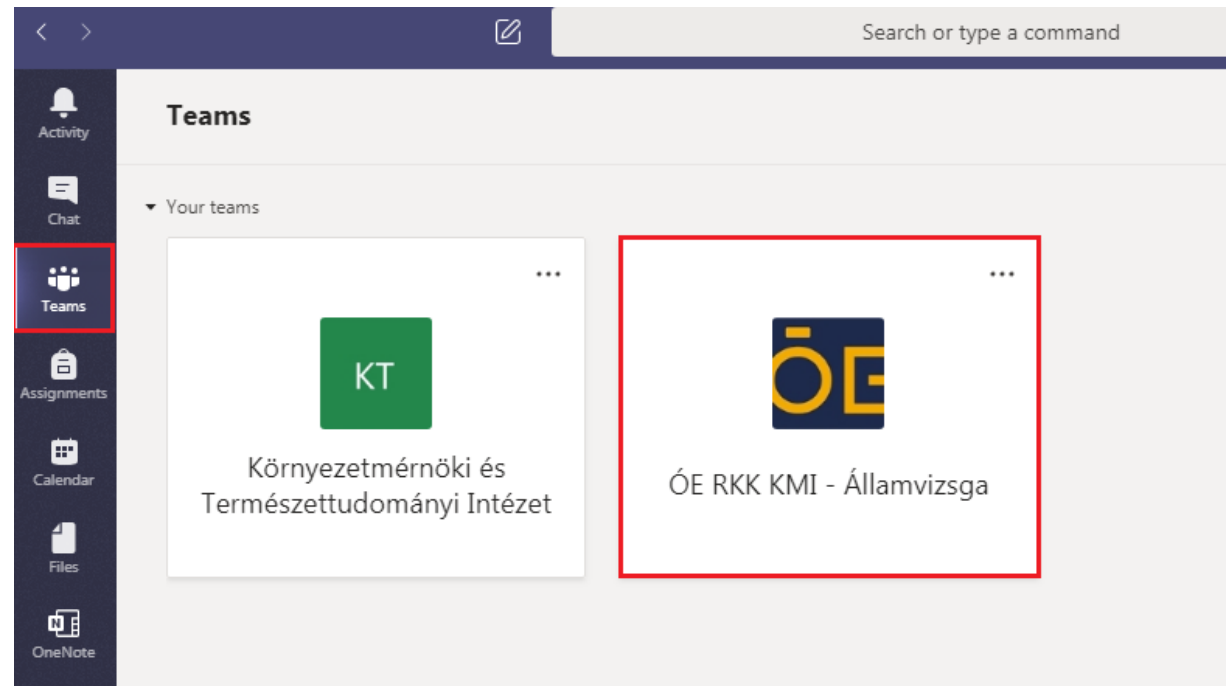
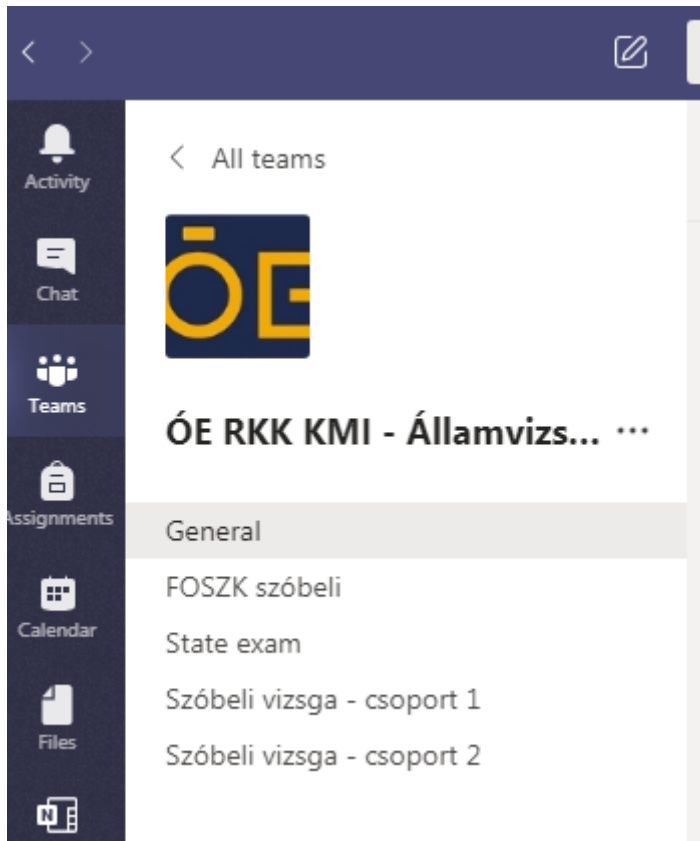
Once Teams is installed to your computer, you can login with your e-mail address.

