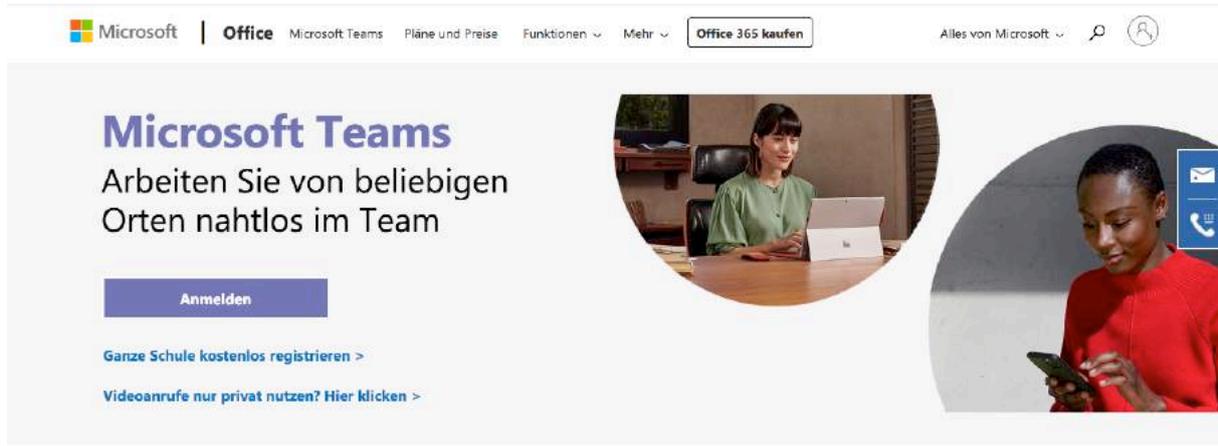


TEAMS – HILFE ZUR INSTALLATION

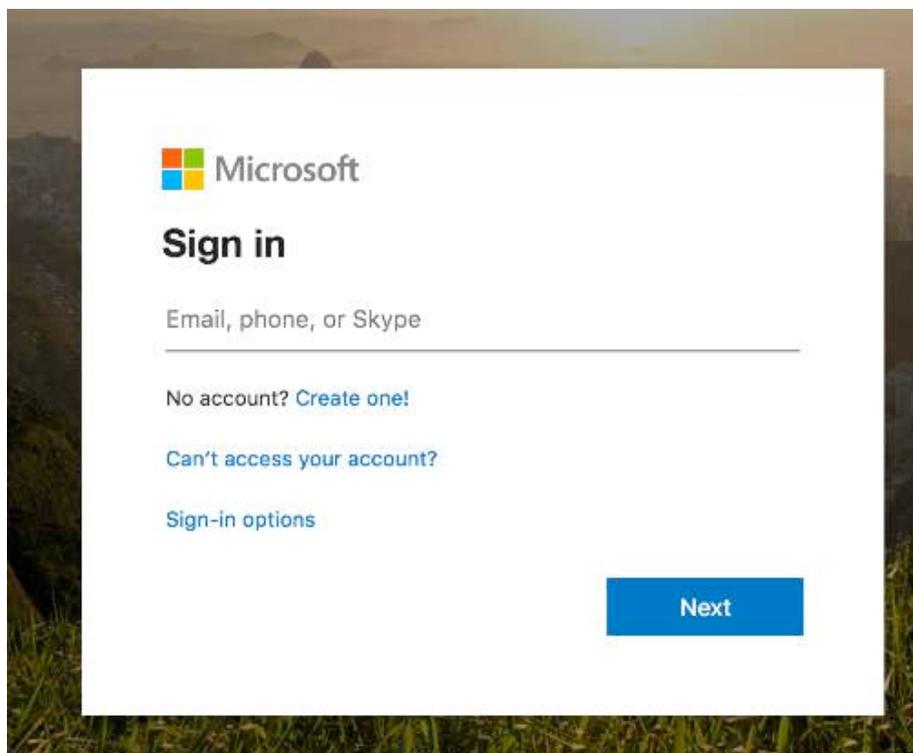
Bitte auf der TEAMS-Seite anmelden:

