Instructions to install Microsoft Teams, Microsoft Office 365

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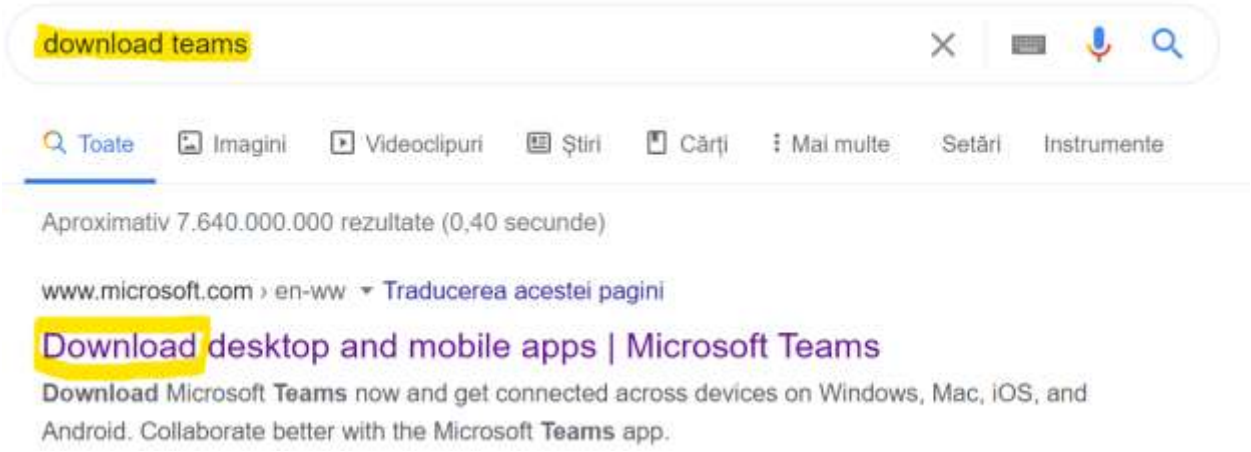
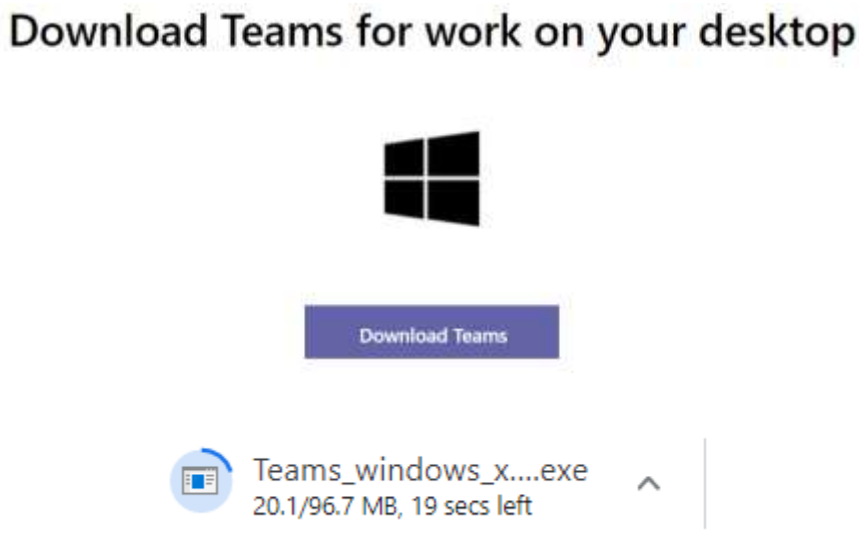
Instructions to install Microsoft Teams application

Open your favorite browser and search: “download Teams”, or access the following link: https://www.microsoft.com/en-ww/microsoft-365/microsoft-teams/download-app



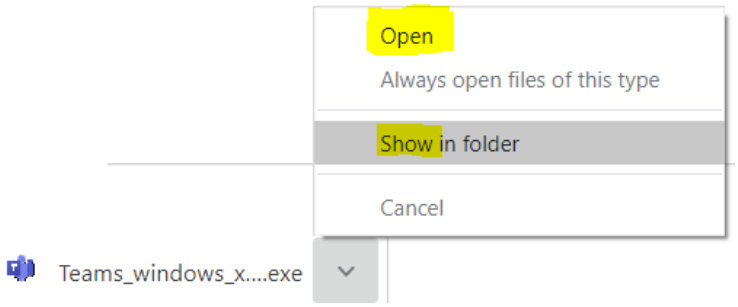
Choose **Download for desktop**

Select the button **Download Teams**

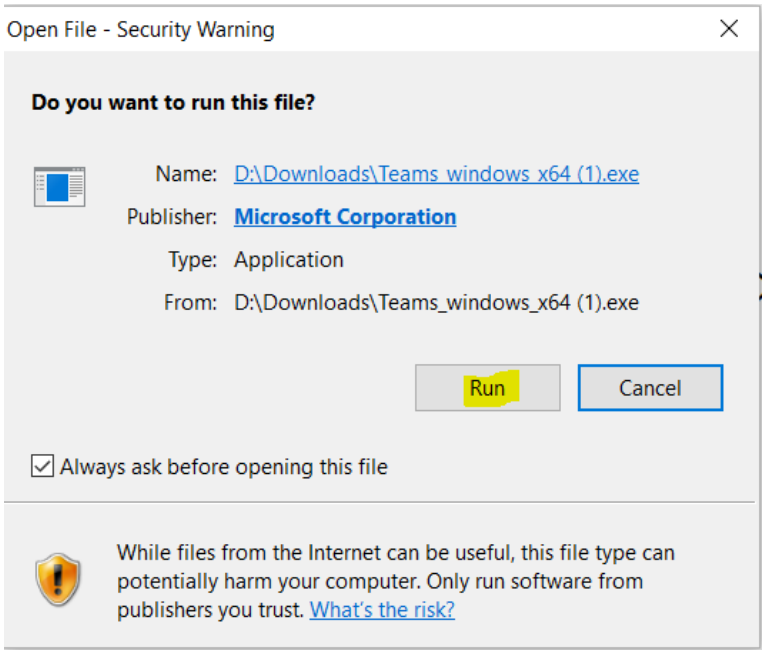


Go to the location where the Teams program was downloaded (Different depending on the browser you use).

