

Getting Office 365 and Microsoft Teams

Guide for students¹

Logging in into Office 365

If we go to the [page of Office](#), we have to sign in with our *eduID@mailbox.unideb.hu* type e-mail address. The eduID is our network identifier used for logging in into the Neptun or the Moodle eLearning systems. About this accessibility, we can read general information on the [Help page of eduID](#). Before starting the login process, it is highly recommended to log out from other Microsoft accounts, then trying to log in from a private window of the browser. If everything is ok, then the page of Office will send us to an Universitas Debreceniensis authentication page, where we have to give our usually used network identifier (the mentioned eduID) and the password connected to it. After typing these things, the system should allow us to log in to the page of MS Office.

If you experience that after the Universitas Debreceniensis authentication, the system always sends you back to the page of Office as an infinite loop, it is recommended to visit the [eduID page of University of Debrecen](#). On the left side, click “EduID login”, then log in with the mentioned usual way (like you do in the case of Neptun or Moodle, etc.). After this, we have to click the link “Show/edit own eduID profile”, then at the end of the arising page, we have to make sure that Office 365 is enabled. If the small checkbox is empty, you must check it in. These mentioned steps may solve this frequent problem. If a student still has problems with the process, it is recommended to ask for help by writing an e-mail about the issue to the following address: *helpdesk@it.unideb.hu*.

Downloading Office 365, license information

After we have successfully logged in, we can download Office 365, if we click on the Install Office button under the search bar at the top. If we click on our monogram or photo at the top right corner, then choose “My account”, and on the left panel “Subscriptions”, we will be able to see that we have an “Office 365 A1 Plus for students” license. The downloaded Office 365 desktop and mobile applications need the same authorization steps that we covered above in this document.

¹ This guide holds information that is valid at the time of March 2020.

Reaching and downloading Microsoft Teams

We can get Microsoft Teams for different platforms from the [download page of Teams](#). The desktop application has all the provided features, so we recommend using that one. If our web browser cannot recognize the operating system we have, on the page called [Download Microsoft Teams on any Device](#), we can find all of the links in one place. Most of the features of Teams are [available online as well](#). We can also reach the service after we login to the Office homepage: it is available by clicking its icon in the appearing list of Office 365 services.

As students, it is also possible to create groups with tons of different plugins. Once a group has been created, and we clicked on it, then under the search bar above, by clicking on the plus symbol, it is possible to add these built-in extra applications to Teams.