



Università di Cagliari

UniCa Microsoft Teams Guidelines to sign up as external users

How to create an account at UniCa as external user



Introduction and requirements

The University of Cagliari uses **Microsoft Teams** for a large number of online activities.

Teams is part of Office 365, accessible for the academic staff and students of UniCa, but also for those external users who are involved in temporary activities at UniCa.



External guests need:

- **PC or laptop** with **Internet connection** (preferably, but also tablets and smartphones can be an option)
- **Webcam, microphone and integrated or external speakers**



Supported operating systems: Windows 7 and higher (32 bit and 64 bit), macOS X 10.15 and higher

Supported mobile operating systems: Android 4.4 and higher, iOS 10 and higher

Supported web browsers: Chrome (last 3 versions), Microsoft Edge (<https://www.microsoft.com/it-it/edge>)



Introduction and requirements (2)



To use the services of UniCa you need to:

- 1) Create your Microsoft Teams **account**;
- 2) Register your account at the University of Cagliari

If you already have an account with another Institution, go to **section 2**.

IMPORTANT: the e-mail address used to sign up for Teams should be the same you entered to register at the University of Cagliari!

(i.e. the e-mail address used for the registration in Esse3)



How to sign up as external user

1

Instal Microsoft Teams software and create an account

2

Sign up for the University of Cagliari



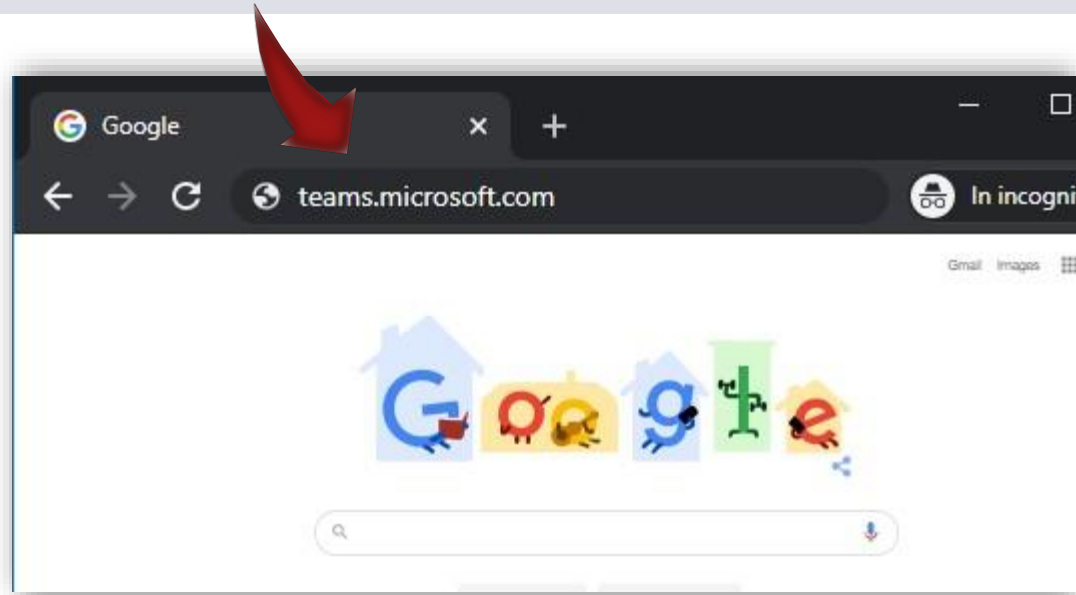
1

Instal Microsoft Teams software

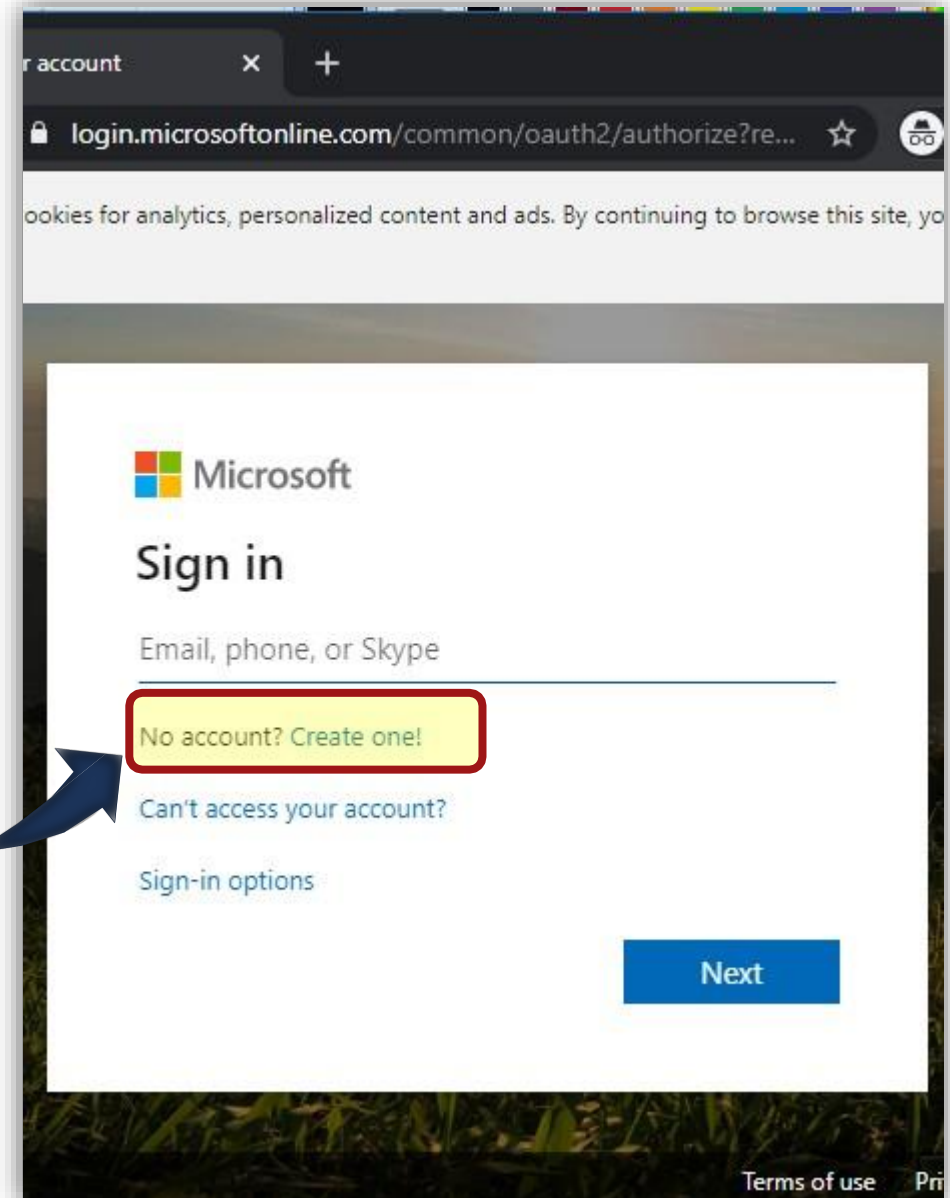


Instal Microsoft Teams and create an account

From any browser, visit the website:
teams.microsoft.com



Click on: **No account? Create one!**

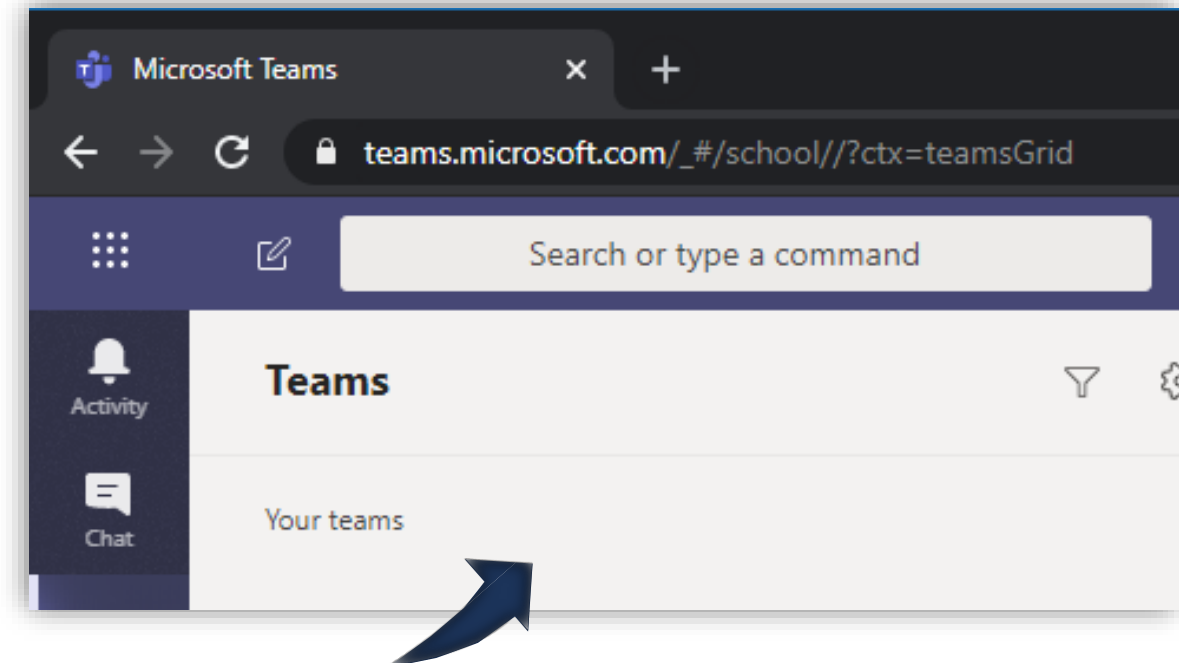


Instal Microsoft Teams (2)

To create your account:

1. Enter an e-mail adress
2. Choose a password
3. Enter your personal data
4. Enter the verification code from the e-mail box

Attention! Choose the same e-mail address of your registration in Esse3(see slide 3)



Attention! Check whether the e-mail with the verification code is in the **spam box!**

Many activities are accessible from the browser. According to your settings, the interface could be in English.