For Google Chrome, it can be found on the bottom left, the program can be opened directly or searched in the download folder and then opened.



By selecting the Open command in the menu, a window will appear in which we are asked if we give access for the application to be installed on the computer:

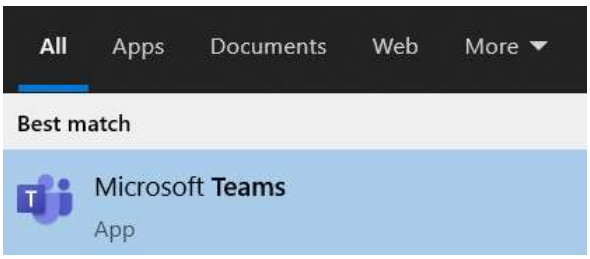


We press the **Run** button and the application will be installed.

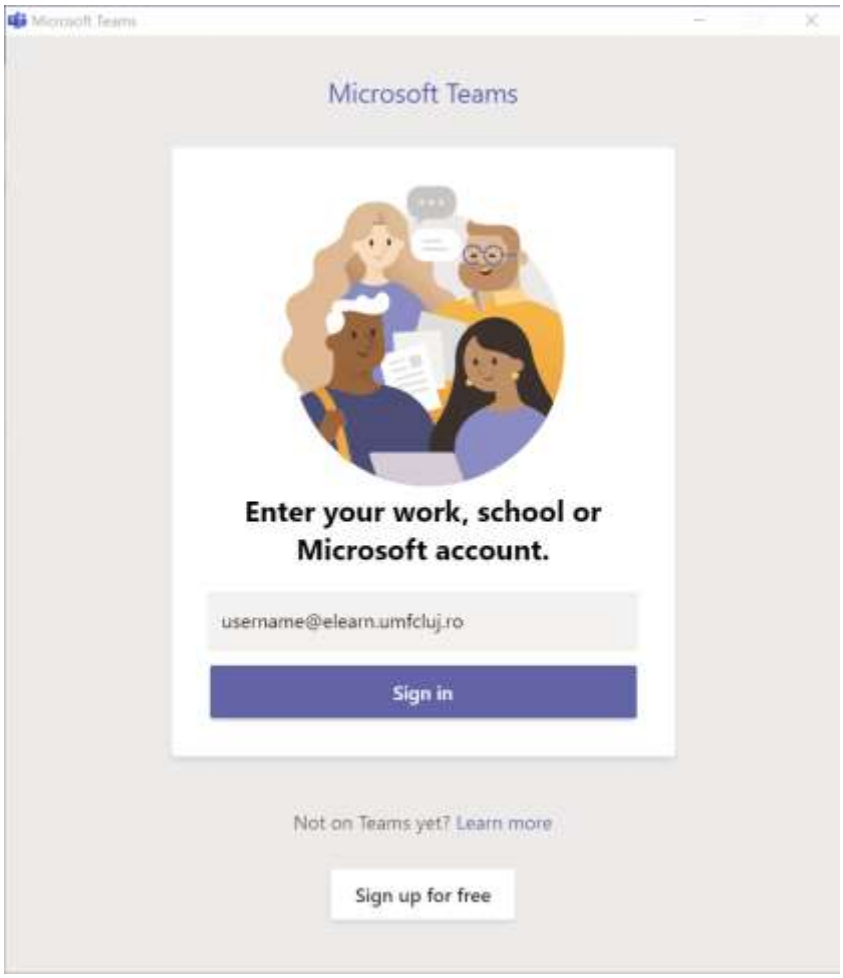
How to use Microsoft Teams

Opening Microsoft Teams

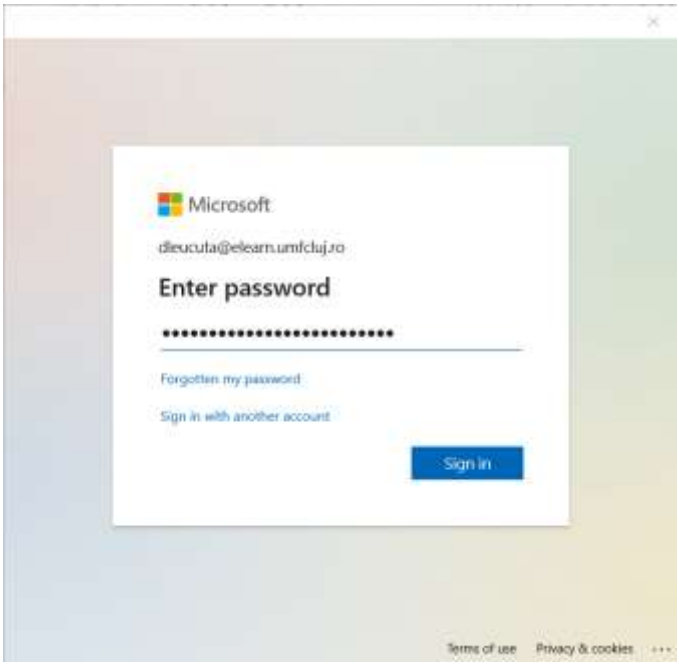
The Microsoft Teams program can be found by pressing the start button and typing Teams. The application will be shown in the menu, and can be started by selecting its name



