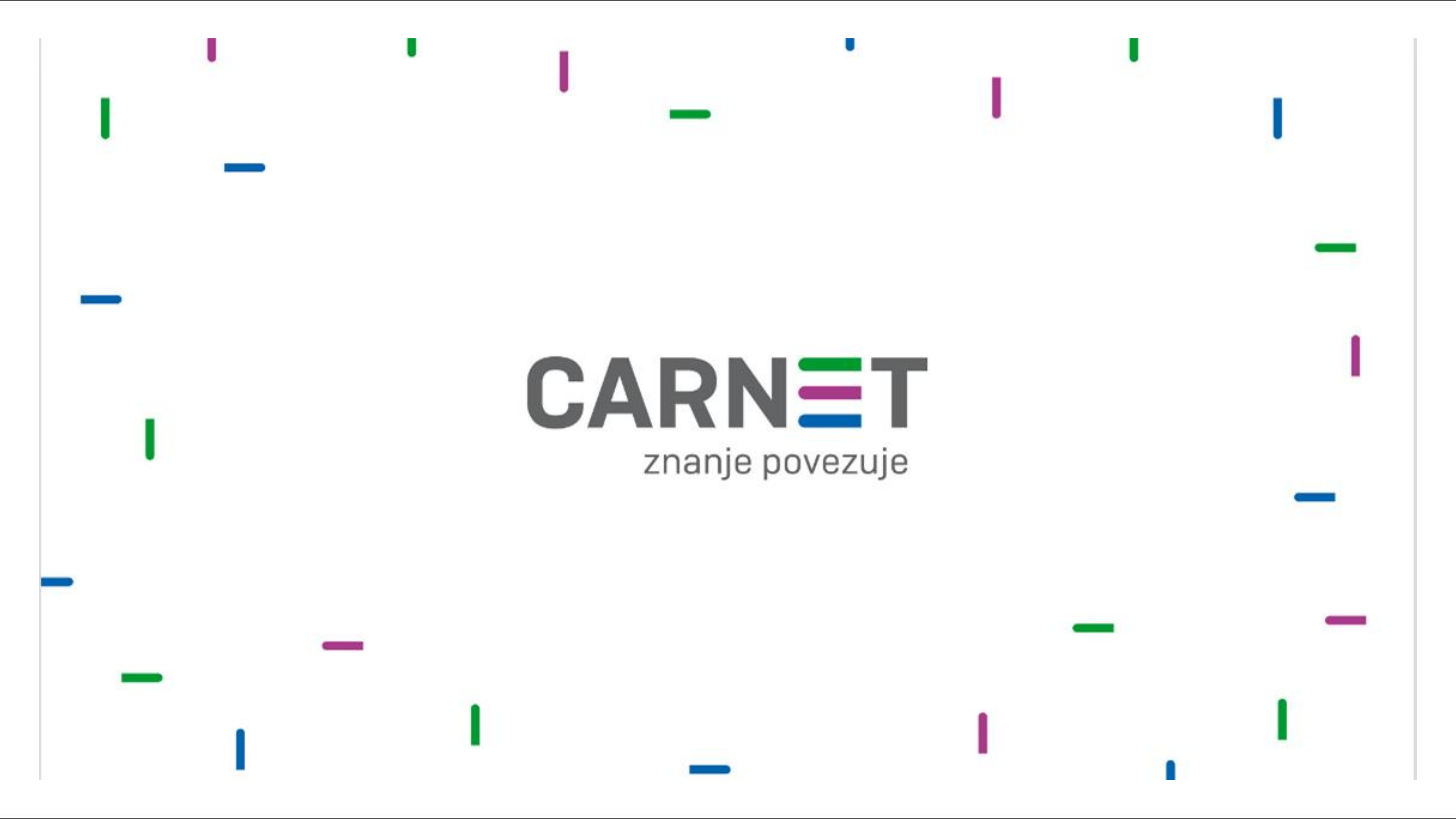


The background of the slide is white, decorated with numerous small, horizontal dashes in three colors: green, blue, and purple. These dashes are scattered across the entire page, creating a dynamic and modern feel. The central text is positioned in the middle of the slide.

CARNET
znanje povezuje

Webinar se snima!

Ako imate pitanja, molimo koristite opciju Q&A panela (pitanja i odgovori).

MS TEAMS - PRIPREMA, POZOR, TIMOVI SU TU

07.10.2021.

