



UNIVERSITÀ DEGLI STUDI  
DI GENOVA

# TEAMS: mini guide for students

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Distance Learning



***The suite Office 365-UniGe is free and accessible from:  
Unige students, Erasmus students and all students of all  
courses detailed in the slide «courses list».***



**If you have already an Office365-UniGe account go to the next slide**

**If you have not an Office 365-UniGe account you have to:**

- Follow the registration instructions here <https://cedia.unige.it/office365>
- Once completed, go to the next slide



## If you have an Office365-UniGe account:

- Go to the following link to sign-in Office365-UniGe: <https://www.office.com/>

**Attention: USE ONLY «Account aziendale o dell'istituto di istruzione»**

To access the Office365-UniGe suite you need to get an account as described in the previous slides. If you sign in with credentials acquired autonomously from Microsoft portal or Windows credentials you can't use all the features provided by UniGe



## Access TEAMS

Teams is available in web version or app-desktop version.

To start Teams you need to click on the icon in the app-list you find in the our main Office 365 page.

You can access the WEB version here  
<https://teams.microsoft.com/>



*We suggest to use the app with the “app desktop” option, as it is more rich than the web version. If you decide to use the web option (no installation required), you should use Chrome or the last EDGE version. Teams is available for Mac OS X and mobile system Android and IOS as well.*

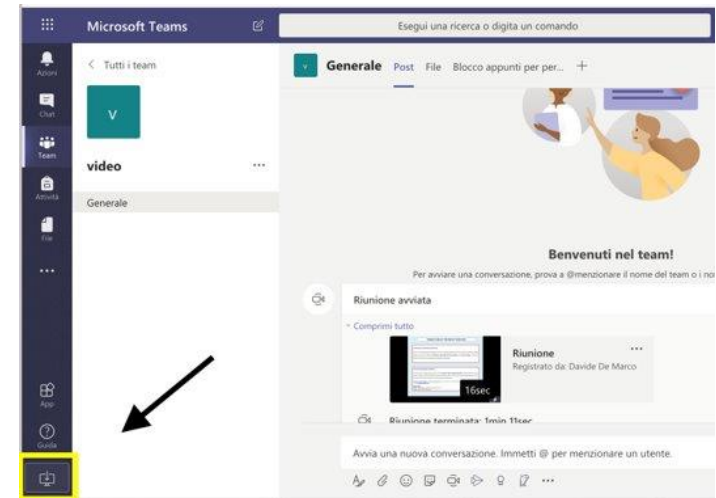


# TEAMS Office 365: App-Desktop Version

To activate:

(find the link at the bottom left to get)

- Install the application
- Launch the application
- Enter with the credentials Office365-UniGe





## To attend a team

1. • By invitation
2. • At your request
3. • Using a code

1.If you are invited, a notification on Team or an email will inform you that you are a member of a team.

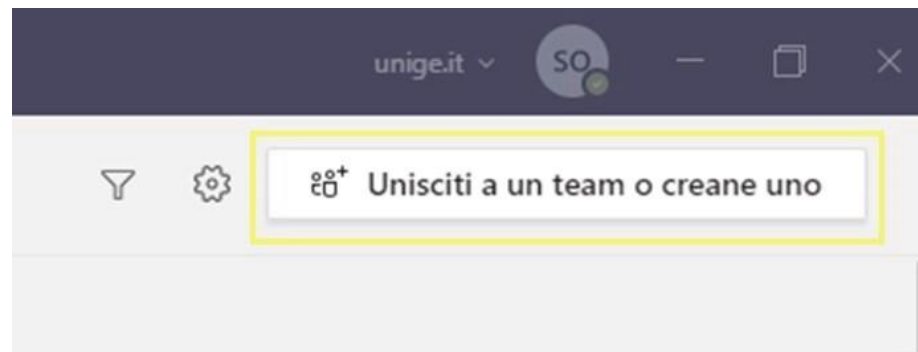
2.You can ask to became a member of a team you are not part of but that you see in the team list. In that case the owner of that team will allow you or not to access that specific team.





3. For very big team, the teacher or the owner could make a code available and communicate it through Aulaweb, via email, on a web site, or projection in a class.

Who know the team code can use it for auto-invite to the team via the option “Unisciti a un team o creane uno”





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## • Courses list

- PROGRAMMA ERASMUS
- PROGRAMMA ALFA
- PROGRAMMA TEMPUS
- PROGRAMMA DI SCAMBIO U.E. - U.S.A.
- PROGRAMMA DI SCAMBIO U.E. - CANADA
- ACCORDO DI SCAMBIO UTS
- CONVENZIONI CON UNIVERSITA' STRANIERE
- PROGRAMMA CINDA
- SEMESTRE AGGIUNTIVO
- CORSO ITALIANO (MARCO POLO)
- PROGRAMMI INTERUNIVERSITARI (STUDENTI ALTRO ATENEO)
- PROGRAMMA ERASMUS MUNDUS
- ERASMUS MUNDUS (EXTERNAL COOPERATION WINDOWS)
- SINGOLI INSEGNAMENTI FINALIZZATI AD ABILITAZIONE
- PROGRAMMA EXTRA-LLP
- PERCORSI COMPENSATIVI PER LE PROFESSIONI SANITARIE
- STUDENTI EX CONVENZIONI ATENEI/A.F.A.M.
- PROGRAMMA MOBILITA' BREVE
- COOPERAZIONE INTERNAZIONALE ALLO SVILUPPO
- SINGOLI INSEGNAMENTI ALTA FORMAZIONE
- FORMAZIONE ALLA CITTADINANZA
- PROGRAMMA ERASMUS+ KA 107
- FORMAZIONE 4.0
- SOSMSE



THANKS!