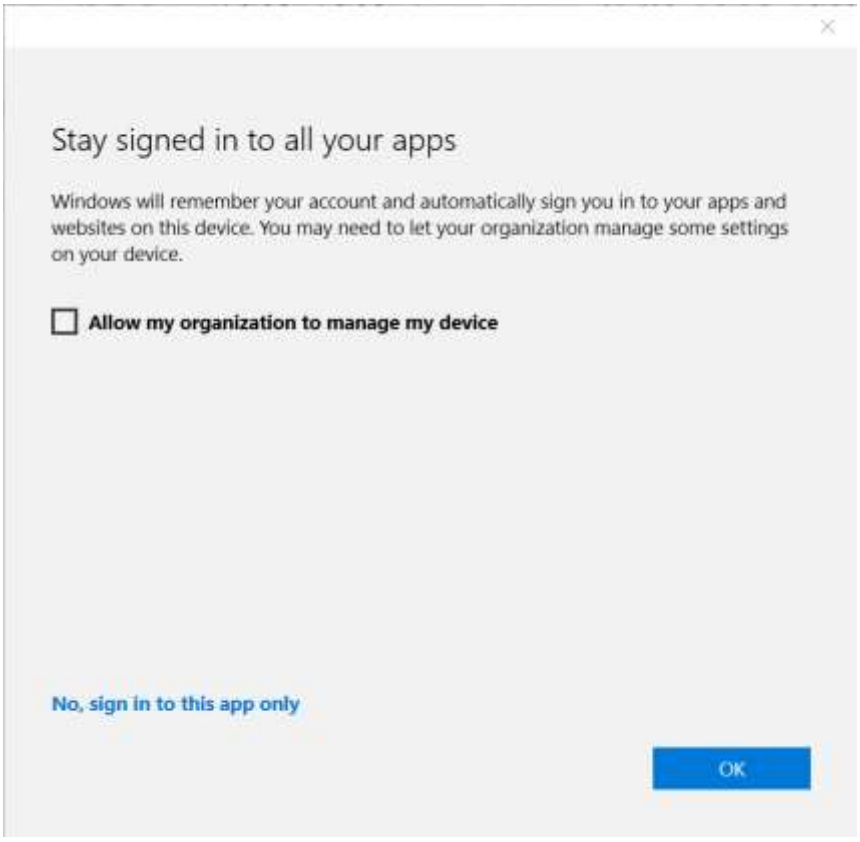
An authentication window will open, in which the username provided by the faculty will be entered (username@elearn.umfcluj.ro)



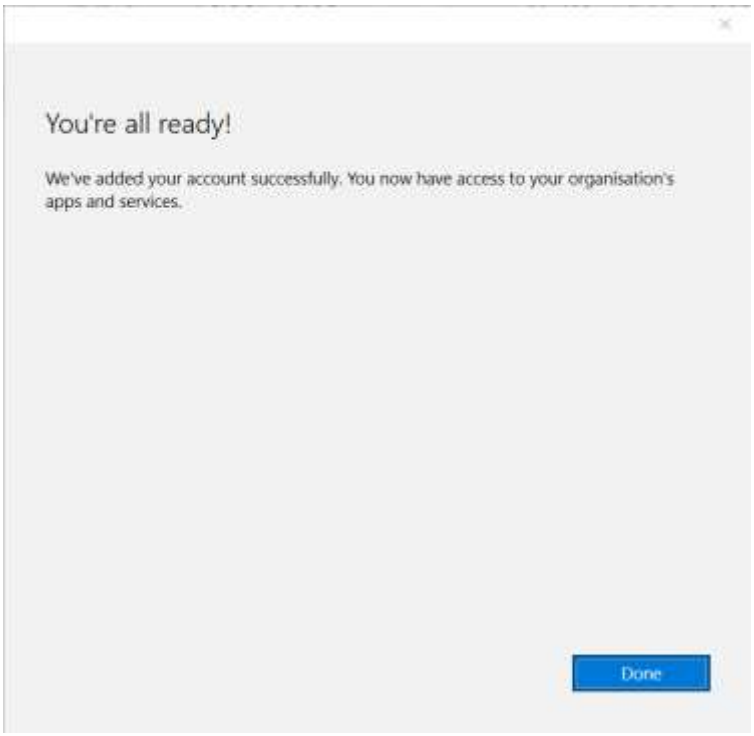
Press the **Sign in** button and in the next window type the password, followed by **Sign in**.



In the next window **uncheck** *Allow my organization to manage my device* and press the **OK** button.



Finally, a window appears informing you that you can access the application. Press the Done button.



Sharing the screen in Microsoft Teams

Video tutorial: https://support.microsoft.com/en-us/office/show-your-screen-during-a-meeting-90c84e5a-b6fe-4ed4-9687-5923d230d3a7

In the *Meet* window, click the share button ( ). Select what you want to share: the whole screen (*Desktop*), a certain application (*Window app*), a certain file.

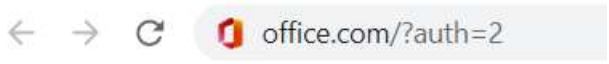
The shared screen area is surrounded by a red border. What is outside the red margin is not visible to the meeting participants.

All participants in the meeting can see what is shared! If the meeting is recorded, the shared content is also recorded.

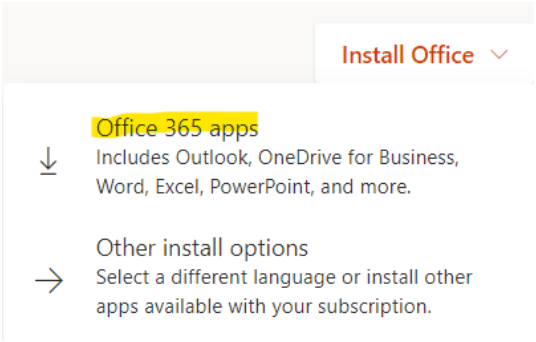
To stop sharing, press the corresponding button on the bottom right (rectangle with an x sign)

How to install Microsoft Office 365 with license granted by UMF Cluj

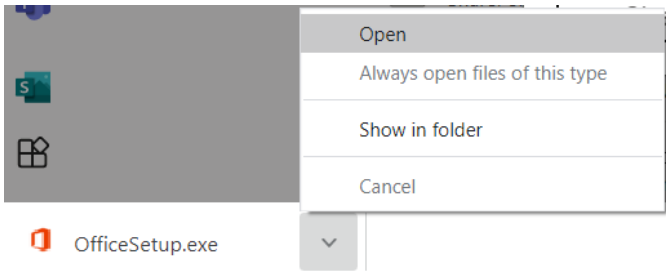
Access the following link in your browser: **office.com/?auth=2**



At the top right of the page, click the **Install Office** button, and choose **Office 365 apps** from the menu



Depending on the browser you use, you can start the downloaded file. In the case of **Google Chrome**, you can choose the Open command from the bottom left menu



