


# Microsoft Teams

Kratke upute za izradu skupine i sastanaka

Kako preuzeti Microsoft teams?

# Google

× 

Google Search

I'm Feeling Lucky



Google offered in: [hrvatski](#)



microsoft teams



All

Images

Videos

Maps

News

More

Settings

Tools

About 758,000,000 results (0.78 seconds)

[www.microsoft.com](#) › [en-us](#) › [group-chat-software](#) ▾

## Chat, Meetings, Calling, Collaboration | Microsoft Teams

**Microsoft Teams** is the hub for team collaboration in Microsoft 365 that integrates the people, content, and tools your team needs to be more engaged and ...

[Download Microsoft Teams](#) · [Use Microsoft Teams](#) · [Online meetings](#) · [For education](#)



Microsoft 365

Microsoft Teams

Značajke

Resursi

Tarife i cijene

Preuzimanje aplikacije Teams

Sve Microsoft



Značajke za zajednički način rada i veliki prikaz galerije trenutno se uvode klijentima. Saznajte kako uključiti te nove značajke >

# Microsoft Teams

Više načina da budete tim.

Registrijate se besplatno

Prijava



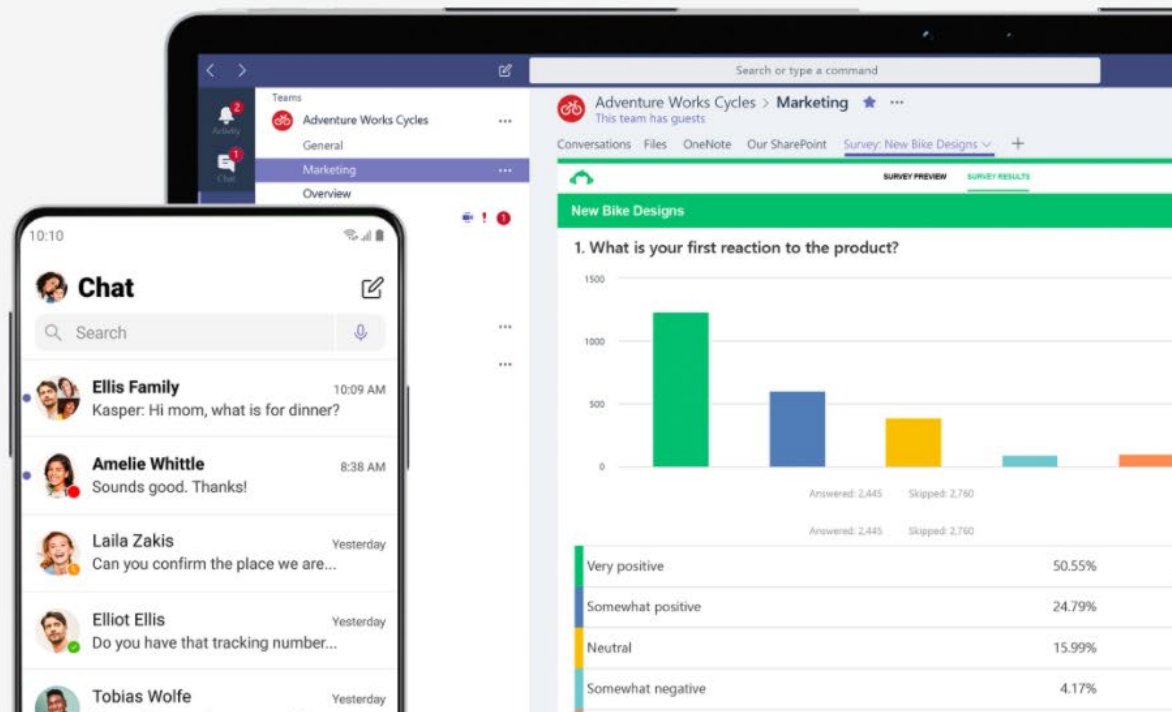
Sada možete ostati povezani s obitelji i prijateljima uz nove značajke u aplikaciji Microsoft Teams za mobilne uređaje<sup>1</sup>. Saznajte više >

# Preuzmite Microsoft Teams

U aplikaciji Teams povežite se i surađujte s bilo kim s bilo kojeg mjesta.

Preuzimanje za računala

Preuzimanje za mobilne uređaje



A evo i izravne poveznice:


<https://www.microsoft.com/hr-hr/microsoft-365/microsoft-teams/download-app>

Nakon instalacije programa  
trebate se prijaviti koristeći svoju  
mefst.hr adresu i lozinku.



Microsoft Teams

# Microsoft Teams



**Enter your work, school or  
Microsoft account.**

Sign in



# Microsoft Teams



**Enter your work, school or  
Microsoft account.**

mvidak@mefst.hr|

Sign in





Autentikacijska i autorizacijska infrastruktura znanosti i visokog obrazovanja u Republici Hrvatskoj

### KORISNIČKA OZNAKA

### ZAPORKA

**PRIJAVA**

[Pomoć](#)

Srce v3.0



Autentikacijska i autorizacijska infrastruktura znanosti i visokog obrazovanja u Republici Hrvatskoj

### KORISNIČKA OZNAKA



mvidak@mefst.hr

### ZAPORKA



.....|



**PRIJAVA**

[Pomoć](#)

Srce v3.0

Kako napraviti svoju Teams grupu  
za održavanje predavanja?