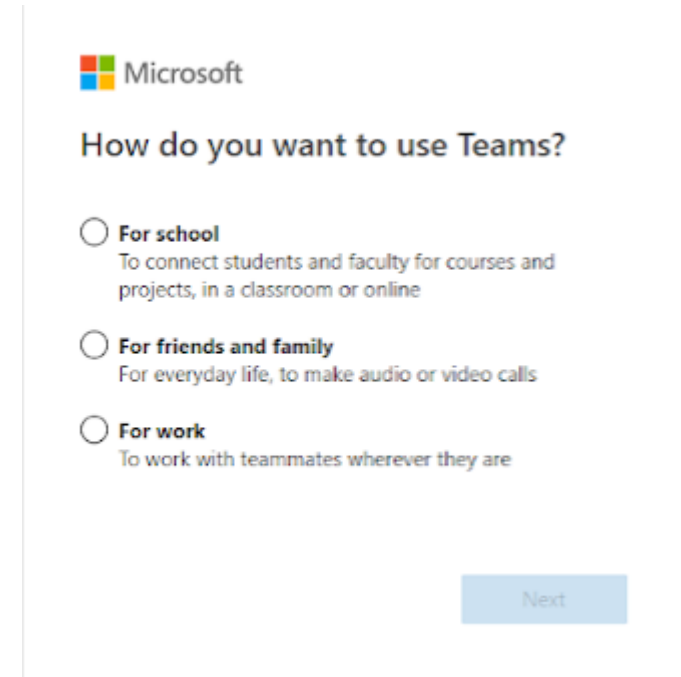
Instal Microsoft Teams (2)

The system could now ask: ‘How do you want to use Teams?’.

Choose ‘For work’

Fill in your name and surname in the details of your company.

From now on, to access Teams you will enter the e-mail address used to register in Esse3 as username and the password chosen in the previous step.



Microsoft

How do you want to use Teams?

For school
To connect students and faculty for courses and projects, in a classroom or online

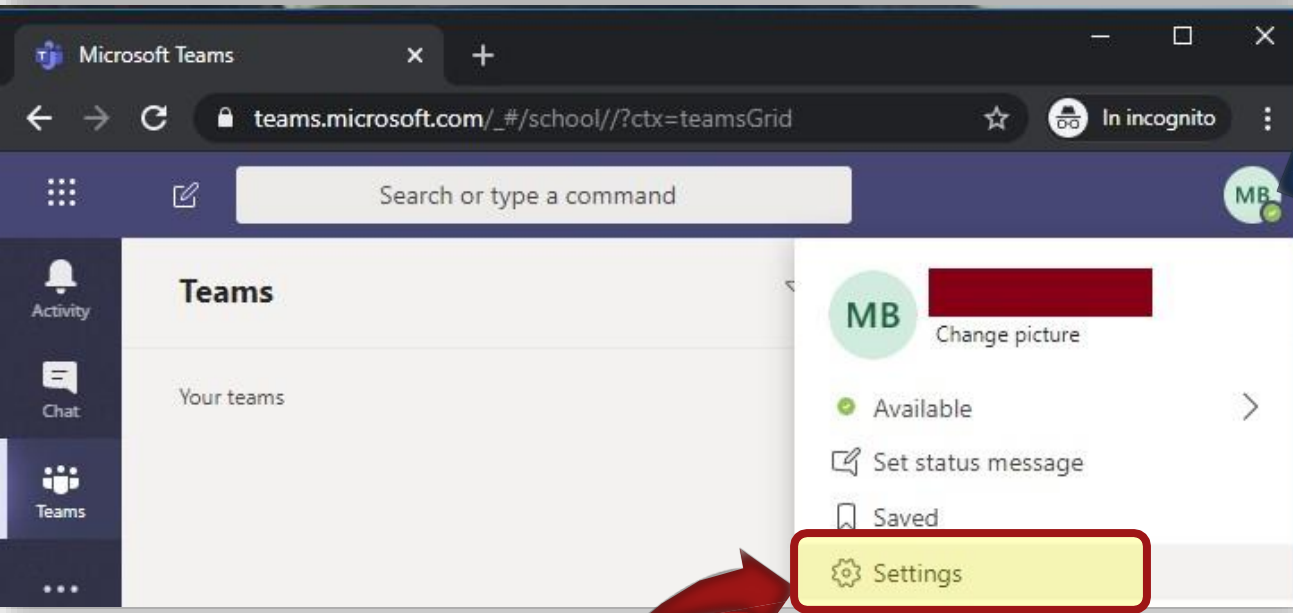
For friends and family
For everyday life, to make audio or video calls