You will receive an invitation link for Teams (in e-mail). Open the Teams software and open the invitation link.

It will open your default web browser with a request: **URL:msteams open** button should be pressed, then in the teams, press **Join**.



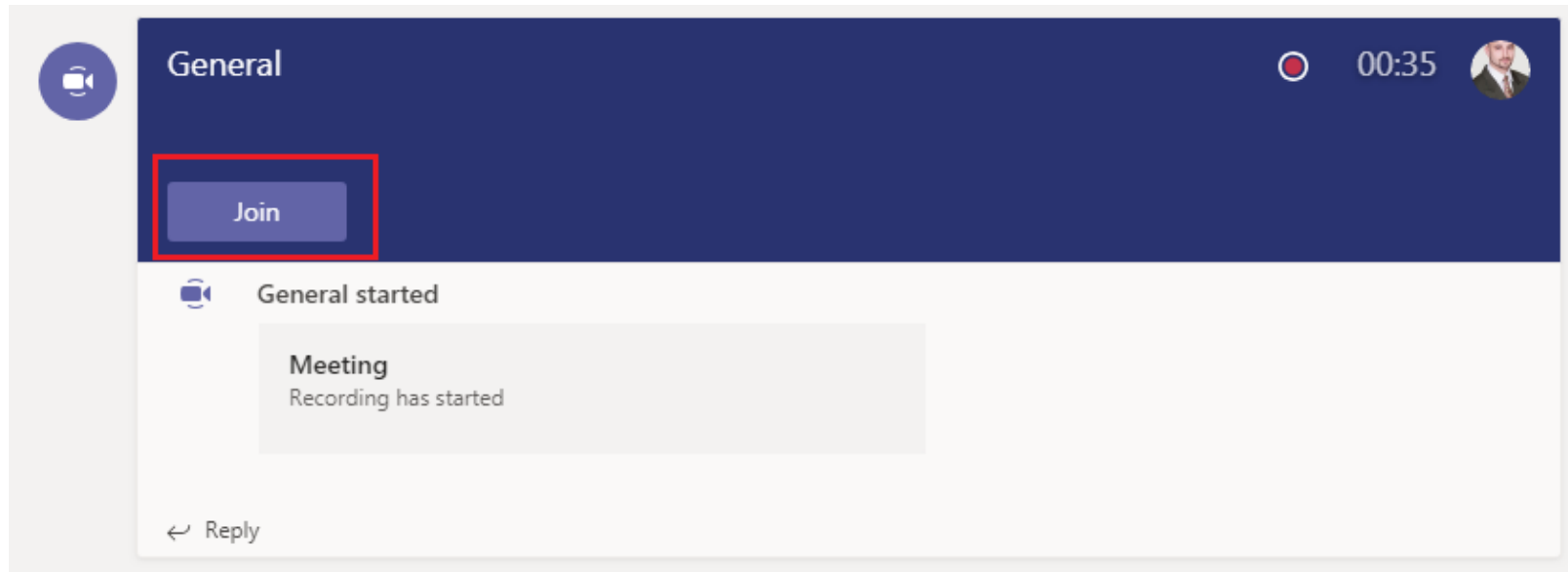
The left picture shows what you should see after joining the Teams group. If you are not seeing it, select the Teams icon on the left, and then select ÓE RKK KMI – Államvizsga (State exam).



Now we are in. The default channel is the General channel, this is your wait room.