Search



Activity



Chat



Teams



Assignments



Calendar



Calls



Files



Apps



Help

# Teams




Join or create team




Your teams



**Probni tim Medicina**



**FV**

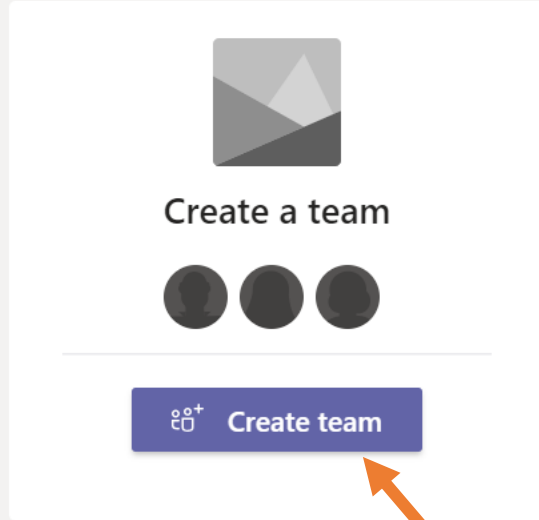


**Research in Biomedicine and Health 3**

< Back


# Join or create a team

Search teams 🔍

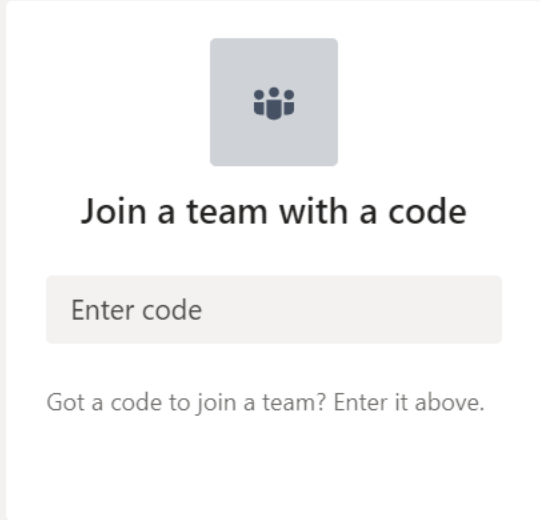


**Create a team**

Three placeholder avatars

 Create team

An orange arrow points to the 'Create team' button.



**Join a team with a code**

Enter code

Got a code to join a team? Enter it above.


- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help

< Back

# Join or create a team

Search teams


## Select a team type




**Class**  
Discussions, group projects, assignments



**Professional Learning Community (PLC)**  
Educator working group



**Staff**  
School administration and development



**Other**  
Clubs, study groups, after-school activities

Cancel





- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help

< Back

# Join or create a team

Search teams

## Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Description (optional)

[Create a team using an existing team as a template](#)

Cancel Next



Back

Join or create a team

Search teams

### Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Description (optional)

[Create a team using an existing team as a template](#)

Cancel

Next



Pri izradi skupine, tražit će od vas da dodate studente i predavače.

Prvo dodajte predavače (Teachers).

Postupak dodavanja studenata objašnjen je nakon toga. 😊

- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help

< Back

Join or create a team

Search teams

### Add people to "Probni predmet"

Students Teachers

Search for students

Start typing a name to choose a group, distribution list or person at your school.



Search

MV



Back

Join or create a team



Create a team



Bring everyone together and get

Search teams



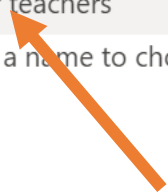
### Add people to "Probni predmet"

Students Teachers

Search for teachers

Add

Start typing a name to choose a group, distribution list or person at your school.



Skip

Search

MV



Back

Join or create a team



Create a team



Bring everyone together and get

Search teams



## Add people to "Probni predmet"

Students Teachers

rtokalid

Add

RT

Ružica Tokalić

(RTOKALIC) djelatnik

n at your school.

Skip



Back

Join or create a team



Create a team



Bring everyone together and get

Search teams



### Add people to "Probni predmet"

Students Teachers

RT Ružica Tokalić × |

Add

Start typing a name to choose a group, distribution list or person at your school.

Skip



< Back

Join or create a team

Create a team

Bring everyone together and get

Search teams



### Add people to "Probni predmet"

Students Teachers

Search for teachers

Add

Start typing a name to choose a group, distribution list or person at your school.

**RT** Ružica Tokalić  
(RTOKALIC) djelatnik

Close





Sada bi vaša nova skupina na MS  
Teams trebala izgledati ovako:

- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help

All teams



### Probni predmet

General

- General
- Posts
- Files
- Class Notebook
- Assignments
- 1 more
- +

Team Meet

## Welcome to Probni predmet

Choose where you want to start



Upload Class Materials



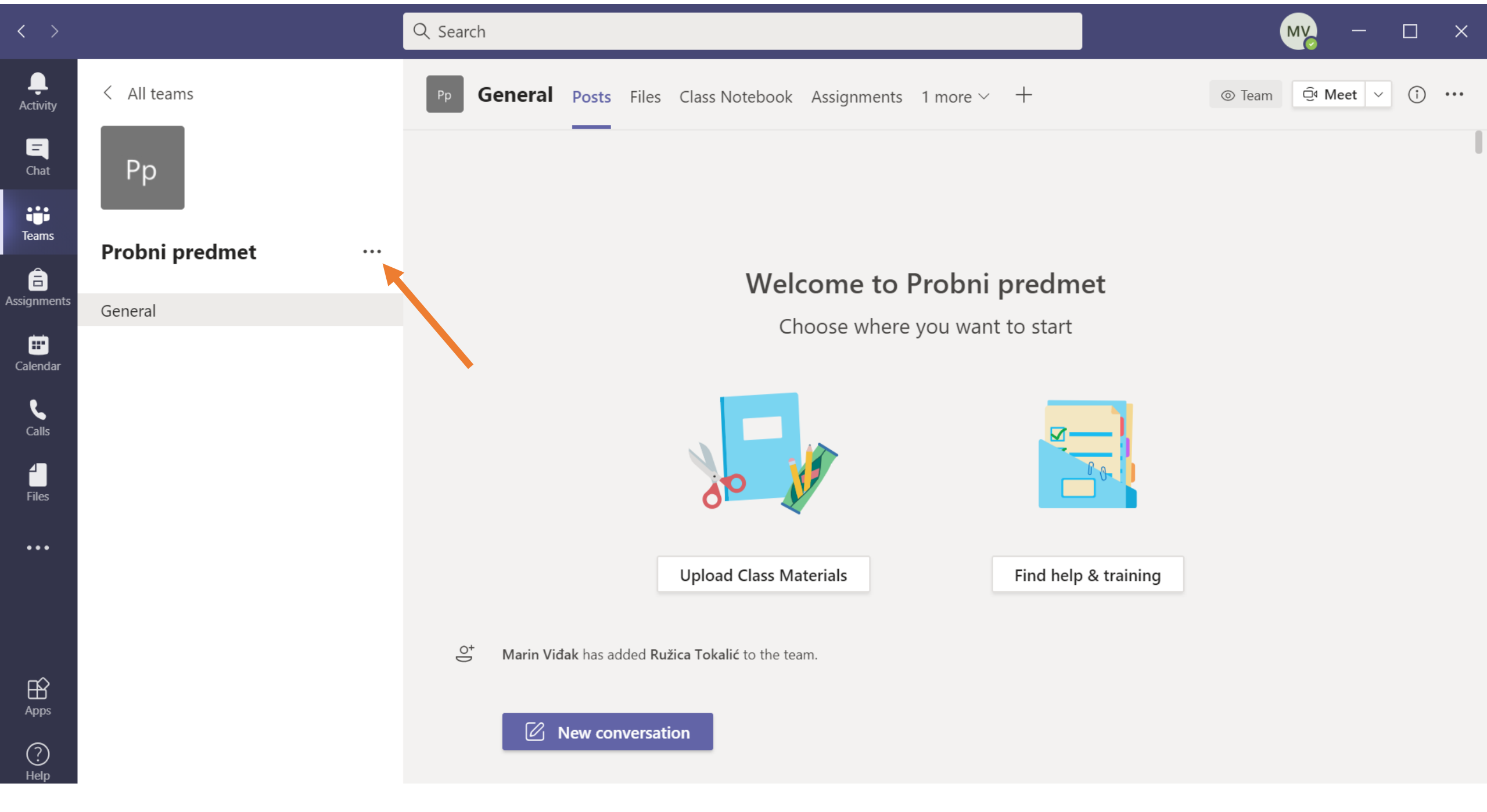
Find help & training

Marin Viđak has added Ružica Tokalić to the team.

New conversation

# Dodavanje studenata

Studenti će se na predmet dodati sami, pomoću šifre koju ćete izraditi i poslati im. Kako bi bili sigurni da će šifru dobiti svi studenti upisani na predmet, šifru možete postaviti na Moodle platformu.



All teams



Probni predmet



General



General Posts Files Class Notebook Assignments 1 more +

Team Meet

# Welcome to Probni predmet

Choose where you want to start



Upload Class Materials



Find help & training

Marin Viđak has added Ružica Tokalić to the team.

New conversation

All teams



### Probni predmet

General

- Manage team
- Add channel
- Add member
- Leave the team
- Edit team
- Get link to team
- Manage tags
- Delete the team

## Welcome to Probni predmet

Choose where you want to start



Upload Class Materials



Find help & training

Marin Vidak has added Ružica Tokalić to the team.

New conversation

- Activity
- Chat
- Teams**
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help

< All teams

**Probni predmet** ...

General

**Pp** **Probni predmet ...** Team

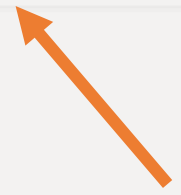
Members Pending Requests Channels **Settings** Analytics Apps