Petra Čaldarević, CARNET

Miroslav Ivančević, CARNET

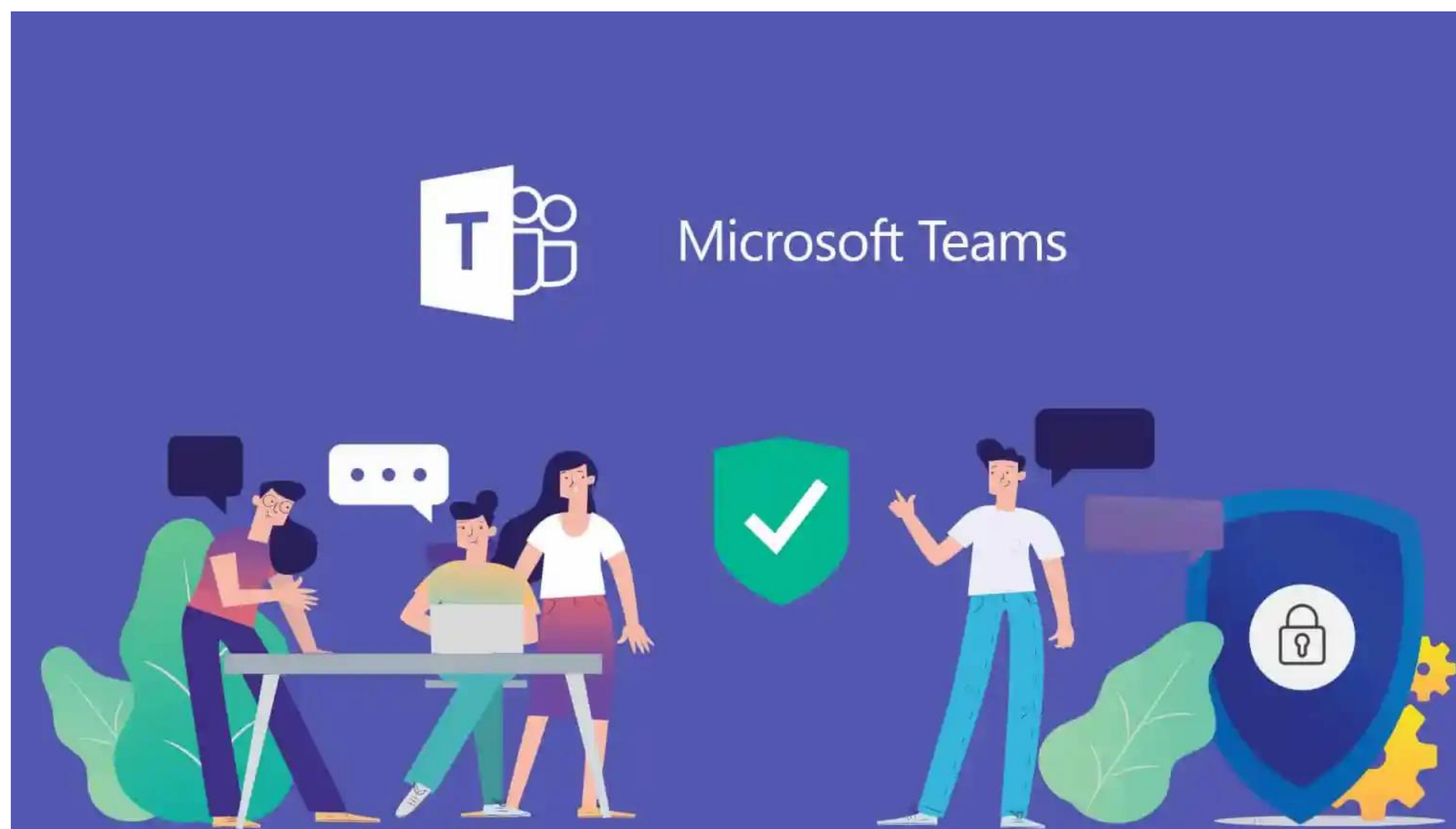
helpdesk@carnet.hr

Sadržaj

1. **Uvod**
2. Aktivacija i prijava
3. Upravljanje timovima (vrste timova, kreiranje timova, kanala..)
4. Komunikacija unutar Teams aplikacije (audio, video, chat...)
5. Sastanci iz kalendara
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8. Korisni linkovi
9. Kraj

Uvod

Što je zapravo MS Teams?



Uvod - ogranichenja

Teams and channels

Feature	Maximum limit
Number of teams a user can create	Subject to a 250 object limit ¹
Number of teams a user can be a member of	1,000 ²
Number of members in a team	25,000 ⁶
Number of owners per team	100
Number of org-wide teams allowed in a tenant	5 ²
Number of members in an org-wide team	10,000
Number of teams a global admin can create	500,000
Number of teams a Microsoft 365 or Office 365 organization can have	500,000 ³
Number of channels per team	200 (includes deleted channels) ⁴
Number of Private channels per team	30 (includes deleted channels) ⁴
Number of members in a Private channel	250
Maximum size of distribution list, security group or Office 365 group that can be imported in to a team	3,500
Maximum number of members in an Office 365 group that can be converted to a team	10,000 ⁶
Channel conversation post size	Approximately 28 KB per post ⁵

Chat

Users who participate in conversations that are part of the chat list in Teams must have an Exchange Online (cloud-based) mailbox for an admin to search chat conversations. That's because conversations that are part of the chat list are stored in the cloud-based mailboxes of the chat participants. If a chat participant doesn't have an Exchange Online mailbox, the admin won't be able to search or place a hold on chat conversations. For example, in an Exchange hybrid deployment, users with on-premises mailboxes might be able to participate in conversations that are part of the chat list in Teams. However, in this case, content from these conversations isn't searchable and can't be placed on hold because the users don't have cloud-based mailboxes. (For more, see [How Exchange and Microsoft Teams interact.](#))

Teams chat works on a Microsoft Exchange backend, so Exchange messaging limits apply to the chat function within Teams.

