

# Access Microsoft Teams via Office365 using SZTE eduID

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## Microsoft Teams

Microsoft Teams is your hub for teamwork in Office 365. All your team conversations, files, meetings, and apps live together in a single shared workspace, and you can take it with you on your favorite mobile device.

More information:

<https://www.microsoft.com/microsoft-365/partners/teamwork>

<https://www.microsoft.com/microsoft-365/partners/resources/microsoft-teams-for-education>

<https://docs.microsoft.com/en-us/microsoftteams/enduser-training>

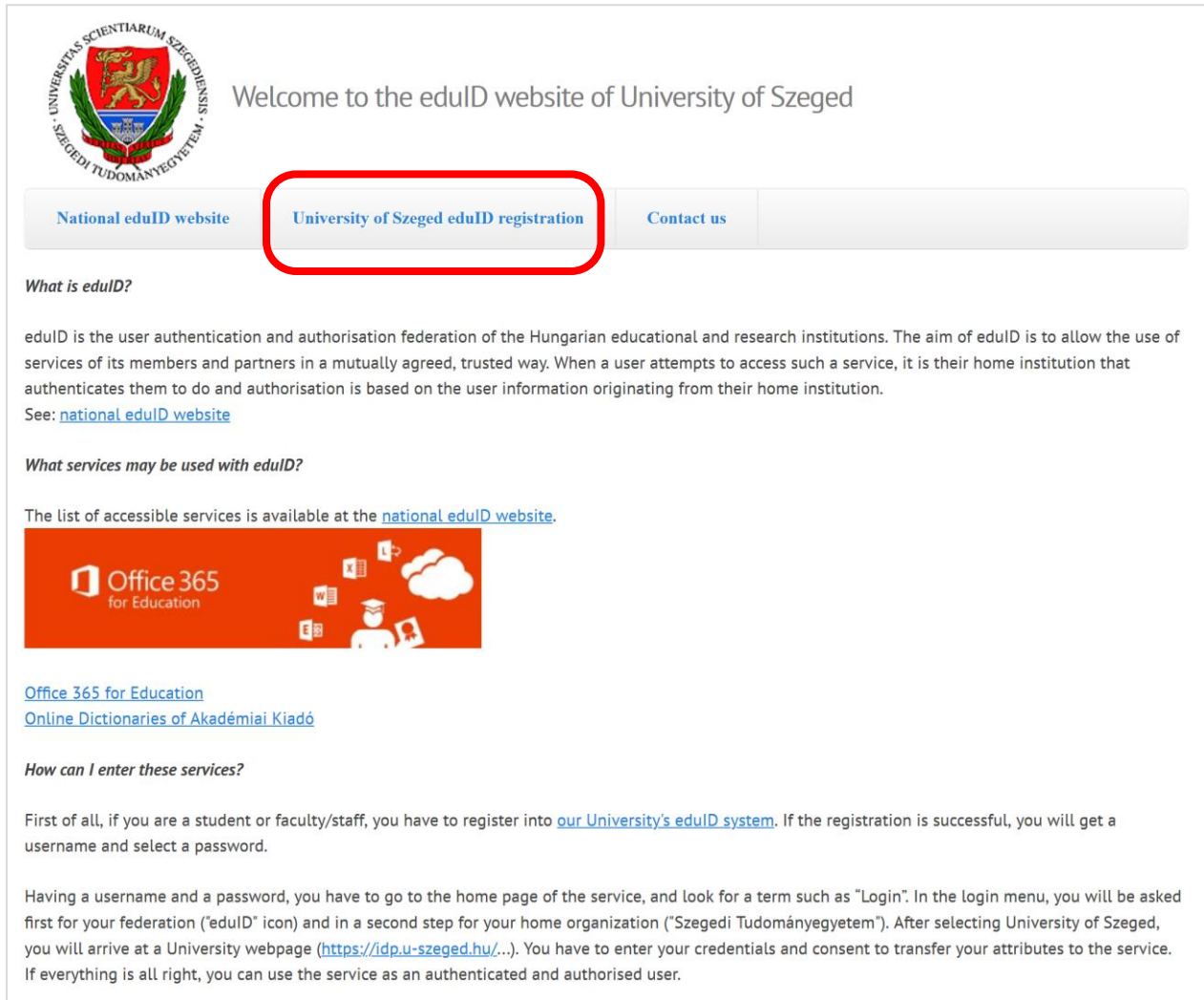
<https://support.office.com/en-us/article/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>