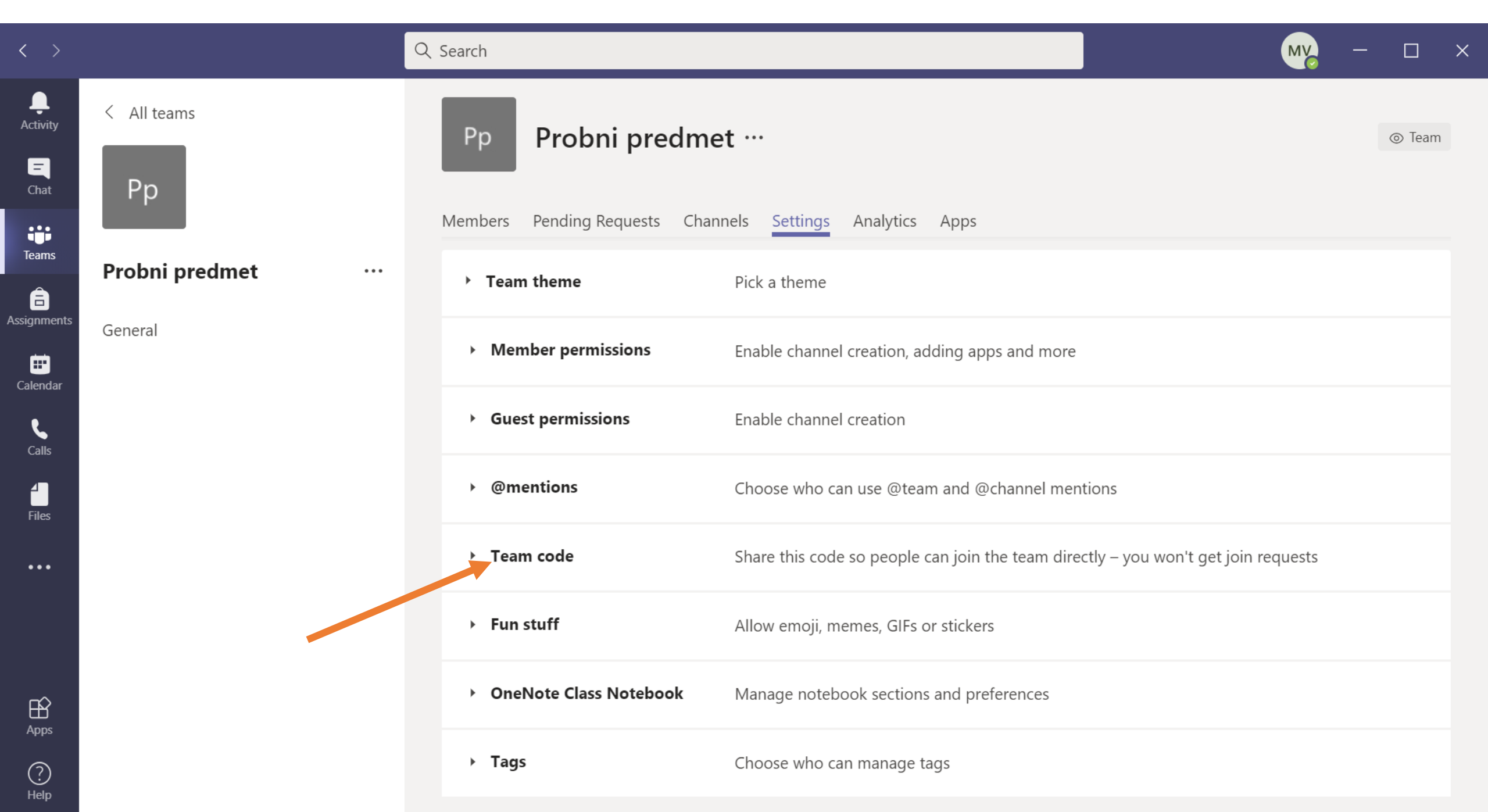
Search for members

▼ **Owners (2)**

Name	Title	Location	Tags <span>i</span>	Role
Ružica Tokalić	djelatnik			Owner ▼
Marin Vidak	djelatnik			Owner ▼

▶ **Members and guests (0)**





All teams



Probni predmet

General

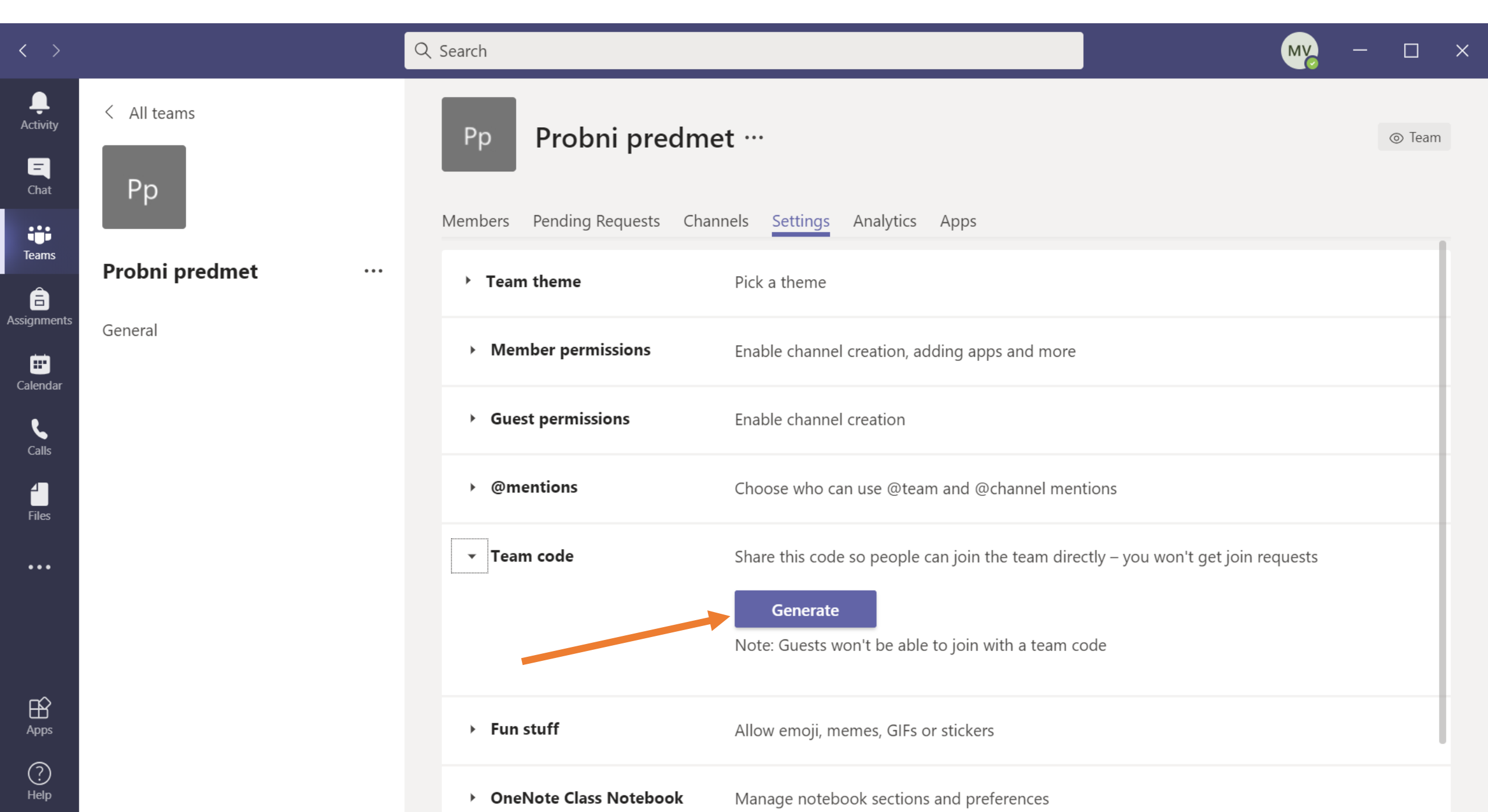


Probni predmet ...

Team

- Members
- Pending Requests
- Channels
- Settings
- Analytics
- Apps

- ▶ **Team theme** Pick a theme
- ▶ **Member permissions** Enable channel creation, adding apps and more
- ▶ **Guest permissions** Enable channel creation
- ▶ **@mentions** Choose who can use @team and @channel mentions
- ▶ **Team code** Share this code so people can join the team directly – you won't get join requests
- ▶ **Fun stuff** Allow emoji, memes, GIFs or stickers
- ▶ **OneNote Class Notebook** Manage notebook sections and preferences
- ▶ **Tags** Choose who can manage tags