Feature	Maximum limit
Number of people in a private chat ¹	250 ²
Number of people in a video or audio call from chat	20
Number of file attachments ³	10
Chat size	Approximately 28 KB per post ⁴

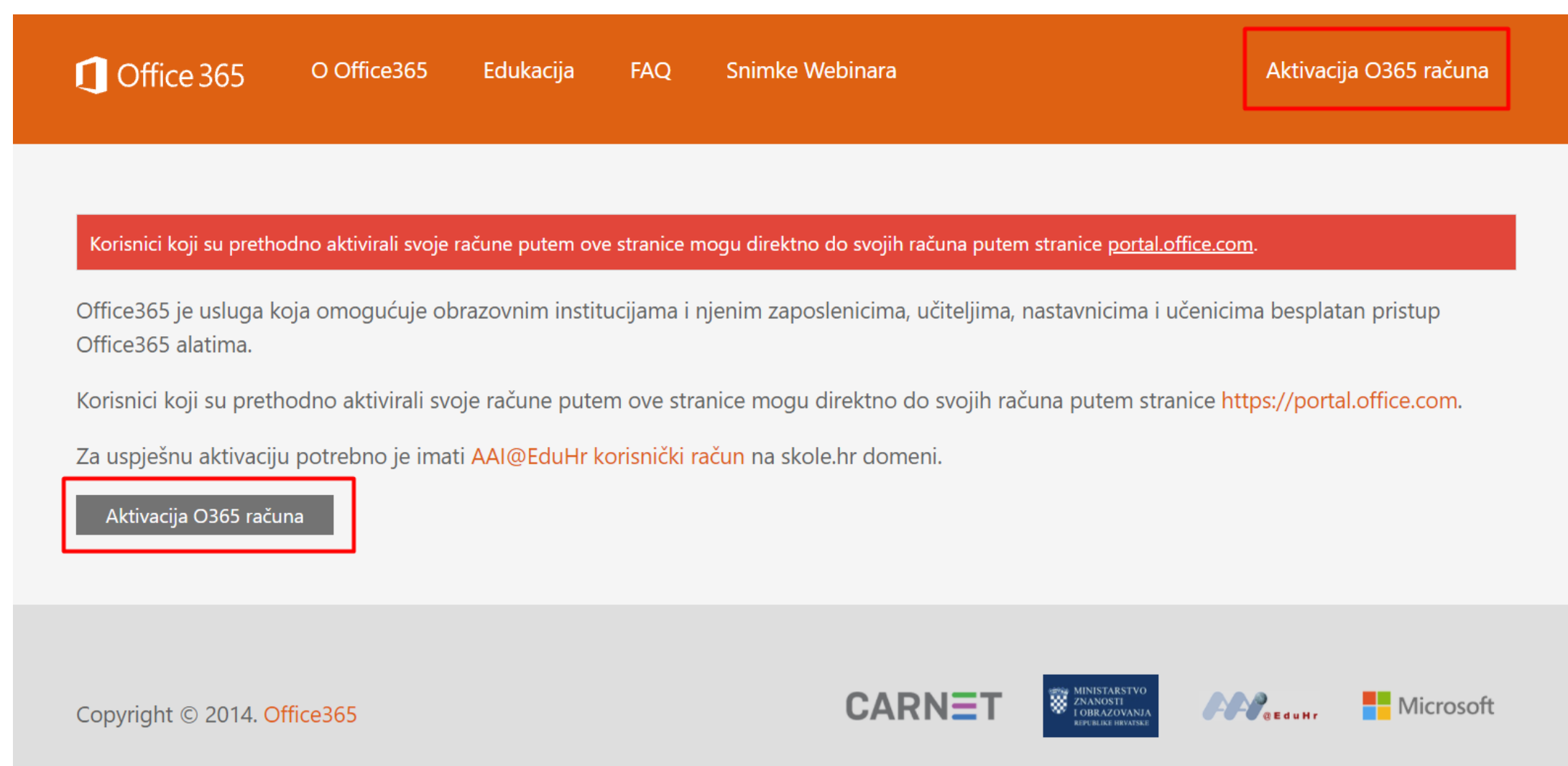
Više o ograničenjima možete pogledati na poveznici:
<https://docs.microsoft.com/en-us/microsoftteams/limits-specifications-teams>