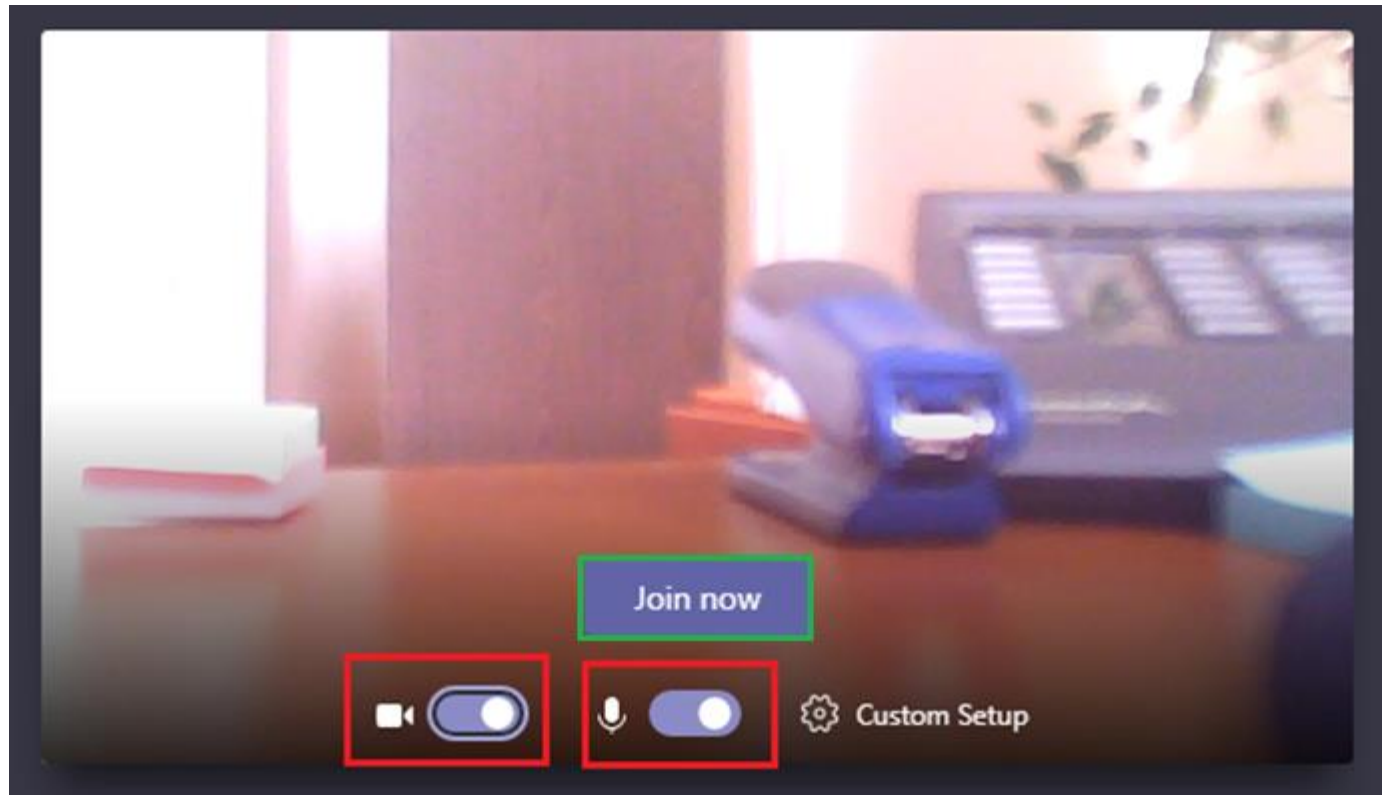
Students should wait here until they are called in their room for the online oral exam (channel name: State exam).

Within the state exam room a meeting will already going on, you should press **Join** meeting.