## eduID registration

If you do not have eduID, start at the following web page:

<http://www.eduid.u-szeged.hu/drupal/en>



 Welcome to the eduID website of University of Szeged

[National eduID website](#) [University of Szeged eduID registration](#) [Contact us](#)

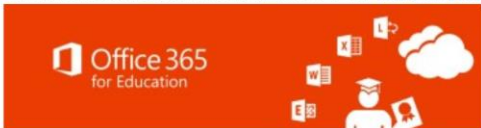
**What is eduID?**

eduID is the user authentication and authorisation federation of the Hungarian educational and research institutions. The aim of eduID is to allow the use of services of its members and partners in a mutually agreed, trusted way. When a user attempts to access such a service, it is their home institution that authenticates them to do and authorisation is based on the user information originating from their home institution.

See: [national eduID website](#)

**What services may be used with eduID?**

The list of accessible services is available at the [national eduID website](#).



[Office 365 for Education](#)  
[Online Dictionaries of Akadémiai Kiadó](#)

**How can I enter these services?**

First of all, if you are a student or faculty/staff, you have to register into [our University's eduID system](#). If the registration is successful, you will get a username and select a password.

Having a username and a password, you have to go to the home page of the service, and look for a term such as "Login". In the login menu, you will be asked first for your federation ("eduID" icon) and in a second step for your home organization ("Szegedi Tudományegyetem"). After selecting University of Szeged, you will arrive at a University webpage ([https://idp.u-szeged.hu/...](https://idp.u-szeged.hu/)). You have to enter your credentials and consent to transfer your attributes to the service. If everything is all right, you can use the service as an authenticated and authorised user.

<https://www.eduid.u-szeged.hu/reg/>



Welcome to the eduID registration website of University of Szeged

Account management    Information >    Forgotten password    FAQ

login

Username:

Password:

OK

Online registration

[Neptun](#)

[Klebelsberg Library](#)

Register through the Neptun system

[Forgotten password](#)

[Help Desk registration](#)

A screenshot of the University of Szeged's eduID registration website. The header shows the university's name in Hungarian and English. Below the header is a banner image of a lecture hall. A navigation bar contains the text 'Üdvözljük az egyetemi eduID-szolgáltatás adminisztrációs felületének bejelentkező képernyőjén!'. The main content area is divided into two columns. The left column has a 'Belépés / Login' section with a 'Neptun login name' and 'password' label pointing to the input fields, and an 'OK' button. Below this are sections for 'Ajánlott böngészők / Recommended browsers', 'Ne használjon / Do not use', and 'Hivatkozások / Links'. The right column has an 'Információ / Information' section with 'eduID regisztráció' and 'eduID registration' sub-sections. The 'eduID registration' section contains the text: 'To obtain your eduID, we have to verify your NEPTUN credentials. Please login here with your NEPTUN account and password.'

After that, your eduID is created and you can set your password.

This gives you a new e-mail account with ending of **@o365.u-szeged.hu**. This is the user ID that you have to when accessing Office 365 services, including Teams.