Sadržaj

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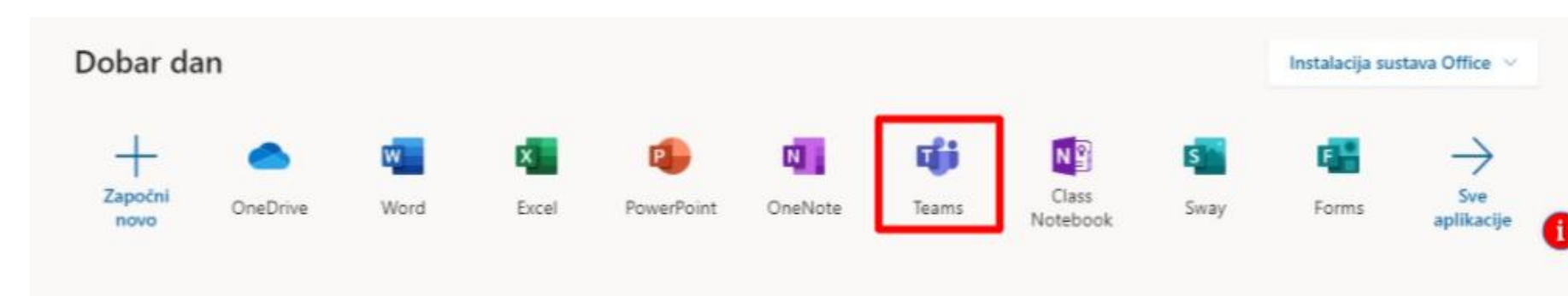
Aktivacija i prijava

- <https://office365.skole.hr/>
- AAI Edu prijava (ime.prezime@skole.hr)
- prihvaćanje uvjeta korištenja



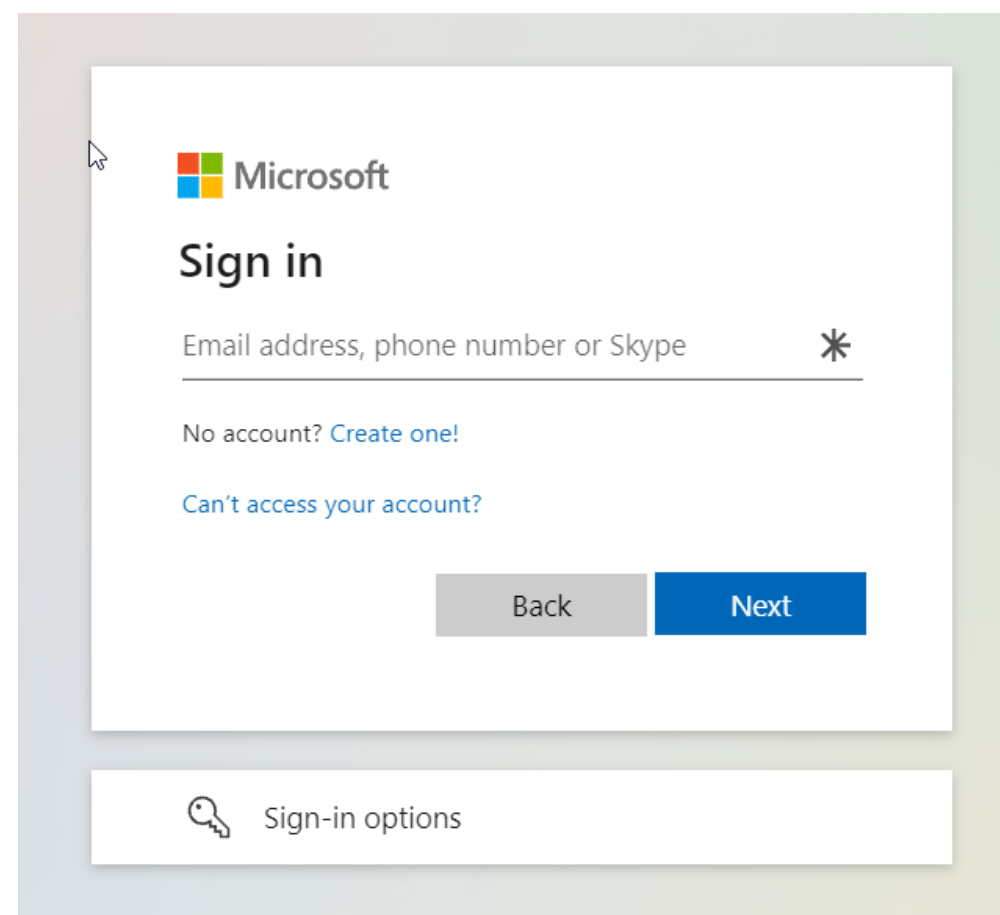
The screenshot shows the Office 365 activation page for schools. At the top, there is an orange navigation bar with links: Office 365, O Office365, Edukacija, FAQ, Snimke Webinarara, and a button 'Aktivacija O365 računa' which is highlighted with a red box. Below the navigation bar, there is a red banner with text: 'Korisnici koji su prethodno aktivirali svoje račune putem ove stranice mogu direktno do svojih računa putem stranice portal.office.com.' Below this, there is a paragraph: 'Office365 je usluga koja omogućuje obrazovnim institucijama i njenim zaposlenicima, učiteljima, nastavnicima i učenicima besplatan pristup Office365 alatima.' Another paragraph follows: 'Korisnici koji su prethodno aktivirali svoje račune putem ove stranice mogu direktno do svojih računa putem stranice <https://portal.office.com>.' Below this, there is a paragraph: 'Za uspješnu aktivaciju potrebno je imati AAI@EduHr korisnički račun na skole.hr domeni.' At the bottom of the main content area, there is a button 'Aktivacija O365 računa' which is highlighted with a red box. The footer contains the copyright notice 'Copyright © 2014. Office365' and logos for CARNET, the Ministry of Education and Science of the Republic of Croatia, AAI@EduHr, and Microsoft.