<https://products.office.com/de-at/microsoft-teams/free>



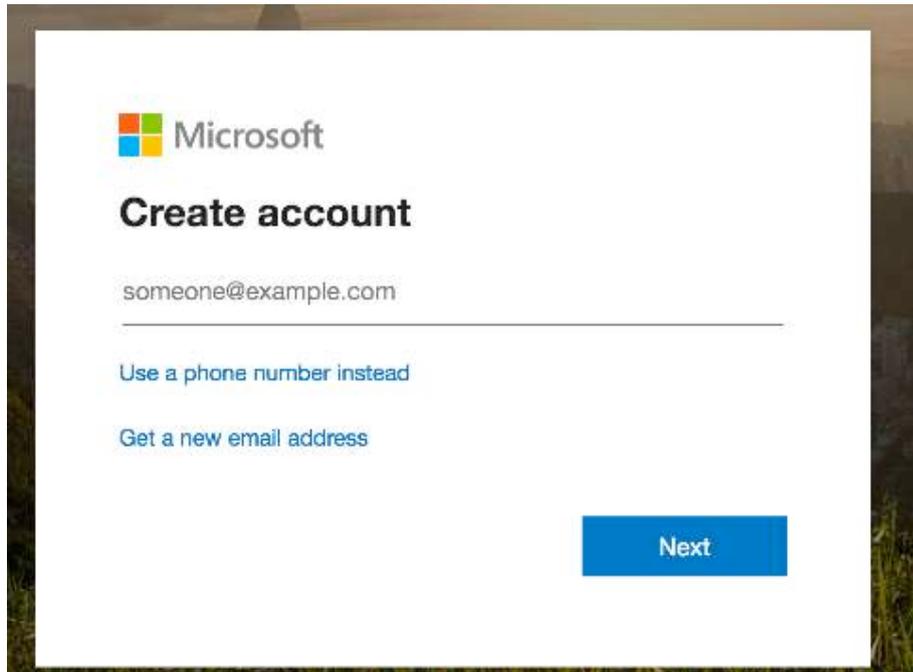
The screenshot shows the Microsoft Teams website homepage. At the top, there is a navigation bar with the Microsoft logo, 'Office', 'Microsoft Teams', 'Pläne und Preise', 'Funktionen', 'Mehr', and a button for 'Office 365 kaufen'. On the right side of the navigation bar, there are links for 'Alles von Microsoft', a search icon, and a user profile icon. The main content area features the heading 'Microsoft Teams' and the sub-heading 'Arbeiten Sie von beliebigen Orten nahtlos im Team'. Below this, there is a blue button labeled 'Anmelden'. Further down, there are two links: 'Ganze Schule kostenlos registrieren >' and 'Videoanrufe nur privat nutzen? Hier klicken >'. To the right of the text, there are two circular images: one showing a woman in a green shirt working on a laptop, and another showing a woman in a red shirt looking at her smartphone.

solltet ihr noch kein Konto haben → auf "creat one" klicken



The screenshot shows the Microsoft Sign in page. At the top left, there is the Microsoft logo. Below it, the heading 'Sign in' is displayed. Underneath, there is a text input field labeled 'Email, phone, or Skype'. Below the input field, there are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right of the page, there is a blue button labeled 'Next'.

Mailadresse eingeben



The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it, the heading "Create account" is displayed. A text input field contains the email address "someone@example.com". Below the input field, there are two links: "Use a phone number instead" and "Get a new email address". At the bottom right, there is a blue button labeled "Next".