# Login to your Cloud 365

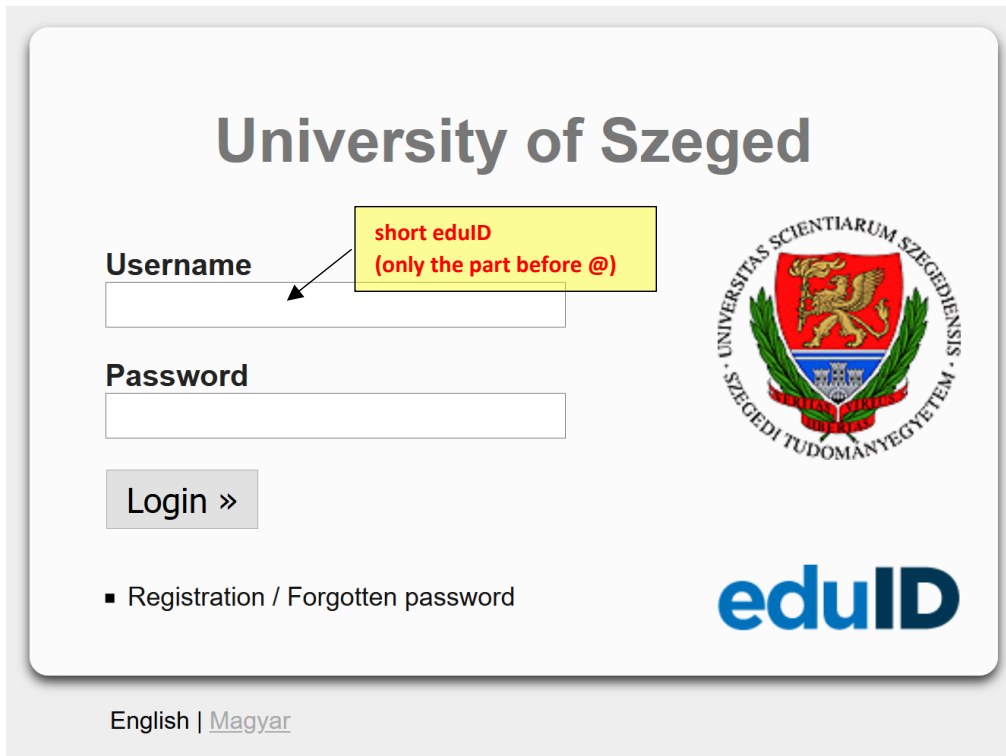
<https://o365.eduid.hu/>

The screenshot shows the top navigation bar of the Cloud 365 for eduID website. The navigation bar is blue and contains the following elements from left to right: a Cloud 365 logo, the text "Cloud 365 for eduID", a dropdown menu for "About", a dropdown menu for "Services", a link for "Get Office", language selection options "EN" and "HU", and a "Login" button with a user icon. The "Login" button is highlighted with a red circle. Below the navigation bar is a large banner image showing a man and a young man looking at a laptop. Overlaid on the banner are two white text boxes. The first box contains the heading "Cloud 365 for eduID" and the text: "Cloud 365 for eduID **brings together Office 365 and eduID** by enabling an **easy-to-use** access to Office 365 services for students and teachers all while **reducing administrative overhead** for your IT administrators." The second box contains the heading "Office 365" and the text: "Office 365 is a collection of **tools and services** designed for productivity and efficient collaboration. Office 365 comes with extensive mobile support and **free Office 365 ProPlus** licenses for all members of educational institutions." At the bottom of the page, there is a copyright notice: "© 2014 - 2020. Šola prihodnosti Maribor. All rights reserved."

Unfortunately, the next step is available only in Hungarian. Choose “Szegedi Tudományegyetem”.