For work
To work with teammates wherever they are

Next



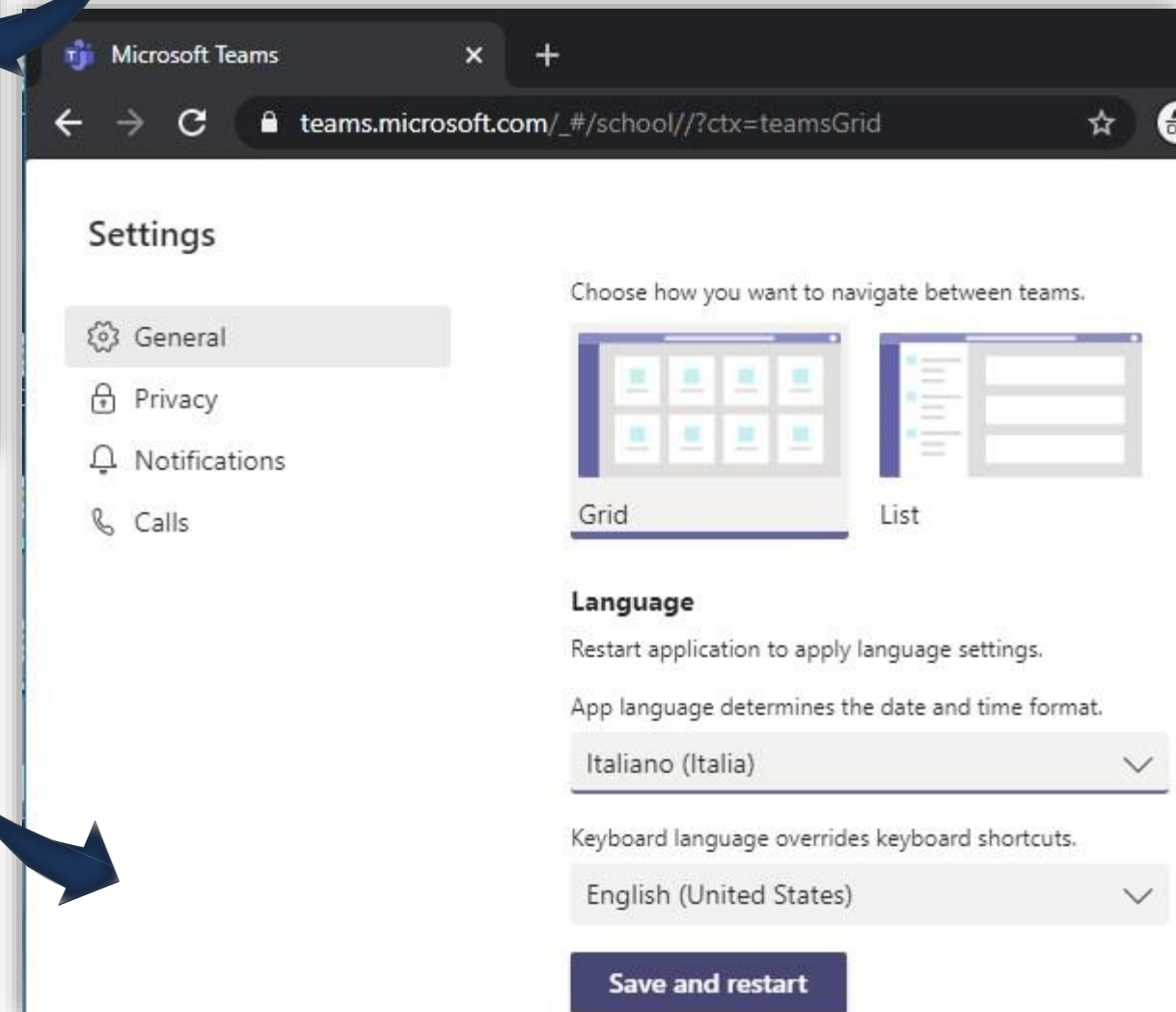
Instal Microsoft Teams (3)



Select **Settings**

Select the preferred language and click on 'Save and restart'

To change the language of the software interface, click on the circle with your initials at the top right