- s popisa aplikacija odabrati MS Teams



Aktivacija i prijava

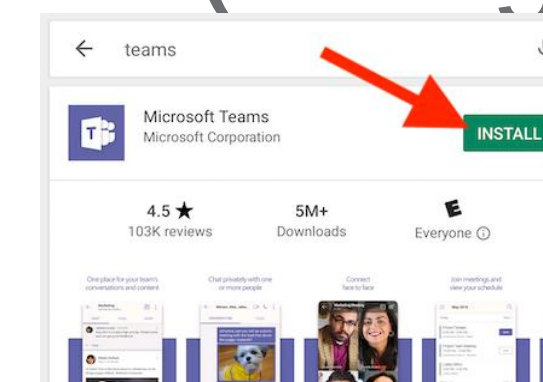
- <https://portal.office.com/>
- AAI Edu (ime.prezime@skole.hr)
- <https://teams.microsoft.com>



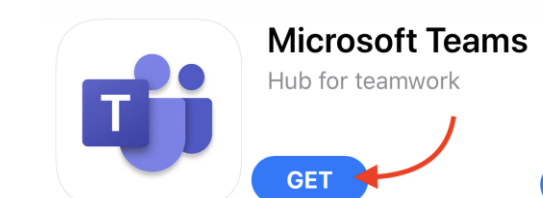
- Install Office (Desktop)



- Install Teams (Google Play Store)



- Install Teams (IOS Store)



DEMO – Aktivacija i prijava

 Office 365

[O Office365](#)

[Edukacija](#)

[FAQ](#)

[Snimke Webinarara](#)

[Aktivacija O365 računa](#)

Korisnici koji su prethodno aktivirali svoje račune putem ove stranice mogu direktno do svojih računa putem stranice portal.office.com.

Office365

Besplatna Office365 usluga i alati koji omogućuju suradnju i komunikaciju između svih sudionika u obrazovnom sustavu.

Za korištenje Office365 potrebna je jednokratna aktivacija usluge za korisnički račun na @skole.hr domeni putem [ove stranice](#). Nakon aktivacije pristup do usluge je putem stranice portal.office.com.