Microsoft

Create account

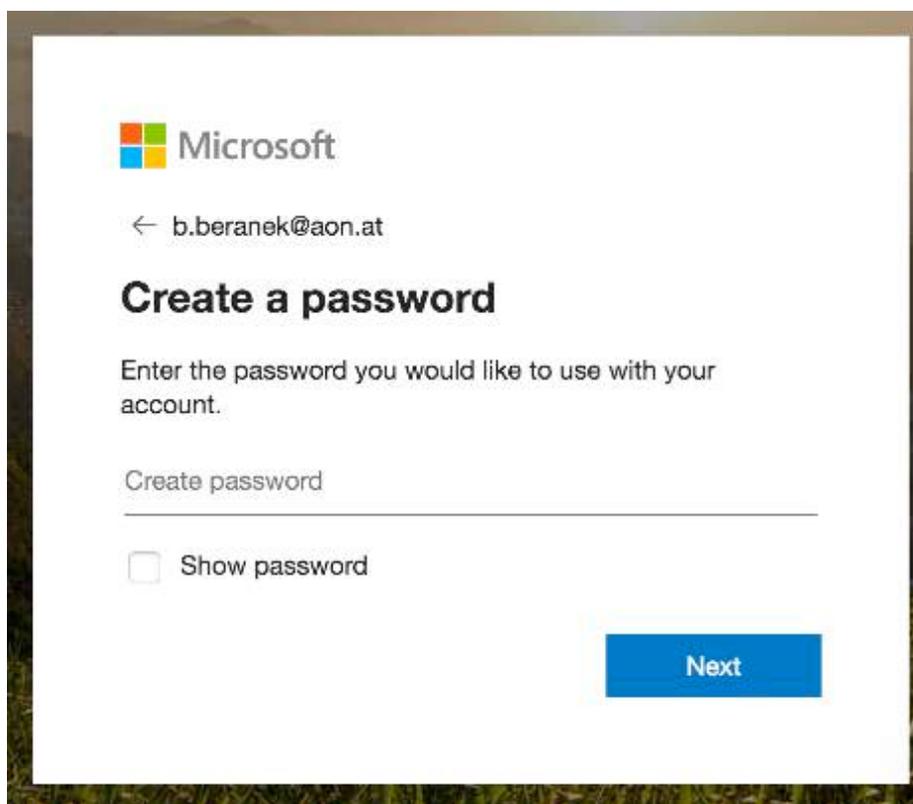
someone@example.com

[Use a phone number instead](#)

[Get a new email address](#)

Next

Passwort eingeben



The screenshot shows the second step of the Microsoft account creation process. At the top left is the Microsoft logo. Below it, the heading "Create a password" is displayed. Above the heading, there is a back arrow and the email address "b.beranek@aon.at". Below the heading, there is a text prompt: "Enter the password you would like to use with your account." Below this prompt is a text input field with the placeholder text "Create password". Below the input field, there is a checkbox labeled "Show password". At the bottom right, there is a blue button labeled "Next".

Microsoft

← b.beranek@aon.at

Create a password

Enter the password you would like to use with your account.