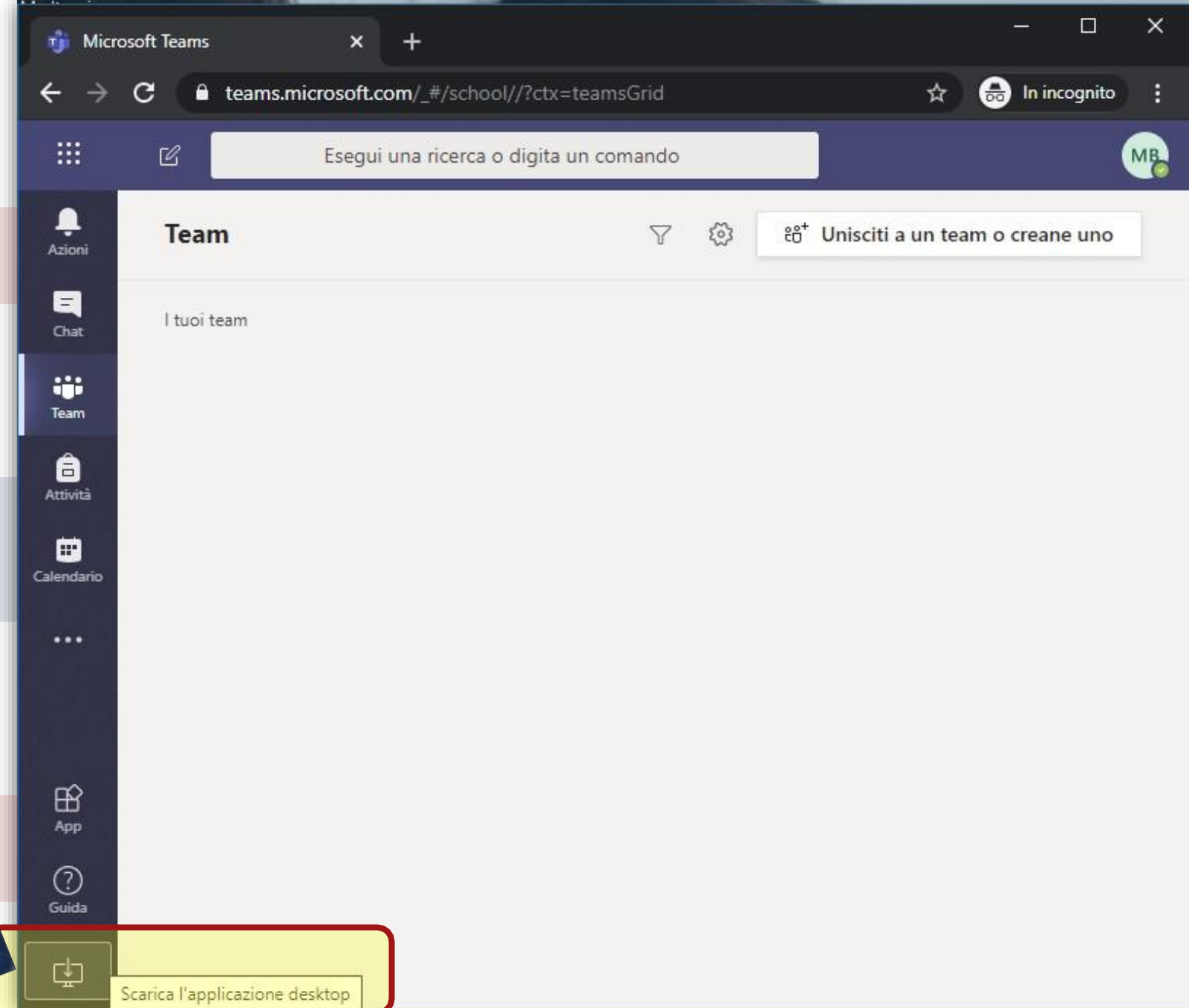


Instal Microsoft Teams (4)

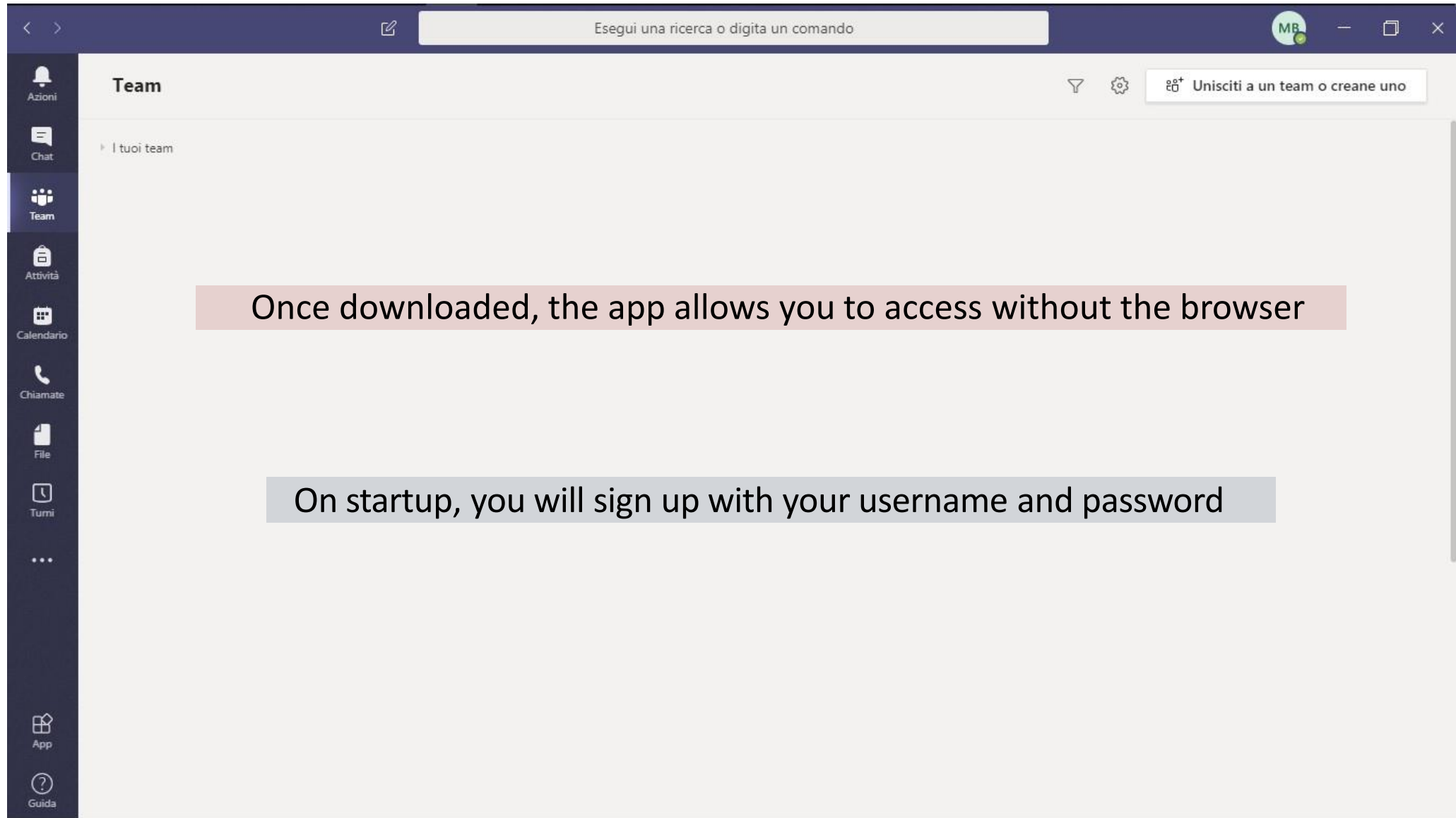
Many activities on Teams are accessible from the browser