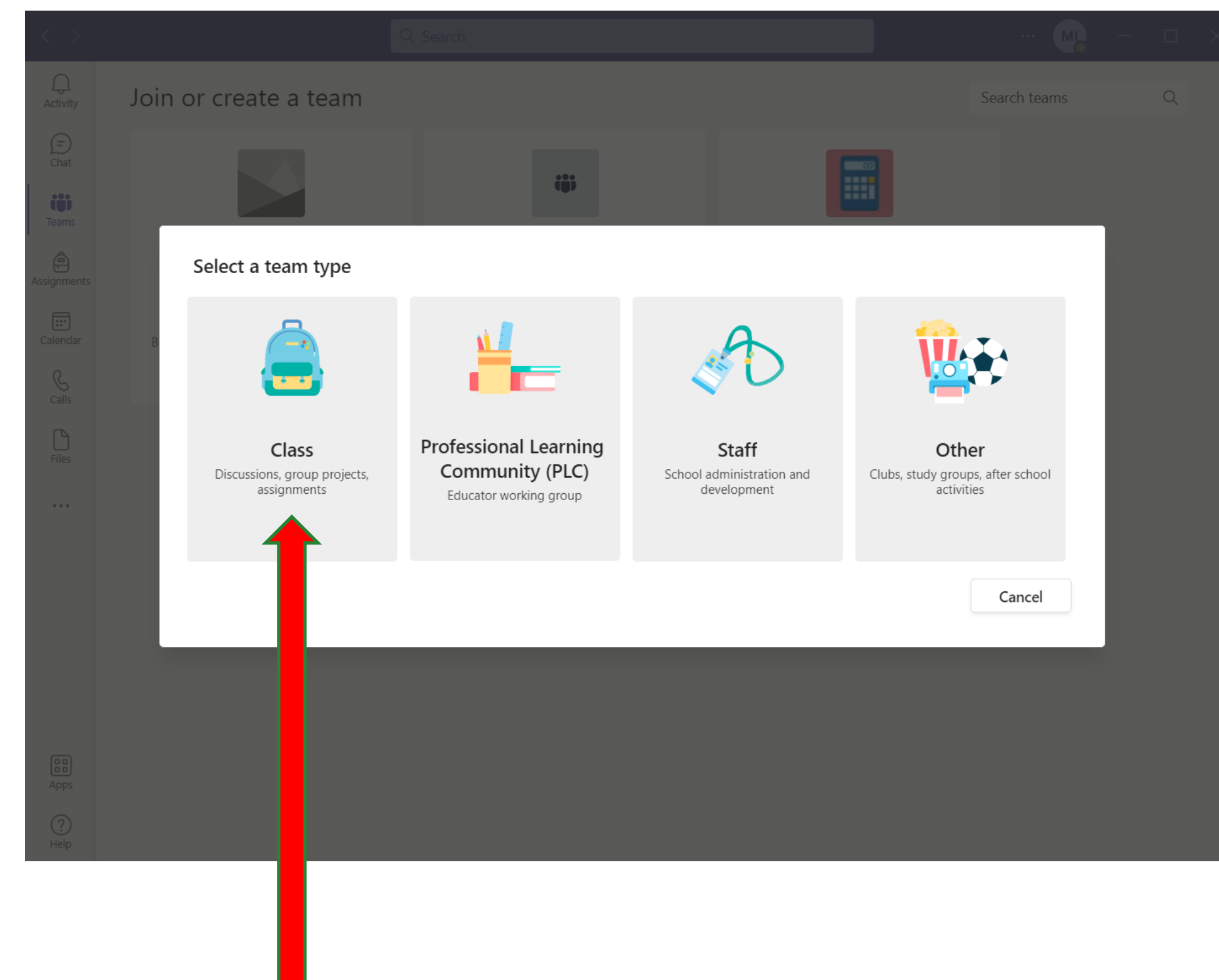
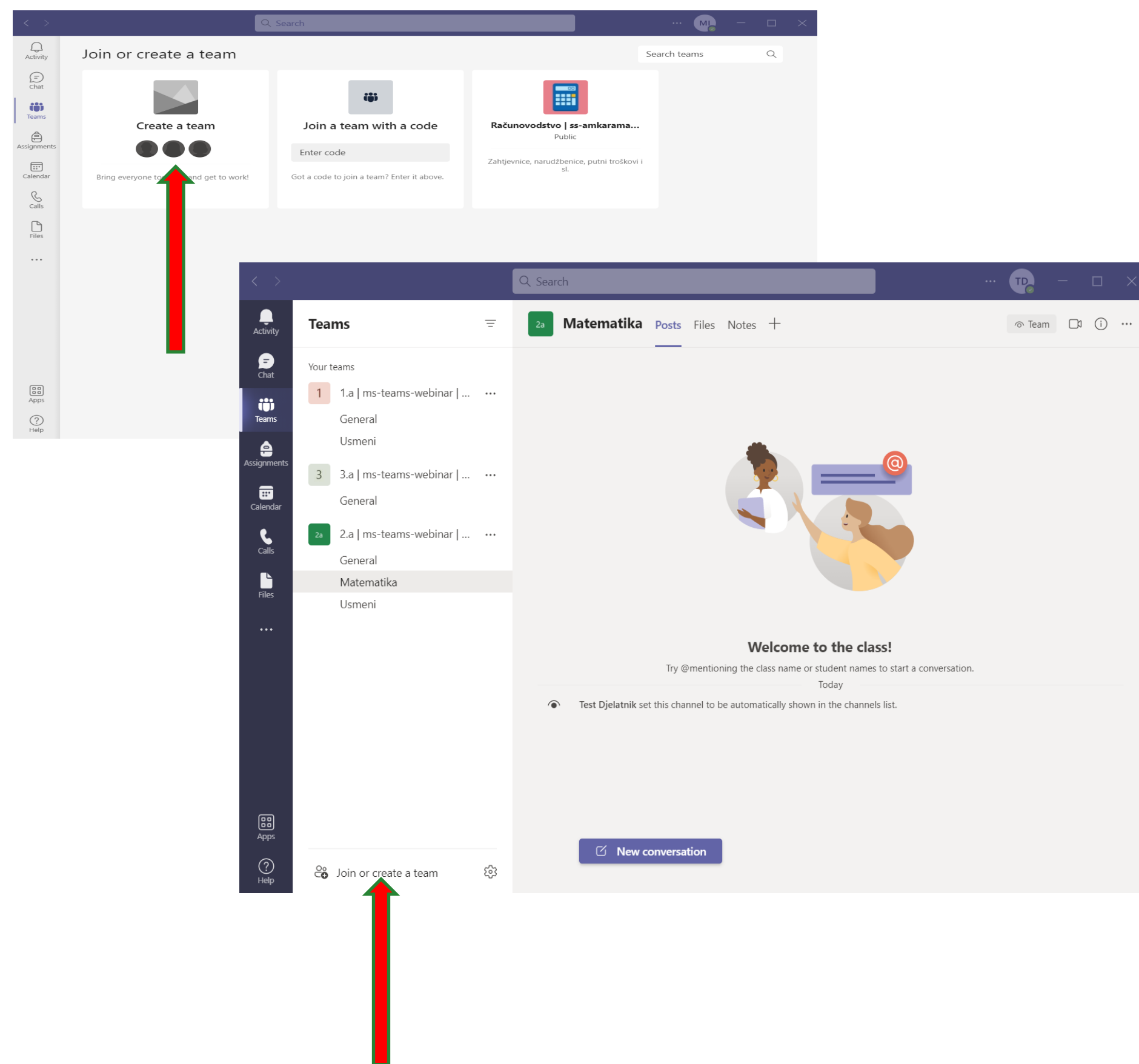
Preuzmite [OFFICE 365 ZA ŠKOLE priručnik](#) s detaljnim koracima povezivanja i početnog korištenja osnovnih alata Office 365. Priručnik je za sve početnike, učenike, učitelje i nastavnike kao i sve one koji još uvijek nisu pristupili a željeli bi početi koristiti Office 365. Besplatno preuzmite i krenite s korištenjem.