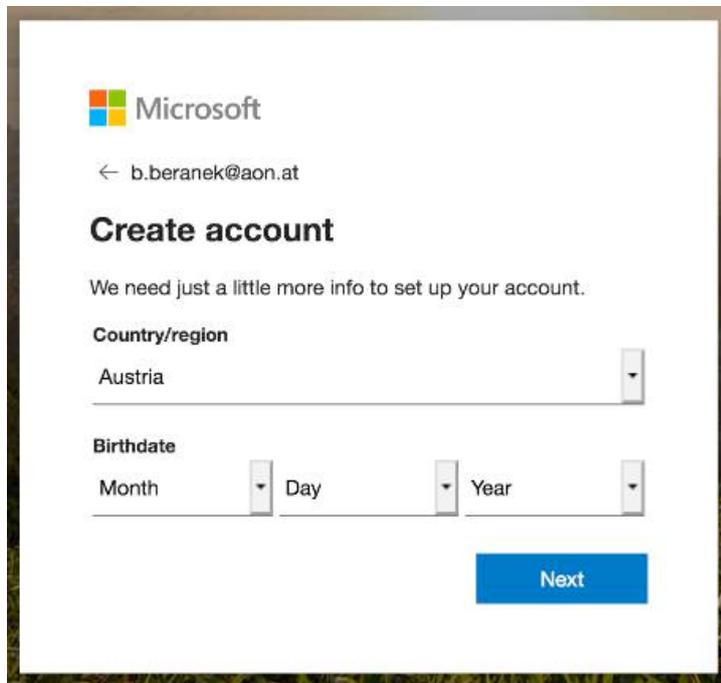
Create password

Show password

Next

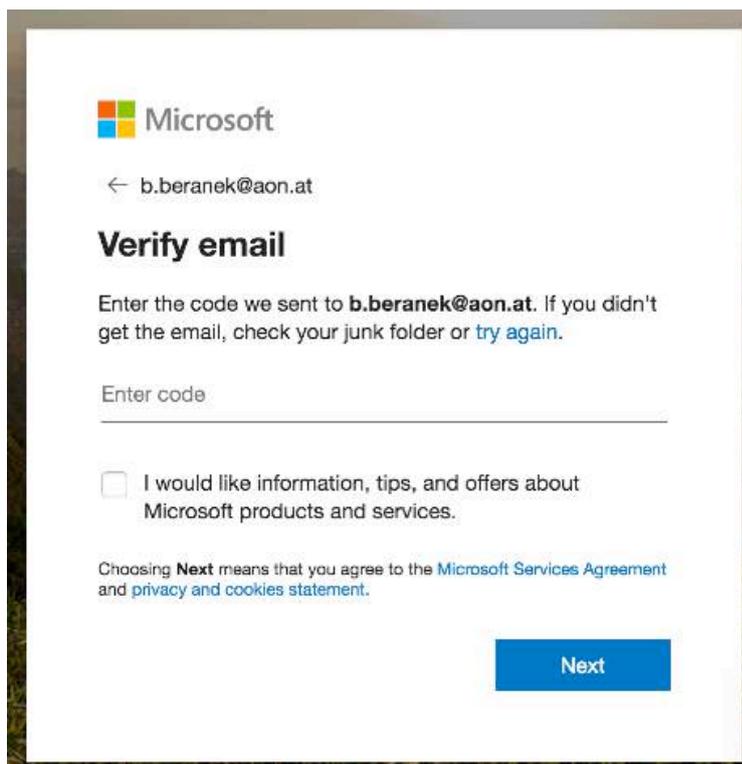
Land und Geburtsdatum eingeben

(solltet ihr unter 18 Jahre alt sein, bitte die Mailadresse eurer Eltern verwenden!)