However, Microsoft recommends the use of the app, because it guarantees a better functionality

To download the app, click on the icon on the lower left and follow the instructions



Instal Microsoft Teams (5)



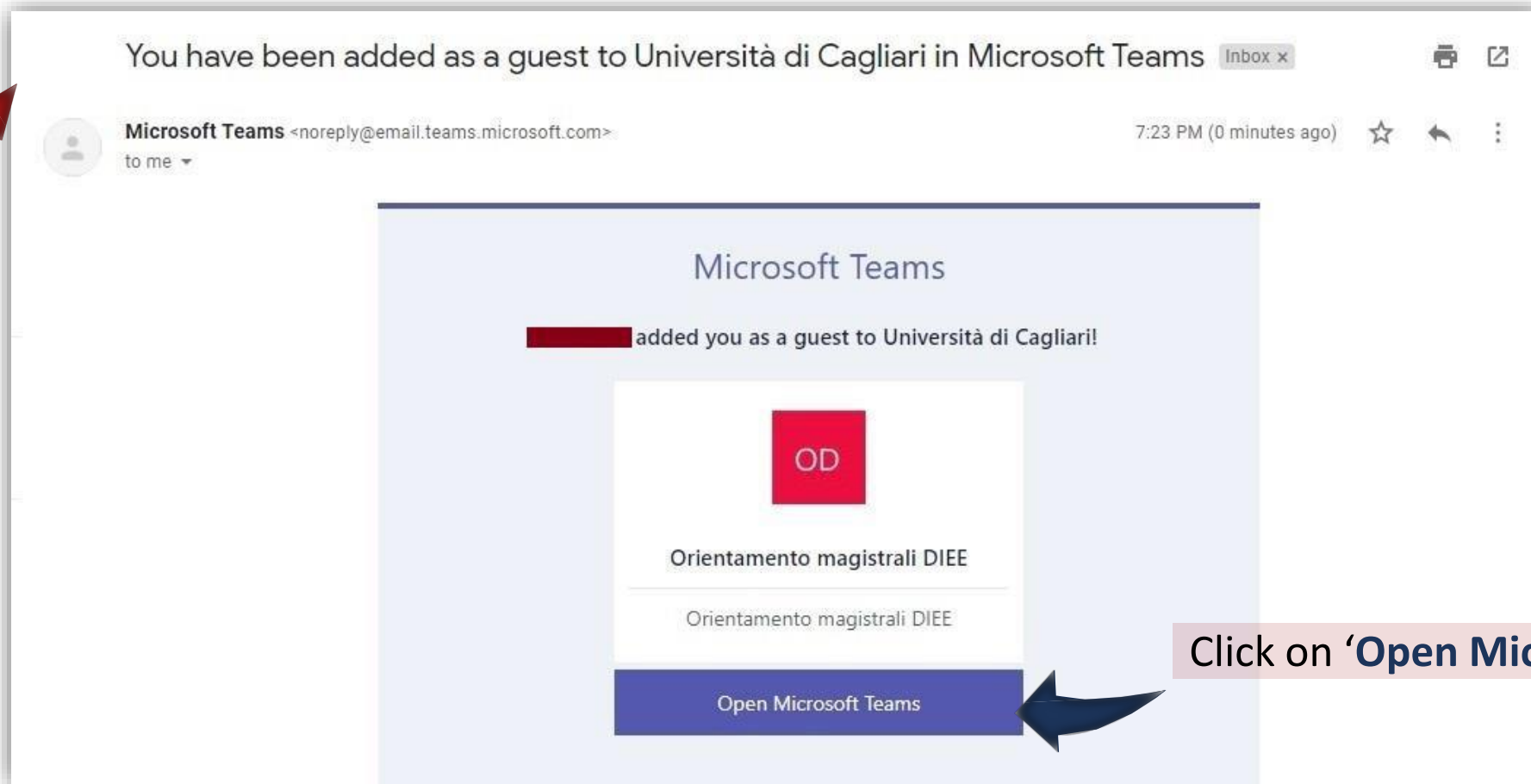
2

Sign up for the University of Cagliari



Sign up (1)

Open the e-mail you received from «**Microsoft Teams**» with object: 'You have been added as a guest to **Università di Cagliari in Microsoft Teams**'. Check whether it is in the spam box