Sadržaj

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Upravljanje timovima – kreiranje tima



Upravljanje timovima – kreiranje tima

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

| **ms-teams-webinar | 2021/2022** ⓘ

Description (optional)

Let people know what this team is all about

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

Cancel

Next

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

3.a

3.a | ms-teams-webinar | 2021/2022 ⓘ

Description (optional)

3.a razrednica Tina Tinković

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

Cancel

Next

Upravljanje timovima - kreiranje tima

Add people to "3.a | ms-teams-webinar | 2021/2022"

Students Teachers

Search for students

Add

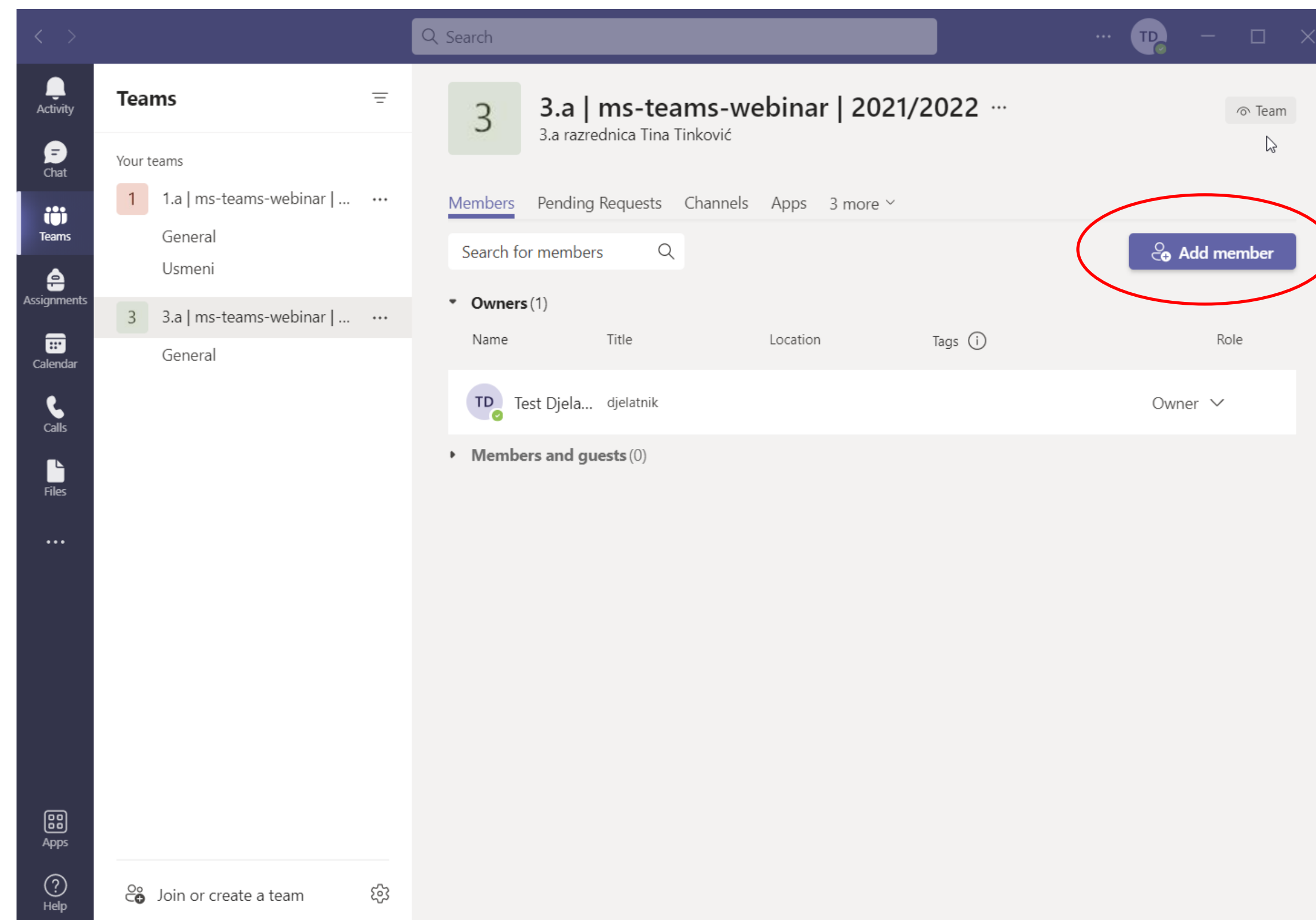
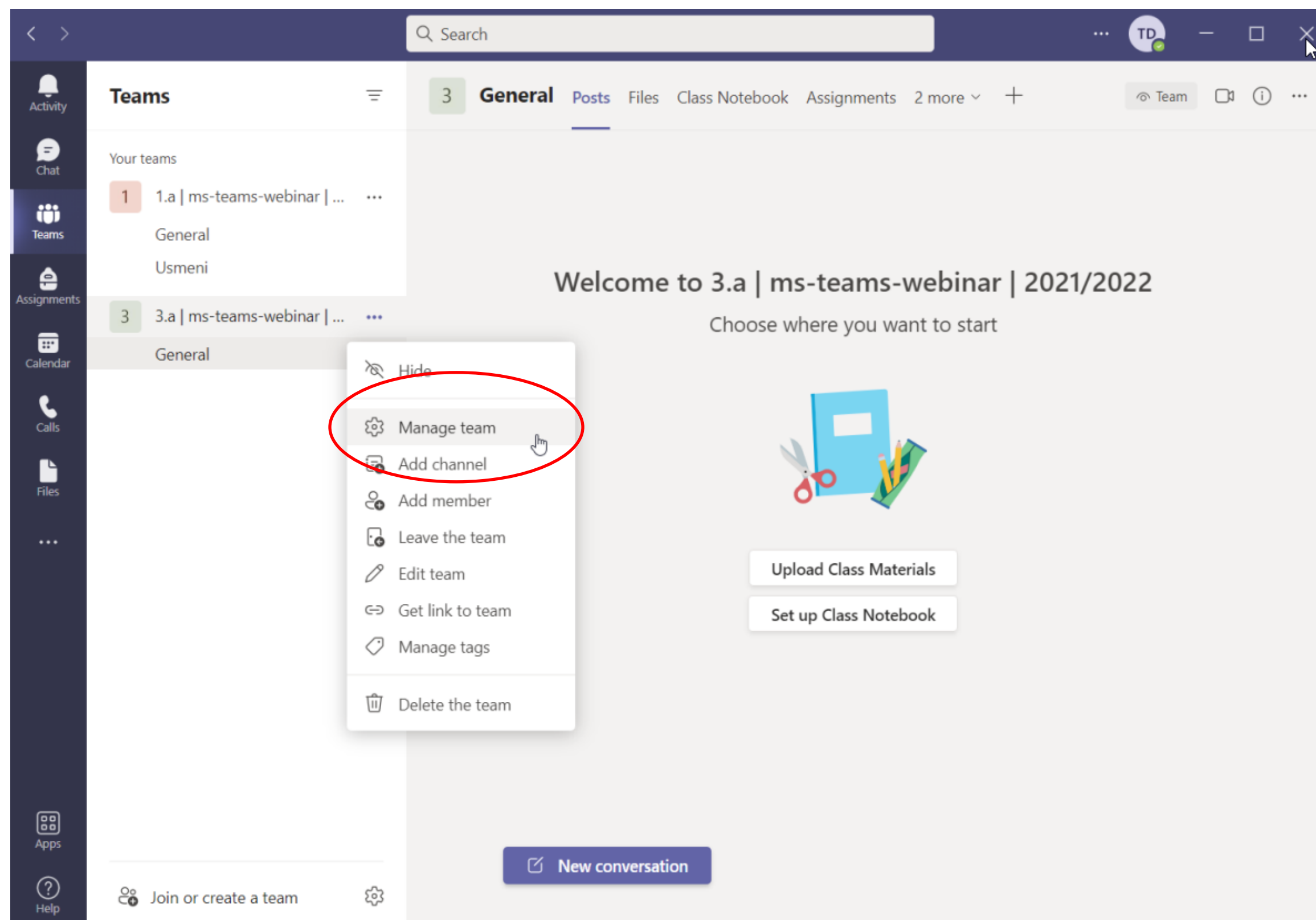
Start typing a name to choose a group, distribution list, or person at your school.