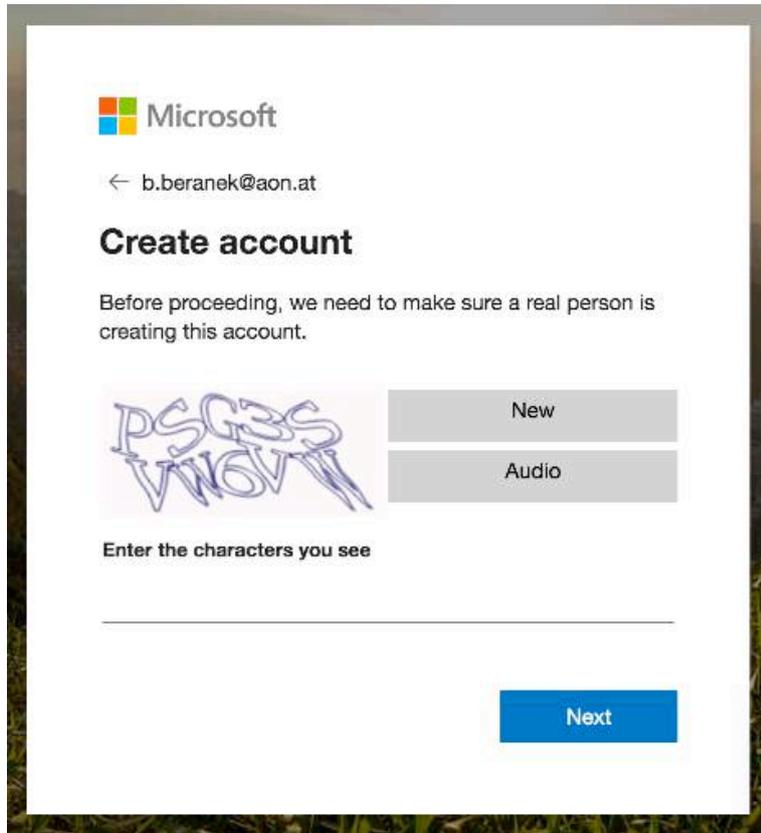
The screenshot shows the Microsoft account creation interface. At the top left is the Microsoft logo. Below it, the email address 'b.beranek@aon.at' is displayed with a back arrow. The main heading is 'Create account'. Below this, a message states: 'We need just a little more info to set up your account.' There are two main sections: 'Country/region' with a dropdown menu currently set to 'Austria', and 'Birthdate' which consists of three dropdown menus for 'Month', 'Day', and 'Year'. At the bottom right of the form area is a blue 'Next' button.

an eure Mailadresse wurde ein Code geschickt (kann ein paar Minuten dauern), diesen bitte hier eingeben



The screenshot shows the Microsoft account creation interface at the 'Verify email' step. At the top left is the Microsoft logo. Below it, the email address 'b.beranek@aon.at' is displayed with a back arrow. The main heading is 'Verify email'. Below this, a message states: 'Enter the code we sent to **b.beranek@aon.at**. If you didn't get the email, check your junk folder or [try again](#).' There is a text input field labeled 'Enter code'. Below the input field is a checkbox with the text: 'I would like information, tips, and offers about Microsoft products and services.' At the bottom, a note states: 'Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).' At the bottom right of the form area is a blue 'Next' button.