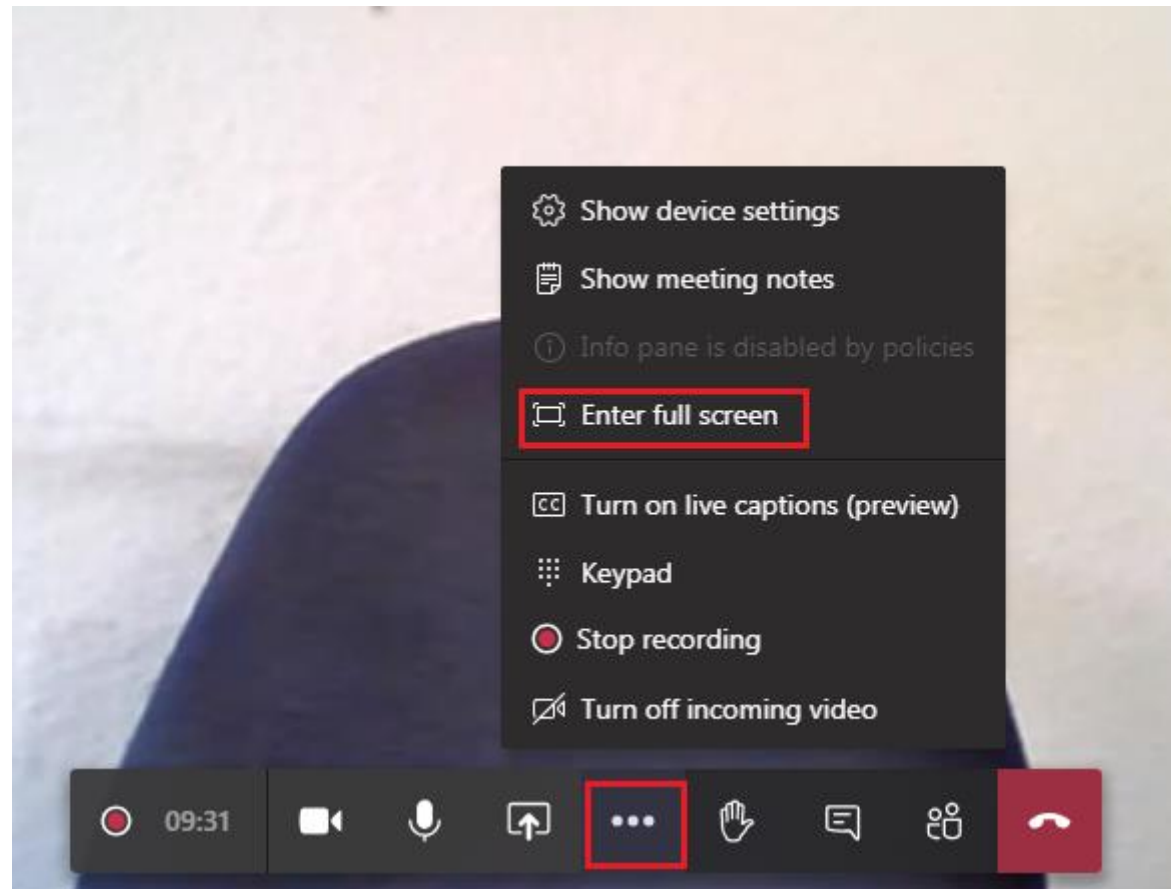


Do not forget to select TURN ON your webcam picture and your microphone.

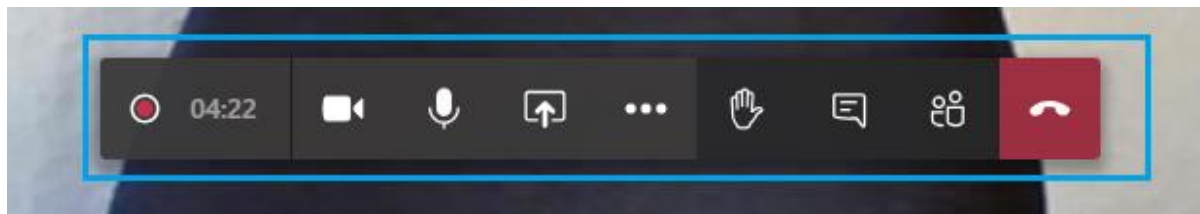
It is important that students should use some headset, earphone, headphone in order to avoid sound interfering.



Select the three dots (⋮) and then **Enter full screen**.