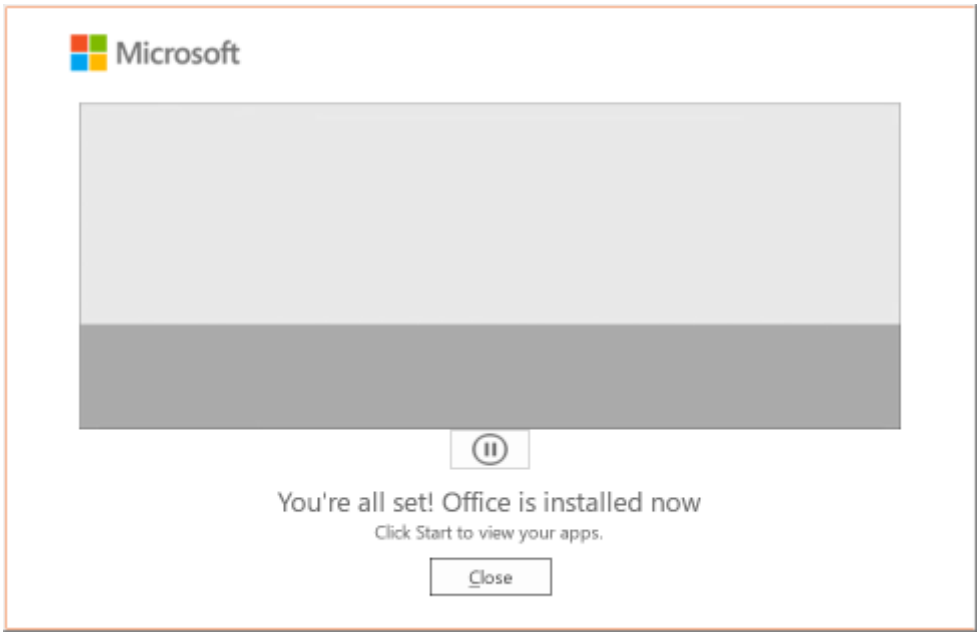
A window will appear in which we are asked if we give access for the application to be installed on the computer:

Press the **Run** button, a new window may appear asking for your Windows account administrator password to allow the program to be installed. Use the university-provided user, enter your password, and press the appropriate button.

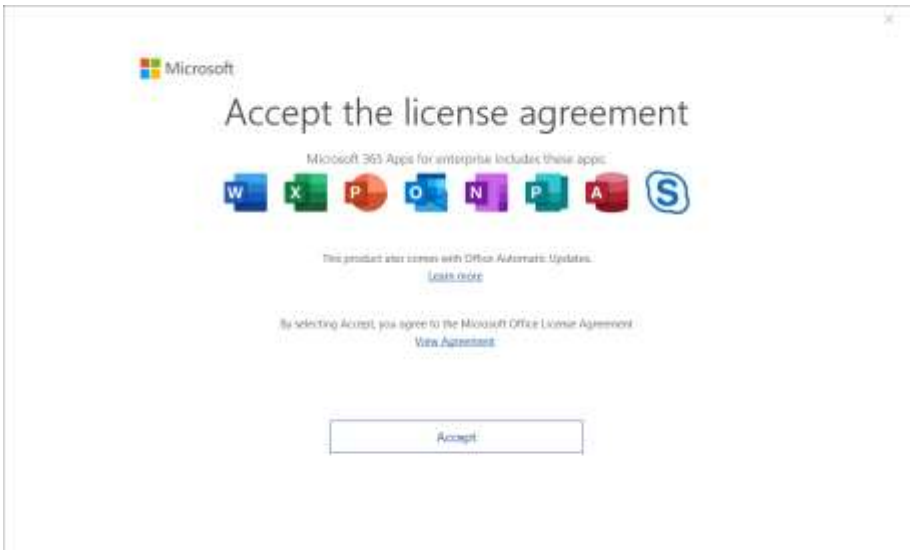
If you have another version of Microsoft Office installed, a window will appear informing you that the installation cannot continue and the installed version will need to be uninstalled. To uninstall please see the instructions below.

If no version of *Microsoft Office* is installed, then Microsoft Office 365 installation will continue.

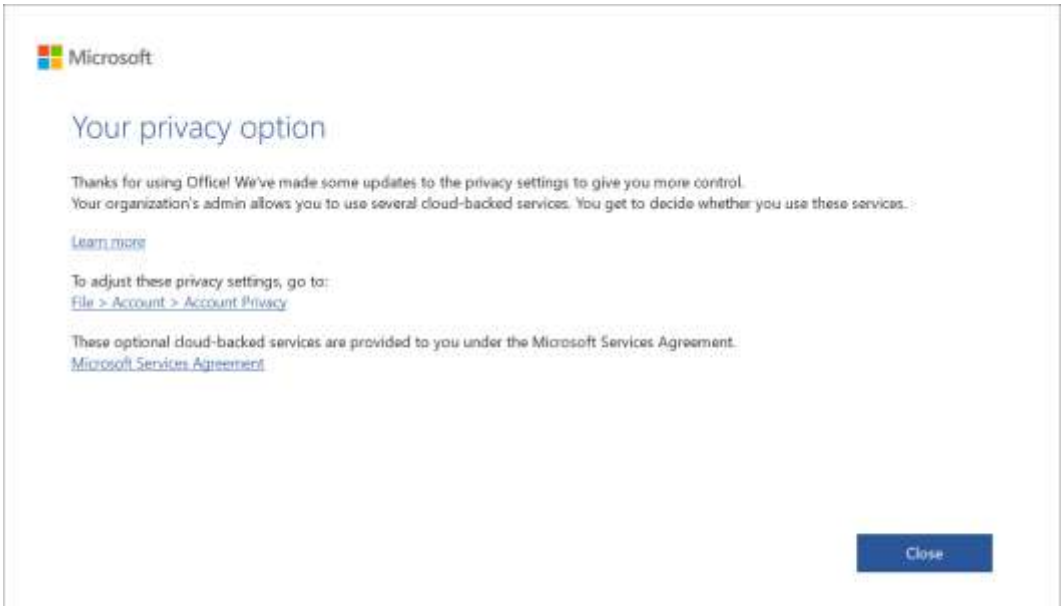
It the end a window will inform you that the program has been installed. Press the **Close** button.



When you first open one of the Office 365 programs, 2 windows will appear. The first asks you to accept the conditions to use the application. Press the **Accept** button.