die vorgegebenen Buchstaben als Bestätigung nochmals eintippen

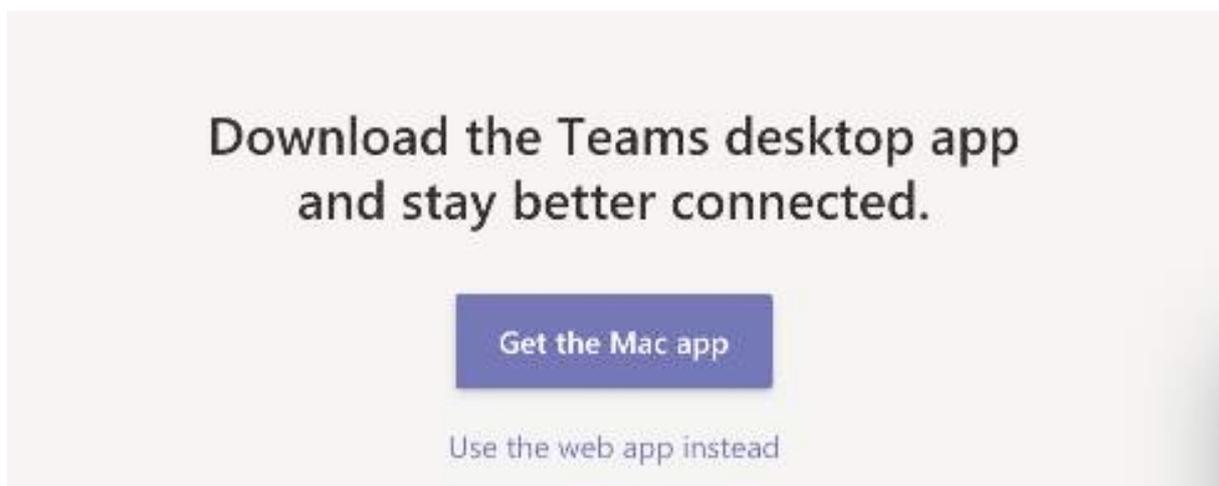


The image shows a Microsoft account creation verification screen. At the top left is the Microsoft logo. Below it, the email address 'b.beranek@aon.at' is displayed with a back arrow. The main heading is 'Create account'. Below this, a message states: 'Before proceeding, we need to make sure a real person is creating this account.' There is a CAPTCHA image showing the characters 'PSG3S' and 'VNOVW'. To the right of the image are two buttons: 'New' and 'Audio'. Below the CAPTCHA image, the text 'Enter the characters you see' is followed by a horizontal line for input. At the bottom right, there is a blue 'Next' button.

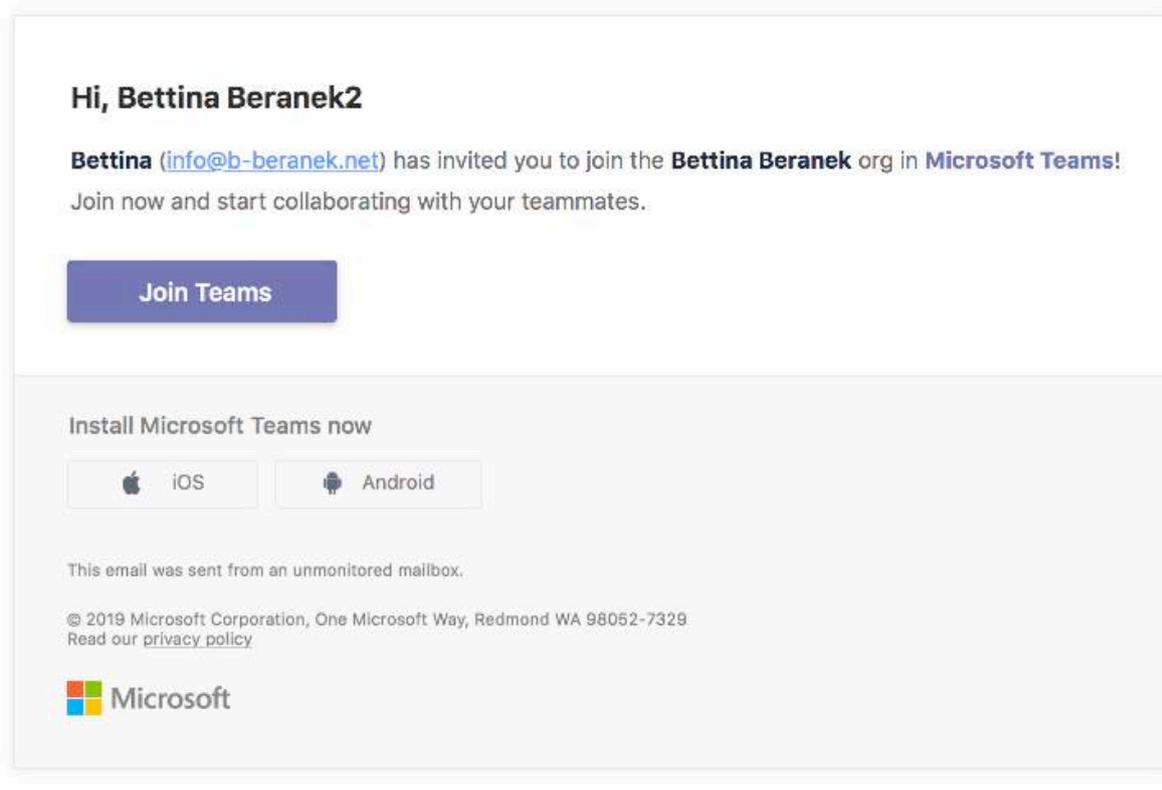
Teams installieren:

da ich Probleme beim Installieren der app hatte, empfehle ich Euch folgendes:

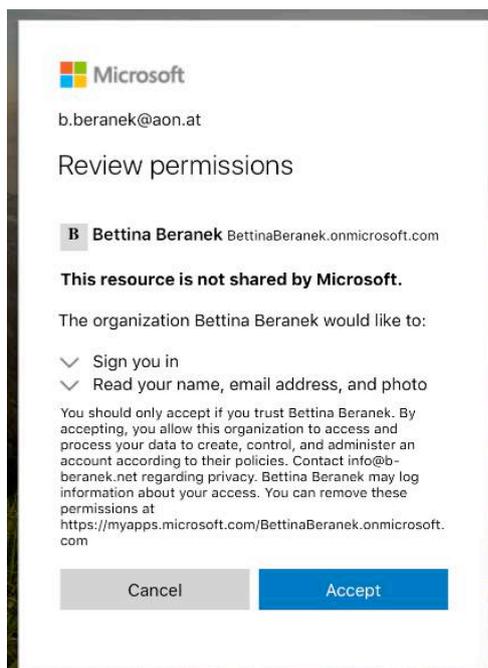
"use the web app instead"



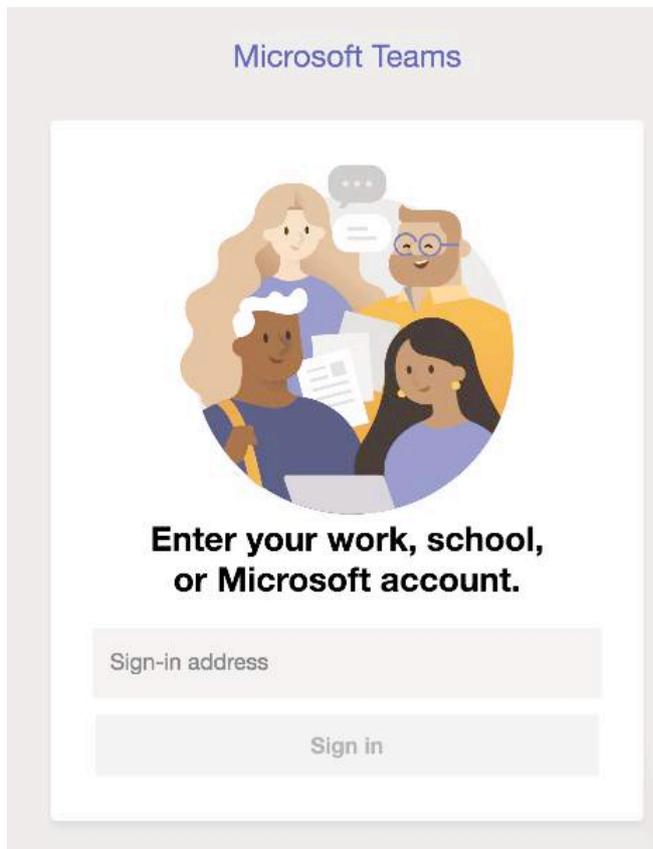
ihr habt von mir via Teams eine Einladung auf Eure Mailadresse bekommen, die so aussieht → bitte "join teams" anklicken
(ihr habt die Nachricht nicht bekommen? bitte im Spam-Ordner nachsehen...)



... und noch eine Sicherheitsabfrage...



wiederum: mit der Mailadresse einloggen



... und noch einmal die Mailadresse eintippen



Sign in

Email, phone, or Skype

[Can't access your account?](#)

[Sign-in options](#)

Next

das Passwort eingeben



← b.beranek@aon.at

Enter password

Password

[Forgot password?](#)

Sign in

ihr solltet jetzt in Teams sein und folgendes sehen:



wichtig:

um unsere Konversation zu starten, bitte links auf "Teams" klicken

bitte auf das Kamerasymbol (unten) klicken, du solltest Dich jetzt sehen

(sollte die Kamera nicht funktionieren, bitte über Google Chrome einloggen!)