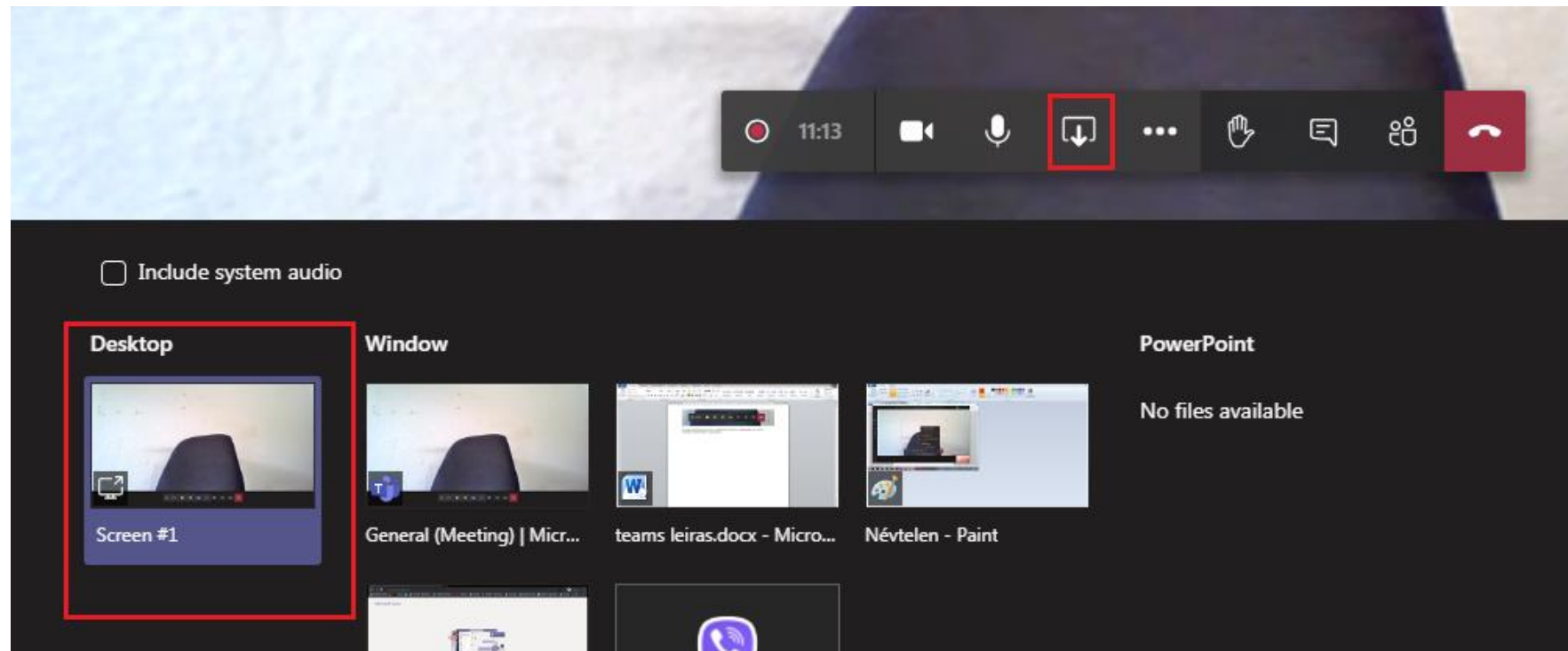


If the navigation menu would disappear, just move your mouse cursor around.



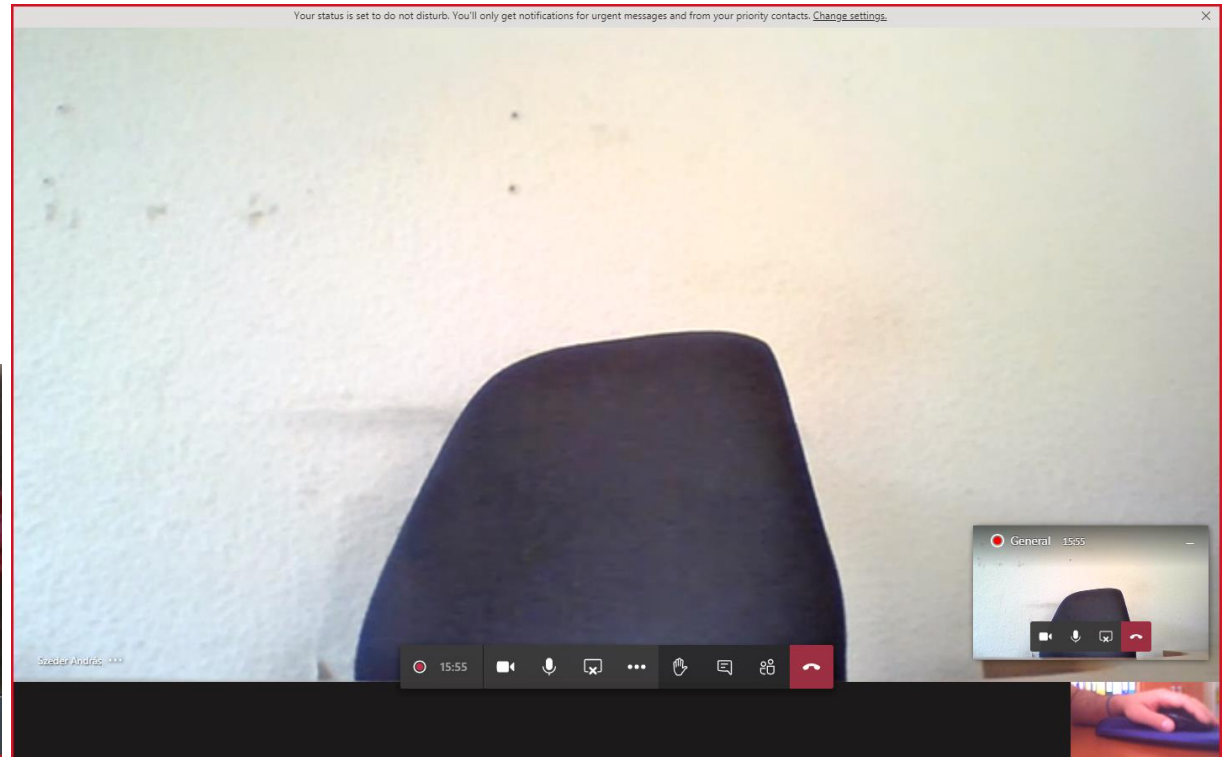
During the online state exam students also have to share their computer desktop screen.