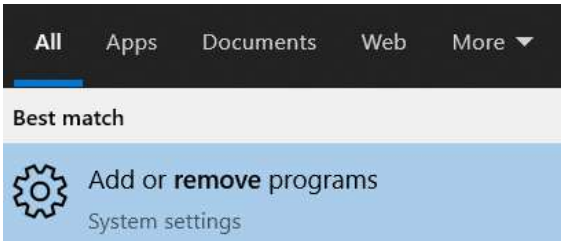
The second window informs us about privacy preferences and these preferences can be changed. Finally press the **Close** button.



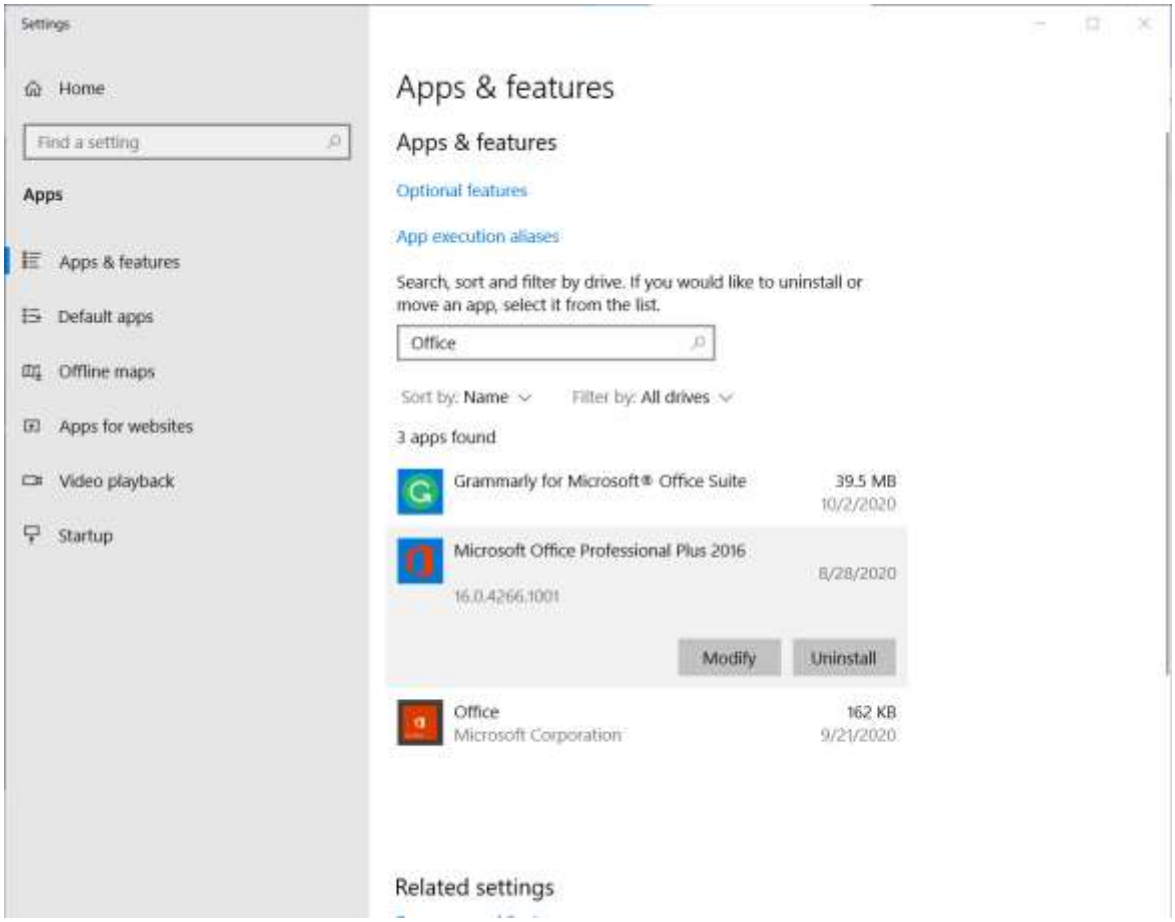
Restart the computer after installation.

Uninstall the previous version of Microsoft Office

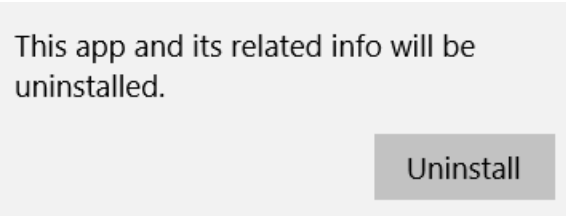
To uninstall the previous version of *Microsoft Office*, press the start button and type *Remove*. The *Add or remove programs* application will appear in the menu, which can be started by pressing its name:



In the opened window, type in the **Office search field** and click on the version of *Microsoft Office* you want to uninstall, and click on the **Uninstall button** below.

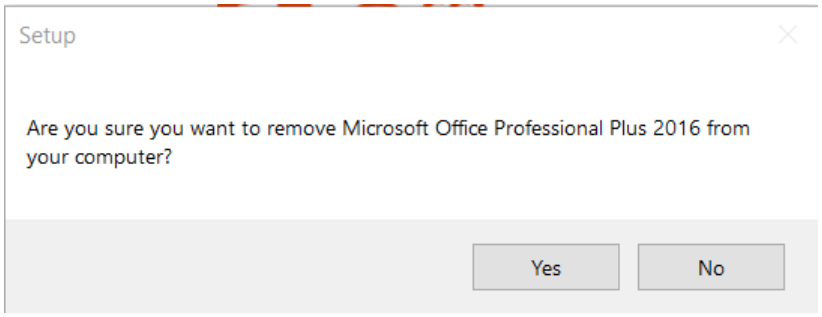


A small message will inform us that this program will be uninstalled. Press the **Uninstall** button