All teams



### Probni predmet

General



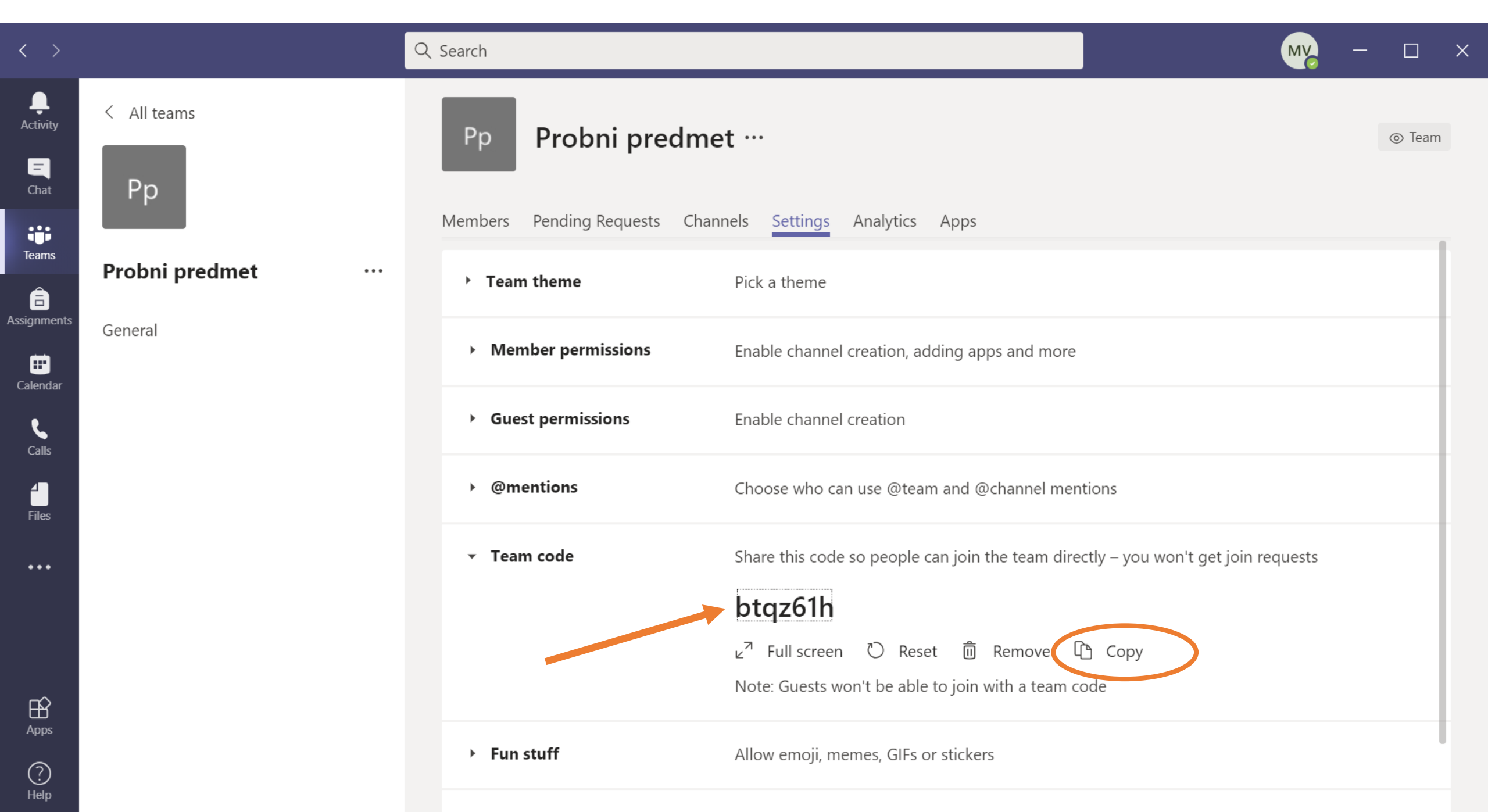
## Probni predmet ...

Team

- Members
- Pending Requests
- Channels
- Settings**
- Analytics
- Apps

- ▶ **Team theme** Pick a theme
- ▶ **Member permissions** Enable channel creation, adding apps and more
- ▶ **Guest permissions** Enable channel creation
- ▶ **@mentions** Choose who can use @team and @channel mentions
- ▼ **Team code** Share this code so people can join the team directly – you won't get join requests  
**Generate**  
Note: Guests won't be able to join with a team code
- ▶ **Fun stuff** Allow emoji, memes, GIFs or stickers
- ▶ **OneNote Class Notebook** Manage notebook sections and preferences





All teams



### Probni predmet

General



## Probni predmet ...

Team

- Members
- Pending Requests
- Channels
- Settings**
- Analytics
- Apps

- ▶ **Team theme** Pick a theme
- ▶ **Member permissions** Enable channel creation, adding apps and more
- ▶ **Guest permissions** Enable channel creation
- ▶ **@mentions** Choose who can use @team and @channel mentions
- ▼ **Team code** Share this code so people can join the team directly – you won't get join requests  
**btqz61h**  
Full screen Reset Remove **Copy**  
Note: Guests won't be able to join with a team code
- ▶ **Fun stuff** Allow emoji, memes, GIFs or stickers

Ovaj kod možete proslijediti studentima koristeći Moodle Merlin platformu.

# Kako se student pridruži?

Na početnoj stranici MS Teams-a, osim opcije izrade nove skupine, postoji i opcija 'Join team with a code'.


Tu student upišu jedinstveni kod vašeg predmeta.

- Activity
- Chat
- Teams**
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help


< Back

# Join or create a team


Search teams 🔍




### Create a team



---

 **Create team**



### Join a team with a code

Get a code to join a team? Enter it above.



# Kako pripremiti predavanje?

Postoji više načina za pripremu predavanja, a mi ćemo pogledati kako to napraviti izravno iz vašeg predmeta.

Vaša zakazana predavanja će biti prikazana u kalendaru, kojem možete pristupiti putem ikonice sa lijeve strane ekrana u MS Teams. Putem kalendara možete i dogovarati nova predavanja.

Vratimo se na početnu stranicu vaše skupine...

Microsoft Teams interface showing a team chat window for "Probni predmet". The main content area displays a welcome message: "Welcome to Probni predmet" and "Choose where you want to start". Two options are provided: "Upload Class Materials" (with a book and scissors icon) and "Find help & training" (with a folder icon). A notification at the bottom states: "Marin Viđak has added Ružica Tokalić to the team." A blue button labeled "New conversation" is visible at the bottom.

- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help

All teams

Probni predmet

General

Welcome to Probni predmet

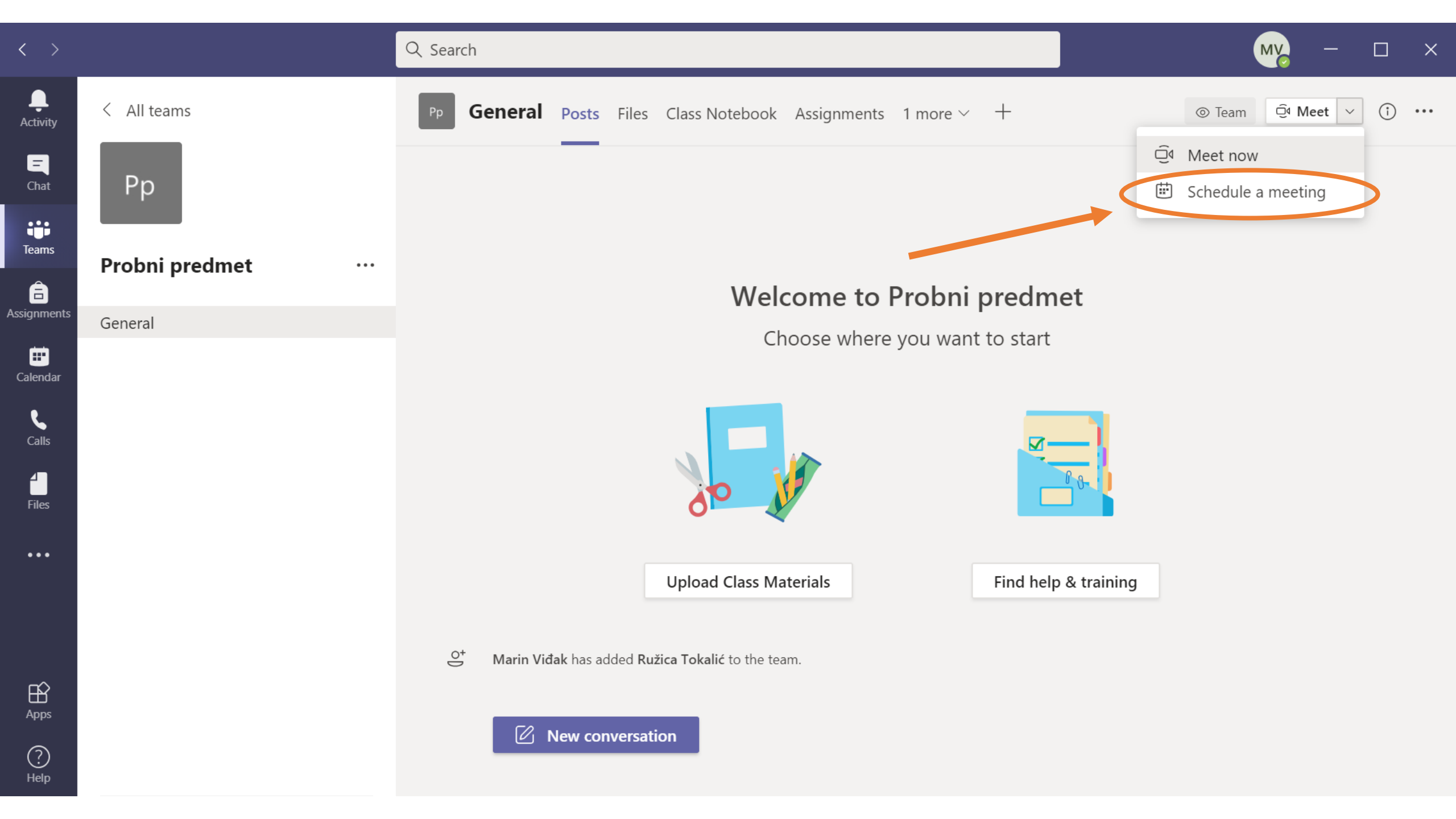
Choose where you want to start

Upload Class Materials

Find help & training

Marin Viđak has added Ružica Tokalić to the team.

New conversation



All teams



Probni predmet

General

General Posts Files Class Notebook Assignments 1 more +

Team Meet

- Meet now
- Schedule a meeting



# Welcome to Probni predmet

Choose where you want to start



Upload Class Materials



Find help & training

Marin Vidak has added Ružica Tokalić to the team.

New conversation

**New meeting** Details Scheduling Assistant

Send Close

Time zone: (UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb

Add title **Naslov predavanja**



Add required attendees + Optional

24 Sep 2020 14:00 → 24 Sep 2020 14:30 30m All day

Does not repeat

PP Probni predmet > General

Add location

Rich text editor toolbar: Bold, Italic, Underline, Strikethrough, Text color, Background color, Paragraph, Text color, Bulleted list, Numbered list, Quote, Link, Unlink, More options

Type details for this new meeting



# New meeting Details Scheduling Assistant

Send

Close

Time zone: (UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb

Add title

Add required attendees  + Optional

24 Sep 2020 14:00 → 24 Sep 2020 14:30 30m All day

Does not repeat

PP Probni predmet > General

Add location

**B** *I* U ~~S~~ | | ” ...

Type details for this new meeting

Ovdje možete dodati imena predavača ako planirate predavanje koje nećete držati osobno.

- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help

Search

MV

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

...

Apps

Help

# New meeting

Details Scheduling Assistant

Send

Close

Time zone: (UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb

Add title

Add required attendees + Optional

28 Sep 2020 08:00 → 28 Sep 2020 09:30 1h 30m  All day

Does not repeat

PP Probni predmet > General

Add location

**B** *I* U ~~S~~ | A **A** Paragraph  $\mathcal{I}_x$  |  $\leftarrow$   $\rightarrow$   $\equiv$   $\equiv$  | ” @  $\equiv$  ...