Click on the **share** button, then select **Desktop screen #1** (the include system audio box should remain empty)



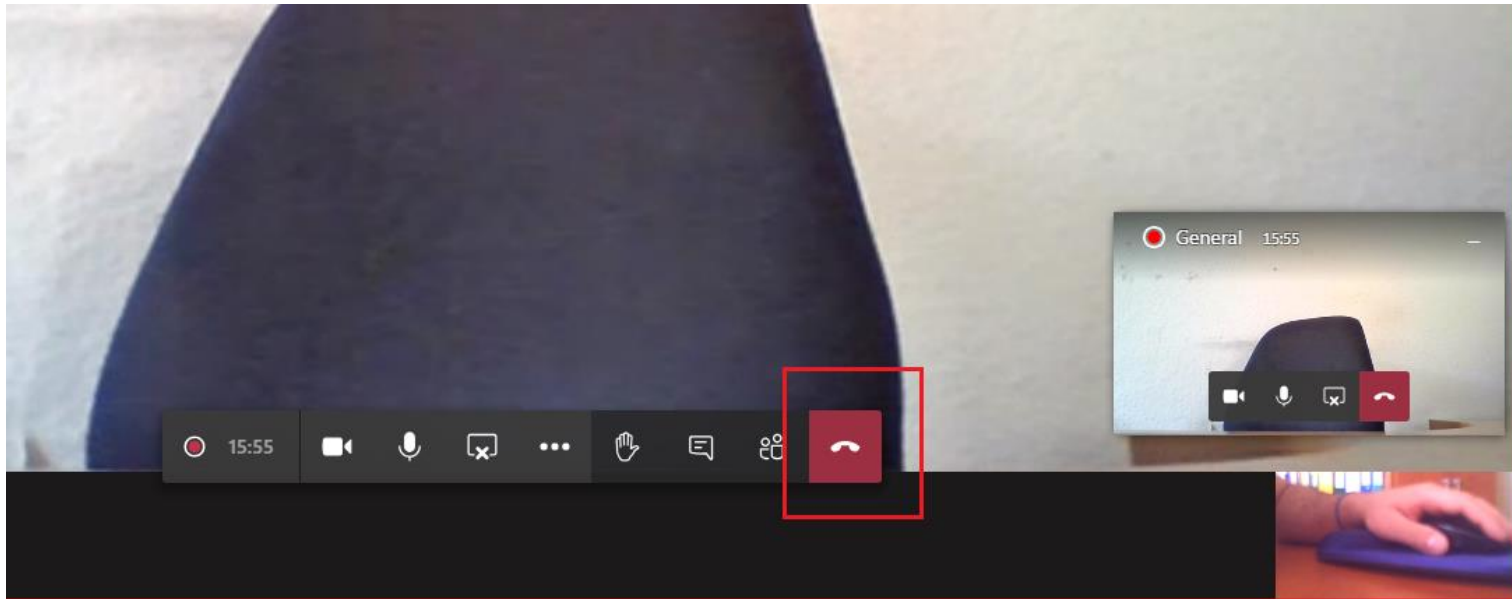
A **red square** around your whole screen should appear which means the screen share is active.

It is possible that once the screen share has started, your Teams window has been minimalized to the tray. Re-open your Teams window either from the tray or use ALT+TAB method.



All is set, you are ready for the online state exam.

After your oral exam, press the **red phone** icon to **hang up** the call.



We wish you a successful state exam!