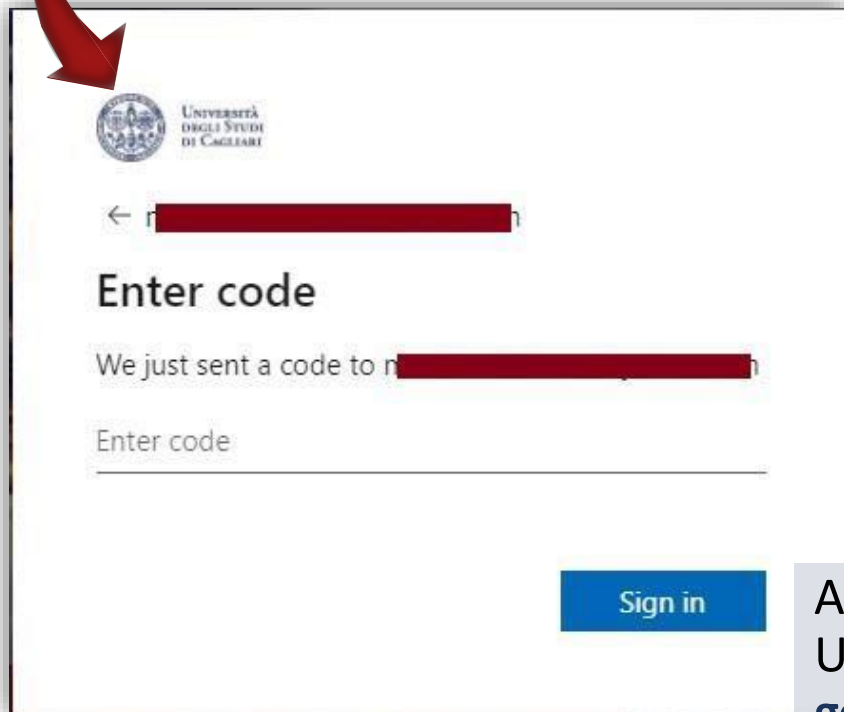


Click on 'Open Microsoft Teams'



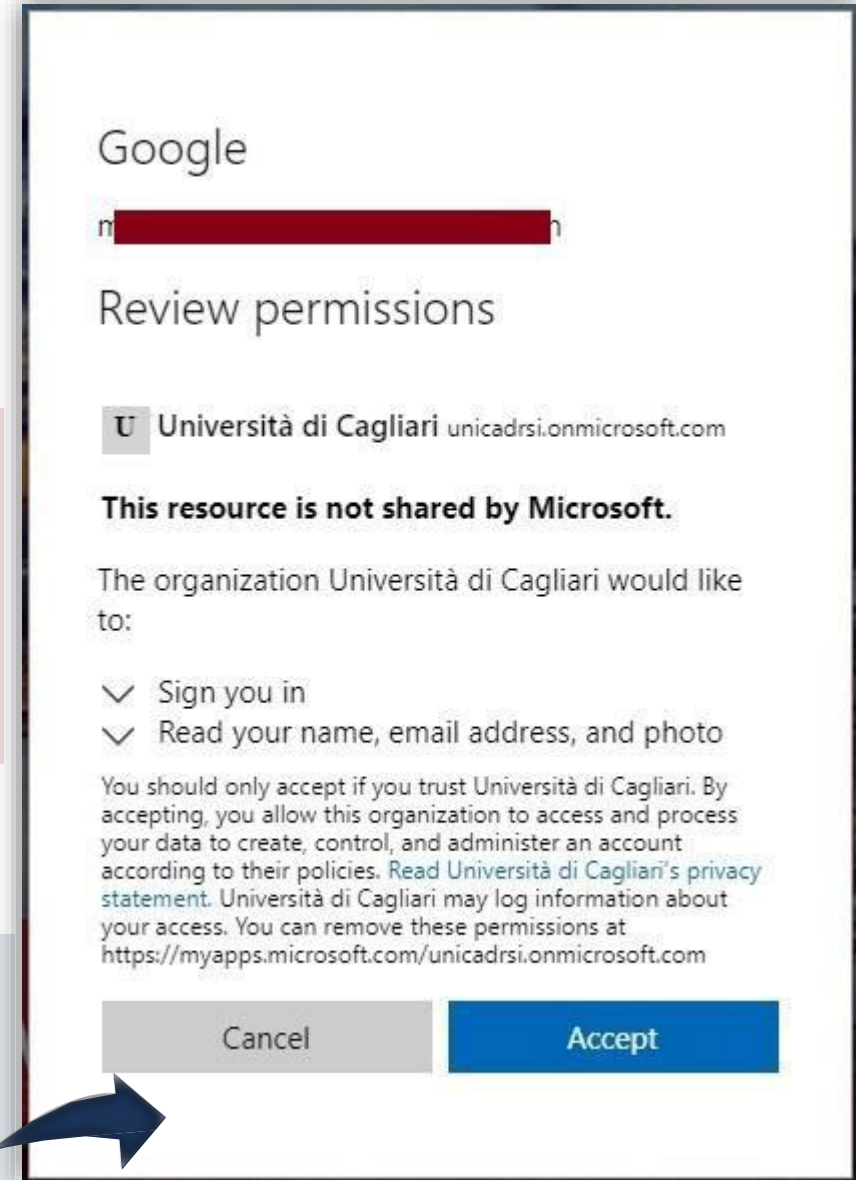
Sign up (2)

After entering your **e-mail address**, you could be asked for a **verification code**. The code is sent at the e-mail address used to sign up. **Here too, check whether the e-mail with the code is in the spam box.**



Sometimes – for example, if you have a *gmail.com* or *outlook.it* account – **the verification code is not required** because the e-mail provider verifies your identity.