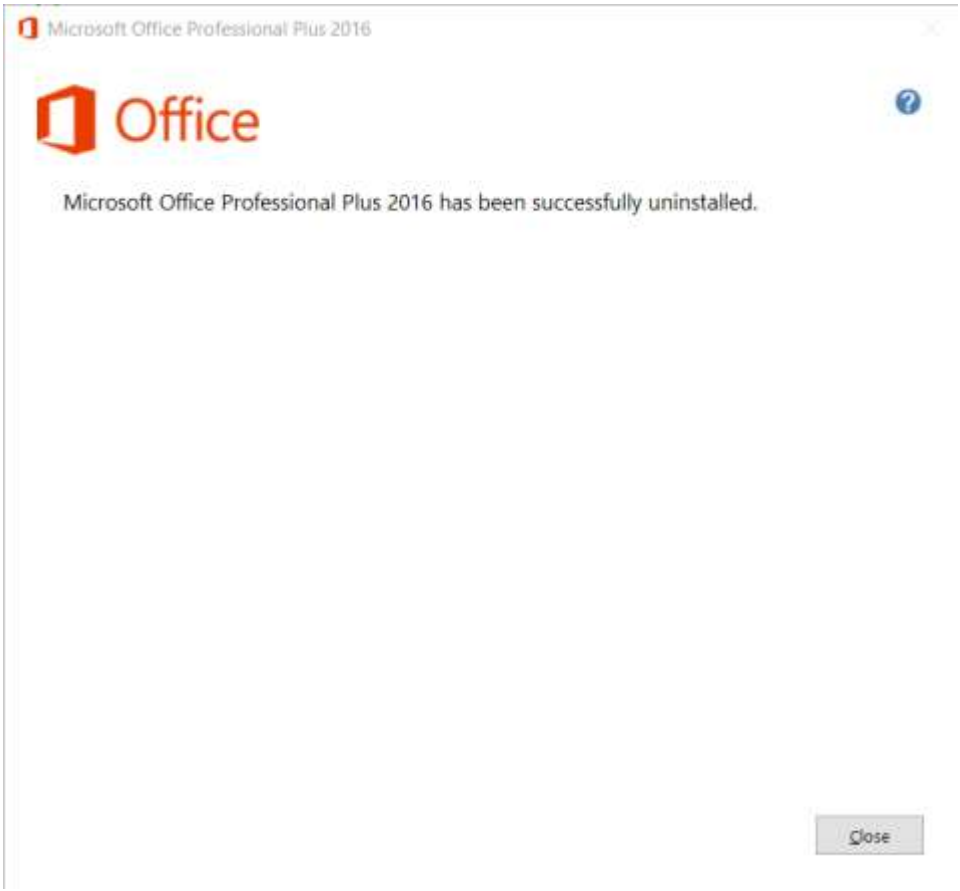


A new window may appear asking for your *Windows account* administrator password to allow you to install the program. Write the password and press the corresponding button.

Then we will be asked if we are sure we want to uninstall the program. Press the **Yes** button.



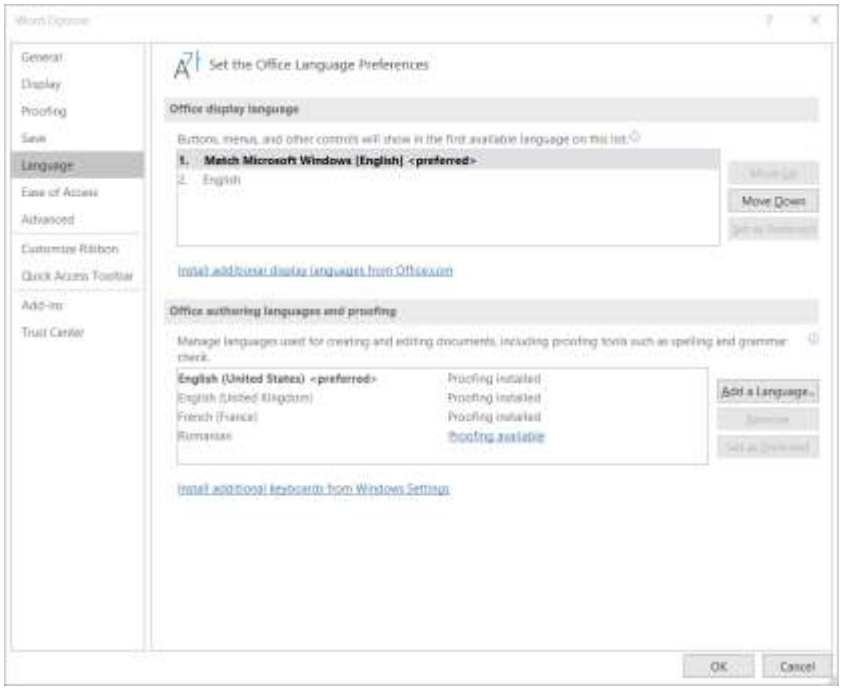
In the end a window will announce that the program has been uninstalled. Press the **Close** button.



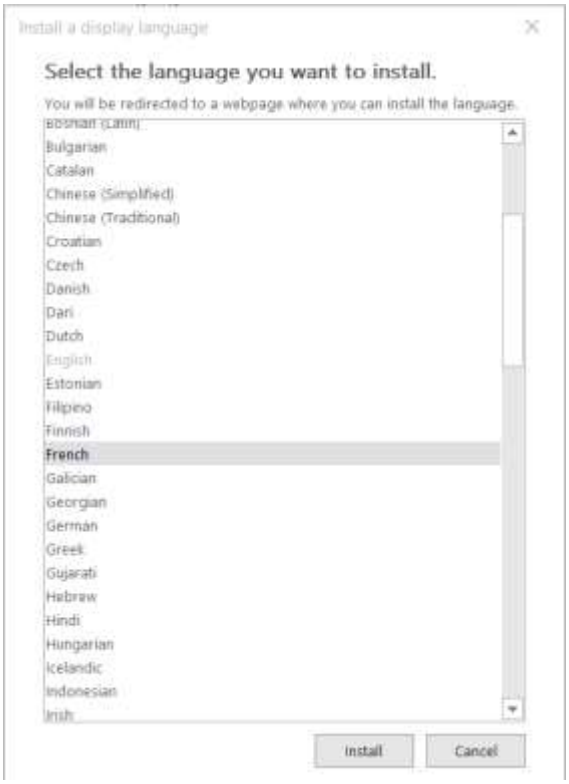
How to set other language for Office 365

If you want to use Microsoft Office in another language, go to the **File menu** and choose **Options**.