Type details for this new meeting



Vrijeme početka predavanja



Vrijeme završetka predavanja

# New meeting Details Scheduling Assistant

**Send** Close

Time zone: (UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb

Add title

Add required attendees + Optional

28 Sep 2020 08:00 → 28 Sep 2020 09:30 1h 30m  All day

Does not repeat

- Does not repeat
- Every weekday (Mon-Fri)
- Daily
- Weekly
- Monthly
- Yearly
- Custom

Ovdje možete namjestiti da se predavanja ponavljaju svaki radni dan u isto vrijeme.

neral

Paragraph I | <=> >=> ☰ ☷ | ” @ ☰ ...

eting

**New meeting** Details Scheduling Assistant

**Send** Close

Time zone: (UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb

Add title

Add required attendees + Optional

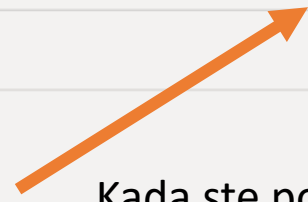
28 Sep 2020 08:00 → 28 Sep 2020 09:30 1h 30m  All day

- Does not repeat
- Does not repeat
  - Every weekday (Mon-Fri)
  - Daily
  - Weekly
  - Monthly
  - Yearly
  - Custom

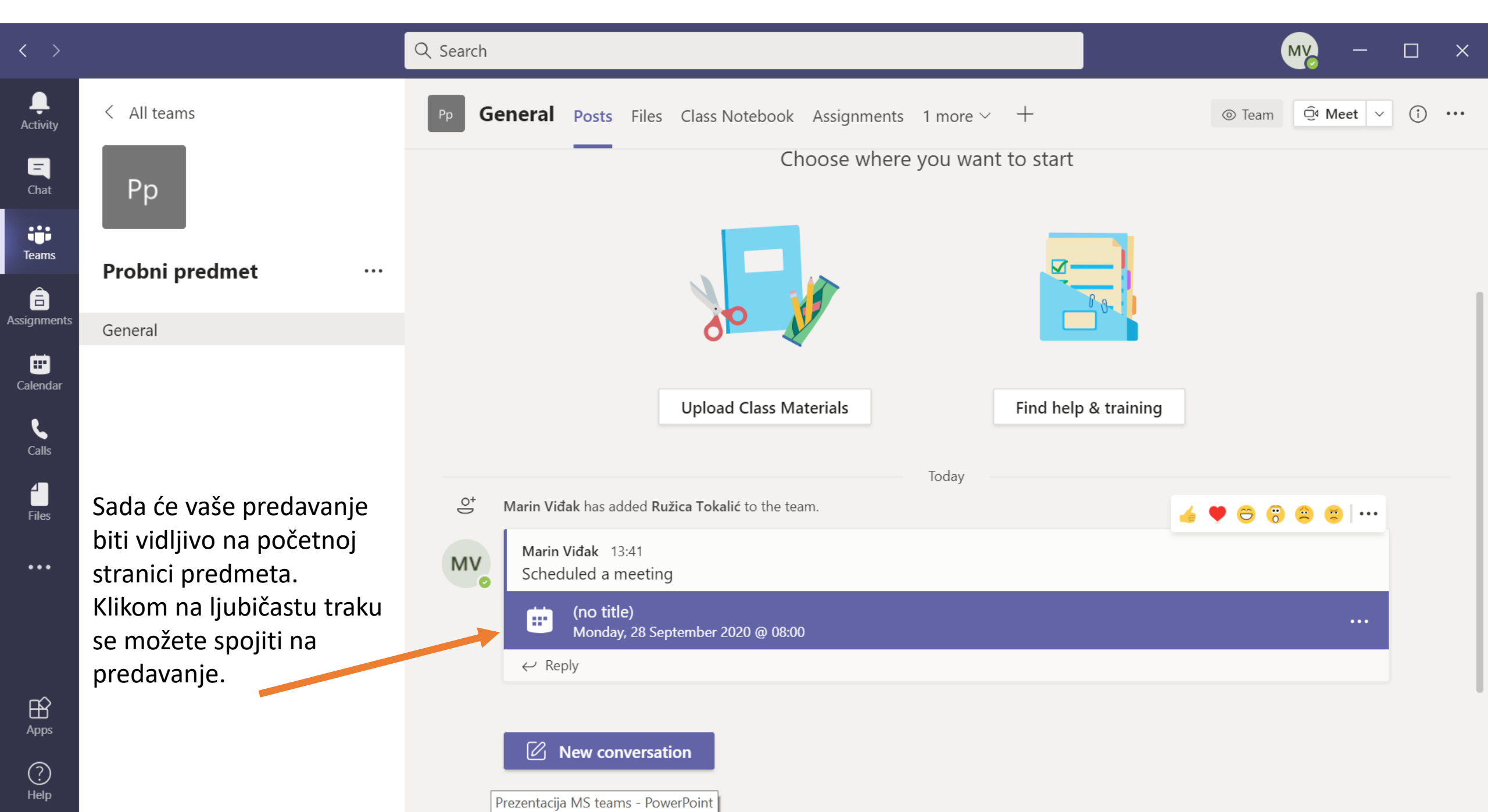
neral

eting

Paragraph | I | <=> | ≡ | ≡ | ” | @ | ≡ | ...



Kada ste postavili naslov predavanja i vrijeme i datum održavanja, spremite Meeting klikom na 'Send'.



All teams



Probni predmet

General

General Posts Files Class Notebook Assignments 1 more +

Team Meet

Choose where you want to start



Upload Class Materials



Find help & training

Today

Marin Viđak has added Ružica Tokalić to the team.



Marin Viđak 13:41  
Scheduled a meeting

(no title)  
Monday, 28 September 2020 @ 08:00

Reply

New conversation

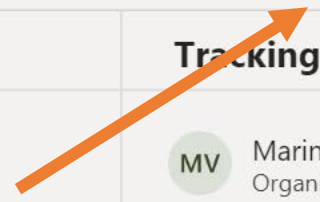
Prezentacija MS teams - PowerPoint

Sada će vaše predavanje biti vidljivo na početnoj stranici predmeta. Klikom na ljubičastu traku se možete spojiti na predavanje.