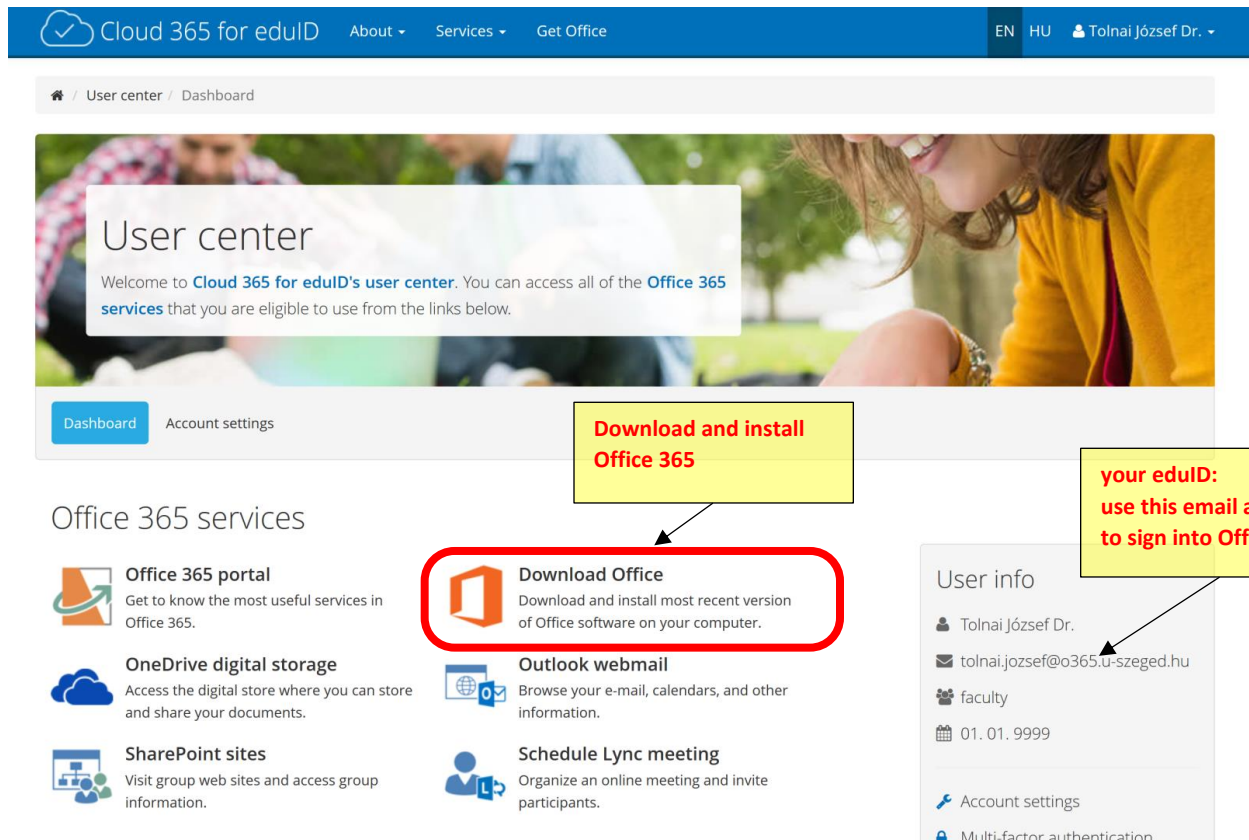
The screenshot shows the Hungarian login page for eduID. At the top left is the "eduID" logo, and at the top right is the "KIFÜ" logo. Below the logos is the heading "Kérjük, válasszon azonosító szervezetet!". Underneath is a text prompt: "Ahhoz, hogy használhassa a(z) o365.eduid.hu szolgáltatást, kérjük, válassza ki az intézményt, amely Önt azonosítani tudja:". Below the prompt is a search input field containing the text "szeg". To the right of the input field is a "Választ" button. A dropdown menu is open below the input field, showing two options: "Egyetemek, főiskolák" and "Szegedi Tudományegyetem". Below the dropdown menu is a checkbox and the text "Emlékezzem a választásra, és többé nem kérdezem".

Use your **short eduID** to login here (without “@o365.u-szeged.hu”)



The login page for the University of Szeged features a white background with a grey border. At the top center is the text "University of Szeged" in a large, bold, dark grey font. Below this is a login form with two input fields: "Username" and "Password". A yellow callout box with a red border points to the Username field, containing the text "short eduID (only the part before @)". To the right of the form is the University of Szeged crest, which is a circular emblem with a red shield containing a golden lion, surrounded by a green wreath and the Latin text "UNIVERSITAS SCIENTIARUM SZEGEDIENSIS" and "SZEGEDI TUDOMÁNYEGYETEM". Below the crest is the "eduID" logo in blue. At the bottom left of the form is a "Login »" button, and below that is a link for "Registration / Forgotten password". At the bottom of the page, there are links for "English" and "Magyar".