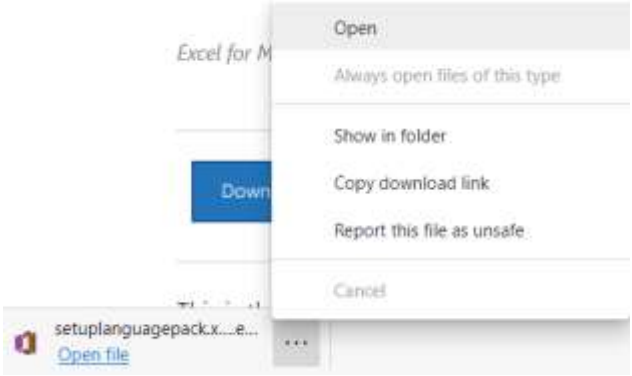
In the open window, click on the **Language** section, and then on **Install additional display languages from Office.com.**



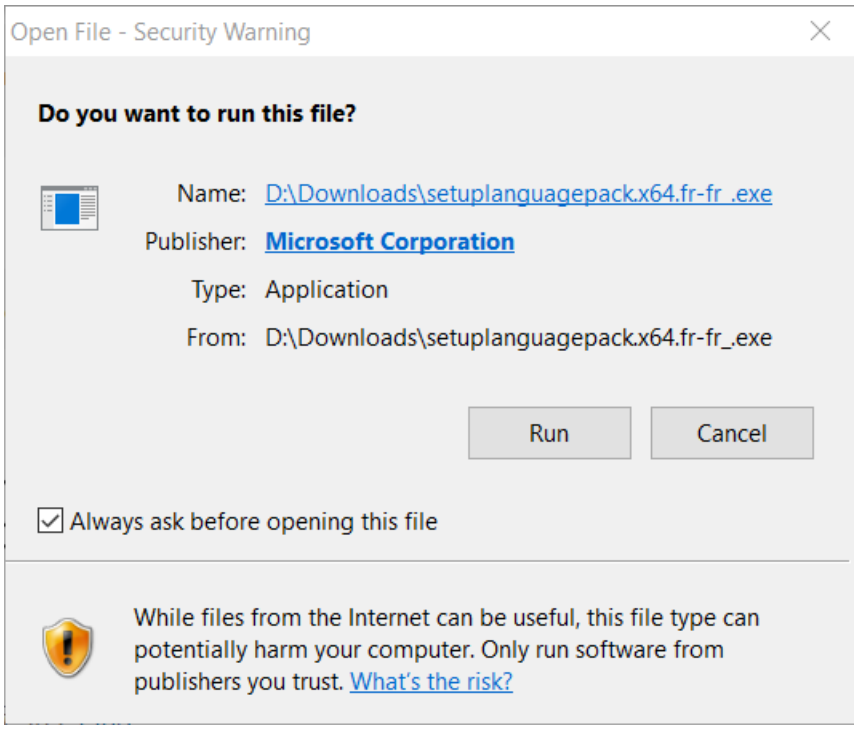
Then choose the language you want to install and click the **Install** button.



The default browser window will open automatically and the program that installs the interface in another language will be downloaded. Depending on which browser you use, you can open the downloaded file. For Google Chrome, you can choose the **Open** command from the bottom left menu



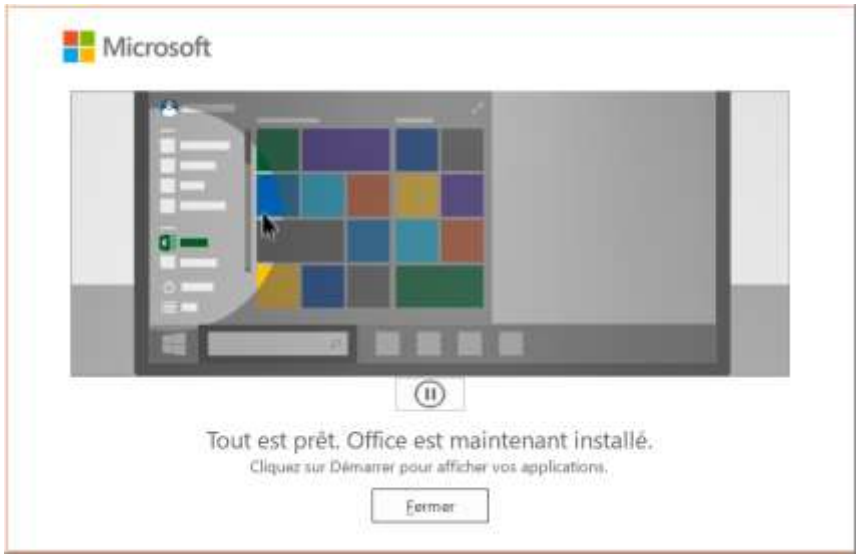
A window will appear in which we are asked if we give access for the application to be installed on the computer:



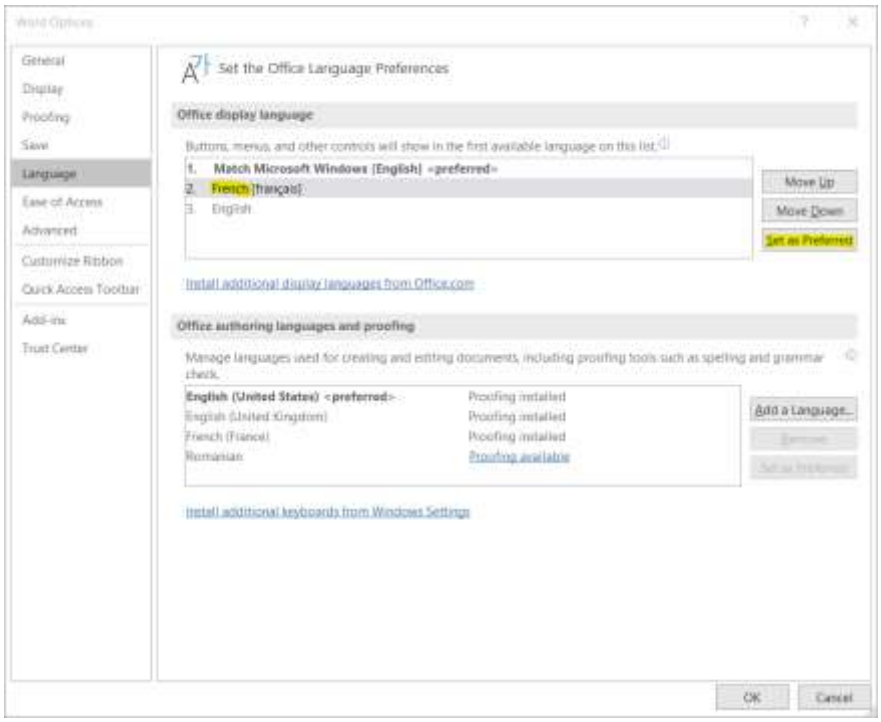
Press the **Run** button, a new window may appear asking for your *Windows account* administrator password to allow the program to be installed. Write the password and press the corresponding button.