**(No subject)** Chat Details Scheduling Assistant

**Join** Close



Cancel meeting | Time zone: (UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb Meeting options

Add title

Add required attendees + Optional

28 Sep 2020 08:00 → 28 Sep 2020 09:30 1h 30m All day

Does not repeat

PP Probnj predmet > General

Add location

Rich text editor toolbar with icons for Bold, Italic, Underline, Strikethrough, Text color, Background color, Paragraph, Text size, Bulleted list, Numbered list, Quote, Link, Unlink, and more.

### Tracking

MV Marin Vidak  
Organiser

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

Klikom na 'Join' otvoriti će se novi prozor.

Prije nego se priključite na predavanje, možete odabrati hoćete li se spojiti sa uključenom kamerom i mikrofonom:

Choose your audio and video settings for

## Meeting now



Kada ste namjestili postavke kamere i zvuka možete se priključiti sastanku.



Ovdje možete upaliti ili ugaziti kameru svog računala.

Ovdje možete upaliti ili ugaziti mikrofonsvog računala.

Other join options

🔊 Audio off

📞 Phone audio

📶 Add a room



00:09



Leave



Za dijeljenje ekrana i prezentacija, kliknite na pravokutnik sa strjelicom.



**Waiting for others to join...**

Ovako izgleda ekran sa ugašenom kamerom prije prikaza vaše prezentacije

00:29

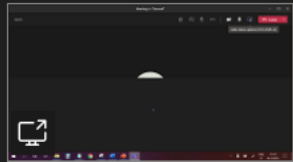


Leave

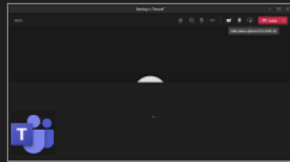


U donjem dijelu ekrana prikazati će vam se opcije dijeljenja.

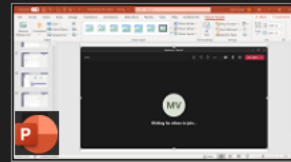
Ako ste otvorili svoju prezentaciju, ovdje će biti prikazan PowerPoint prozor, kojeg odaberete klikom.

 Include computer sound**Desktop**

Screen #1

**Window**

Meeting in "General" | M...



Prezentacija MS teams - ...



Microsoft Teams

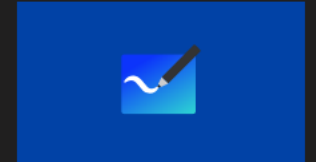
**PowerPoint**

Prezentacija MS teams.p...

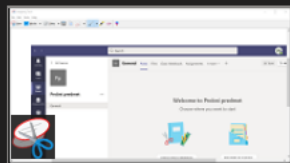


Intervjui\_Berlin.pptx

## Browse

**Whiteboard**

Microsoft Whiteboard



Snipping Tool



Perception of organizati...



JSEE-D-20-00136



Intervjui\_Berlin\_v3.pptx

Clipboard Slides Font Paragraph Drawing Editing Voice Designer

Paste New Slide Reuse Slides Section Layout

B I U S Aa Font Paragraph Drawing Editing Voice Designer

Shape Fill Shape Outline Shape Effects

Find Replace Select Dictate Design Ideas

- 1
- 2
- 3
- 4
- 5
- 6

Click to add title

Click to add subtitle

Kada dijelite ekran i otvorite Powerpoint, možete započeti svoju prezentaciju pritiskom na F5 tipku ili na ikonu Start Slideshow

Meeting in "General" 01:44

Call is in progress. Click here to go back to the call screen.

Clipboard Slides Font Paragraph Drawing Editing Voice Designer

Paste New Slide Reuse Slides Section Layout

B I U S Aa Font Paragraph Drawing Editing Voice Designer

Shape Fill Shape Outline Shape Effects

Find Replace Select Dictate Design Ideas

- 1
- 2
- 3
- 4
- 5
- 6

Click to add title

Click to add subtitle

Klikom na označenu ikonu prekidate prezentaciju i dijeljenje ekrana.

Meeting in "General" 01:44

Call is in progress. Click here to go back to the call screen.

Za vrijeme sastanka, možete vidjeti tko je sve prisutan i u obliku popisa, a za vrijeme sastanka studenti mogu postavljati pitanja u Chat.

02:13



Leave

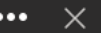


Klikom na ovu ikonu možete vidjeti tko je od studenata nazočan na predavanju.



**Waiting for others to join...**

## Participants



### ▼ In this meeting (1)



**Marin Viđak**  
Organiser



### ▼ Suggestions (1)



**Ružica Tokalić**

02:29

Meeting control bar containing icons for participants, chat, hand raise, and a red 'Leave' button.

Klikom na ovu ikonu možete pristupiti Chat funkciji.



**Waiting for others to join...**

Meeting chat

13:41 Scheduled a meeting

13:42 Meeting started

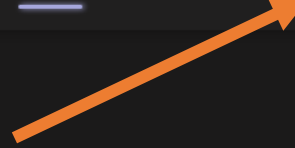
Type a new message

Chat input toolbar with icons for attachments, emojis, GIFs, and a send button.

02:29



Klikom na ove ikone možete paliti ili gasiti svoj mikrofon i kameru.



Meeting chat



13:41  
Scheduled a meeting

13:42 Meeting started



Waiting for others to join...

Type a new message





02:45



Klikom na ovu ikonu (tri točkice) možete pristupiti dodatnim funkcijama MS Teams-a.



**Waiting for others to join...**

Svoje predavanje možete i snimati.

Snimljeno se predavanje kasnije može preuzeti sa naslovne stranice vašeg predmeta u MS Teams.

- Device settings
- Meeting notes
- Meeting details
- Gallery ✓
- Large gallery (Preview)
- Together mode (Preview)
- Focus
- Apply background effects
- Turn on live captions
- Start recording
- Dial pad
- Turn off incoming video

02:59



Leave (Ctrl+Shift+B)

Klikom na ovu ikonu napuštate predavanje.

Meeting chat



13:41  
Scheduled a meeting

13:42 Meeting started



Waiting for others to join...

Type a new message



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