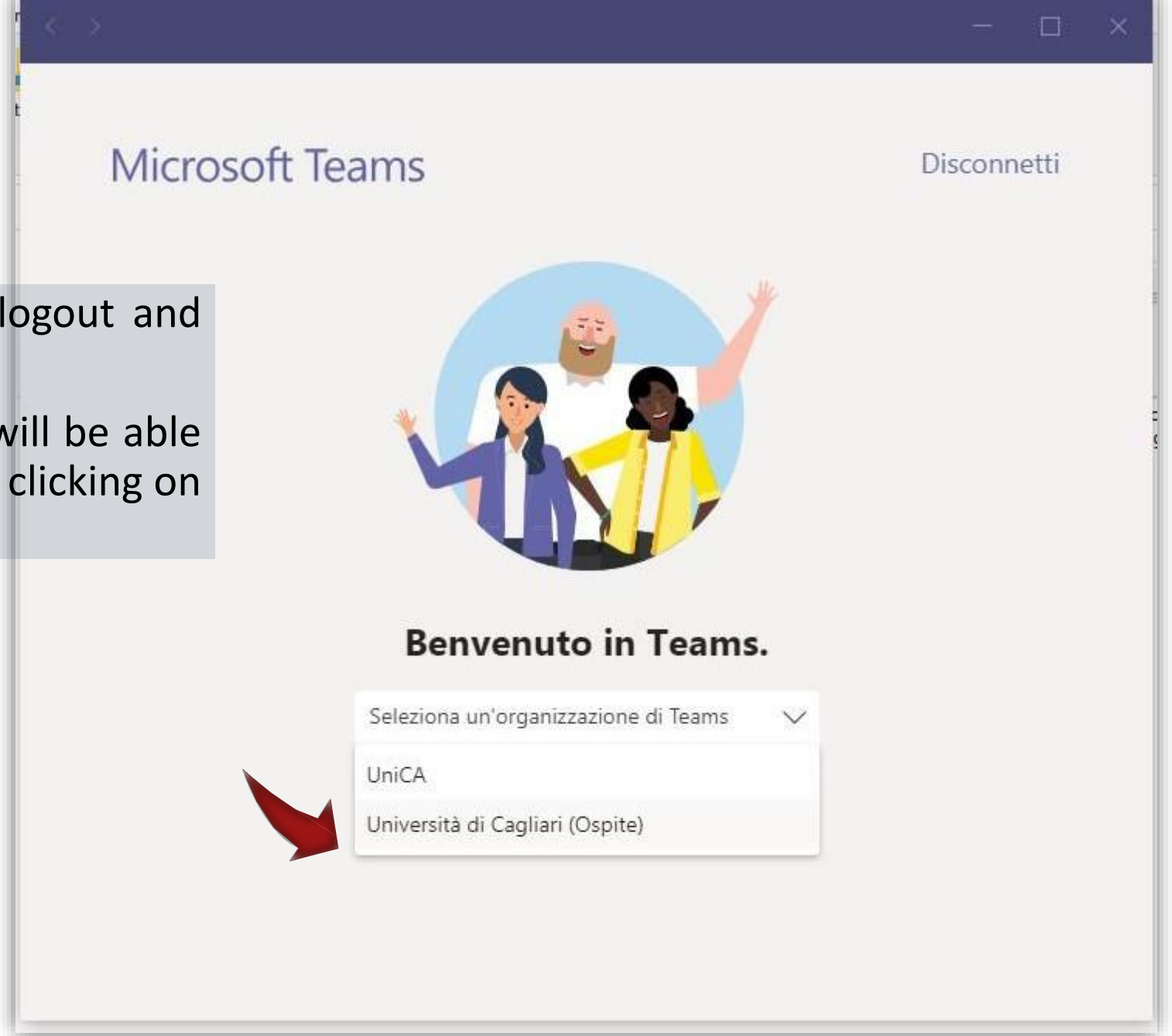
Accepting the permissions for the University of Cagliari is **mandatory to go on**, thus click on **'Accept'**



Sign up (3)

At this stage, we suggest that you logout and close the app.

From now on, when you login, you will be able to select the University of Cagliari by clicking on **'Select a Teams Org'**



Sign up (3)

If you already use a Microsoft Teams account for another Institution, you can always **switch to the University of Cagliari from the drop-down menu** on the top right next to the icon of your account.



The drop-down menu could be invisible until you logout and close the app, after accepting the invitation, as described previously.



For further information

On the necessary requirements:

- To use Microsoft Teams
- To instal the Teams software

Read the guide published on Unica website at

https://www.unica.it/unica/it/covid19_didattica_teams_manual.page

Or contact the Helpdesk from 8 a.m. to 7 p.m. Monday-Friday, at **help.teams@unica.it**