Installing a new package with the Microsoft Office 365 language interface will continue.

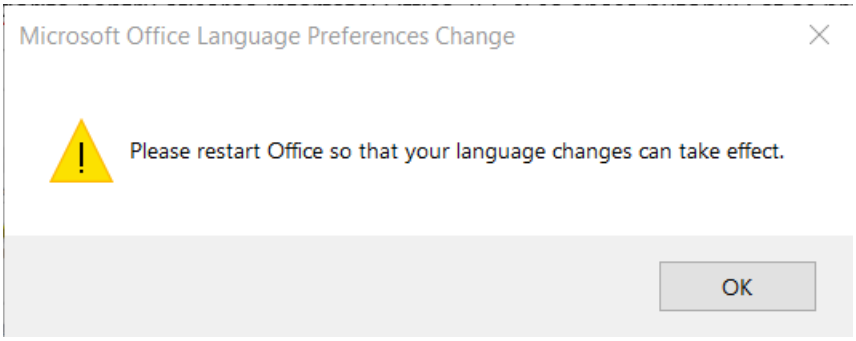
At the end a window will inform you that the program has been installed. Press the **Close** button.



The first time you open one of the Office 365 programs, after installing an interface in another language, the interface language does not change yet. To activate another language for the interface, open the **File menu**, and press the **Options** command. In the open window, click on the **Language** section, where you select the desired language to display the Office 365 interface and press the **Set as preferred** button, and finally, at the bottom of the window, click the **OK** button.



A new window will appear, informing us to restart the Office program so that the interface appears in the selected language.

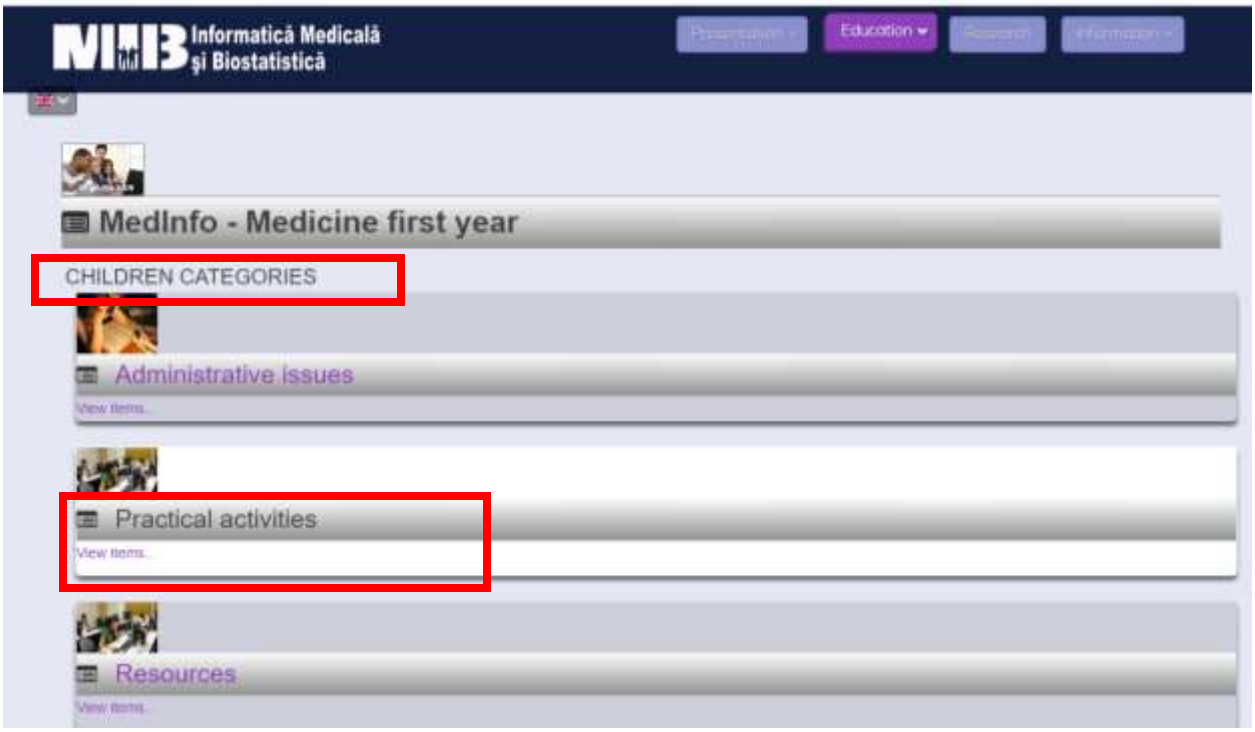


Acess to the laboratories of Biostatistics and Medical Informatics

The Laboratories for Biostatistics and Medical Informatics can be found on the website: https://www.info.umfcluj.ro

Once on the site, select the flag according to your language (British flag), then you can click on the image corresponding to your year and section (e.g. INFO MG 1 EN)

Practical activities can be found by selecting the second link:



For those who use a Mac

Install Office 365 on your Mac

We have to acces the same site as for the installation on Windows 10, where we must be registered with the user account received from the university. In this way the faculty license is used (does not have to be paid).

Access the following link in your favorite browser: office.com?auth=2

Tutorial:

https://support.microsoft.com/en-us/office/install-office-2016-for-mac-with-microsoft-365-operated-by-21vianet-102cb007-226f-4b50-9f66-2f7afc24b361

Youtube clip:

How to install office 365 on a Mac

INSTALLATION
CLICK CONTINUE