After successful login, you are directed to this screen:



The dashboard for "Cloud 365 for eduID" has a blue header with navigation links: "Cloud 365 for eduID", "About", "Services", and "Get Office". On the right side of the header, there are language options "EN" and "HU", and a user profile for "Tolnai József Dr.". Below the header, the breadcrumb "User center / Dashboard" is visible. The main content area features a large banner with the text "User center" and a welcome message: "Welcome to Cloud 365 for eduID's user center. You can access all of the Office 365 services that you are eligible to use from the links below." Below the banner are two tabs: "Dashboard" (selected) and "Account settings". The "Office 365 services" section contains six tiles: "Office 365 portal", "OneDrive digital storage", "SharePoint sites", "Download Office" (highlighted with a red border and a yellow callout box), "Outlook webmail", and "Schedule Lync meeting". A "User info" panel on the right shows the user's name "Tolnai József Dr.", email "tolnai.jozsef@o365.u-szeged.hu", organization "faculty", and phone number "01. 01. 9999". A yellow callout box points to the email address with the text "your eduID: use this email address to sign into Office 365". At the bottom of the dashboard, there are links for "Account settings" and "Multi-factor authentication".

My account

My account

Personal info

Subscriptions

Security & privacy

App permissions

Apps & devices

Tools & add-ins

## Apps & devices

### Office

Language <sup>ⓘ</sup> English (United States) Version 64-bit

**Install Office**

DEVICES <sup>∨</sup>

### Skype for Business

Language English (United States) Version 64-bit Edition Skype for Business Basic

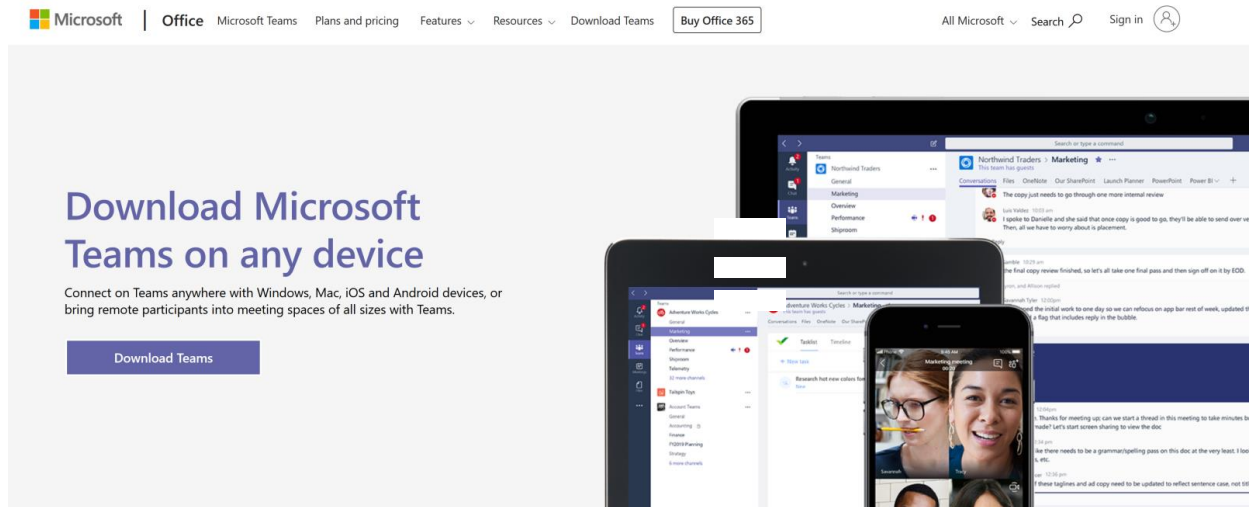
**Install Skype**

Get Office on your phone or tablet

[iOS](#) | [Android](#) | [Windows](#)

# Download Microsoft Teams

<https://products.office.com/en-gb/microsoft-teams/download-app>



## After installation, you must log in:

The first step is to enter the full eduID (“username@o365.u-szeged.hu”).

This leads you to university identification, where only the short eduID (only “user”) is required.

## Web-based version with reduced functionality:

<https://products.office.com/en-GB/microsoft-teams/group-chat-software>

(The desktop application offers a wider range of tools)

**Students will find a link on the Coospace scene of the corresponding course to connect to the required Microsoft Teams group.**