Skip

Dodavati učenike i nastavnike po njihovoj korisničkoj oznaci (username)

ime.prezime@skole.hr

Upravljanje timovima - kreiranje tima



Upravljanje timovima - preporuka

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

| **ms-teams-webinar | 2021/2022** ⓘ

Description (optional)

Let people know what this team is all about

Create a team using an existing team as a template

Cancel

Next

Which team do you want to use as a template?



1

1.a | ms-teams-webinar | 2021/2022



3

3.a | ms-teams-webinar | 2021/2022

Cancel

Back

Choose team

Upravljanje timovima - preporuka

You are using "1.a | ms-teams-webinar | 2021/2022" as a template for a new team

Class name

1.a | ms-teams-webinar | 2021/2022 [copy]

1.a | ms-teams-webinar | 2021/2022 [copy] | ms-teams-webinar | 2021/2022 ⓘ

Choose what you'd like to include from the original team

Messages, files and content won't be copied. You'll need to set up tabs and connectors again.

- ☒ Channels
- ☒ Tabs
- ☒ Team settings
- ☒ Apps
- ☒ Members (7 people)

Cancel

Create

You are using "1.a | ms-teams-webinar | 2021/2022" as a template for a new team

Class name

2.a

2.a | ms-teams-webinar | 2021/2022 ⓘ

Choose what you'd like to include from the original team

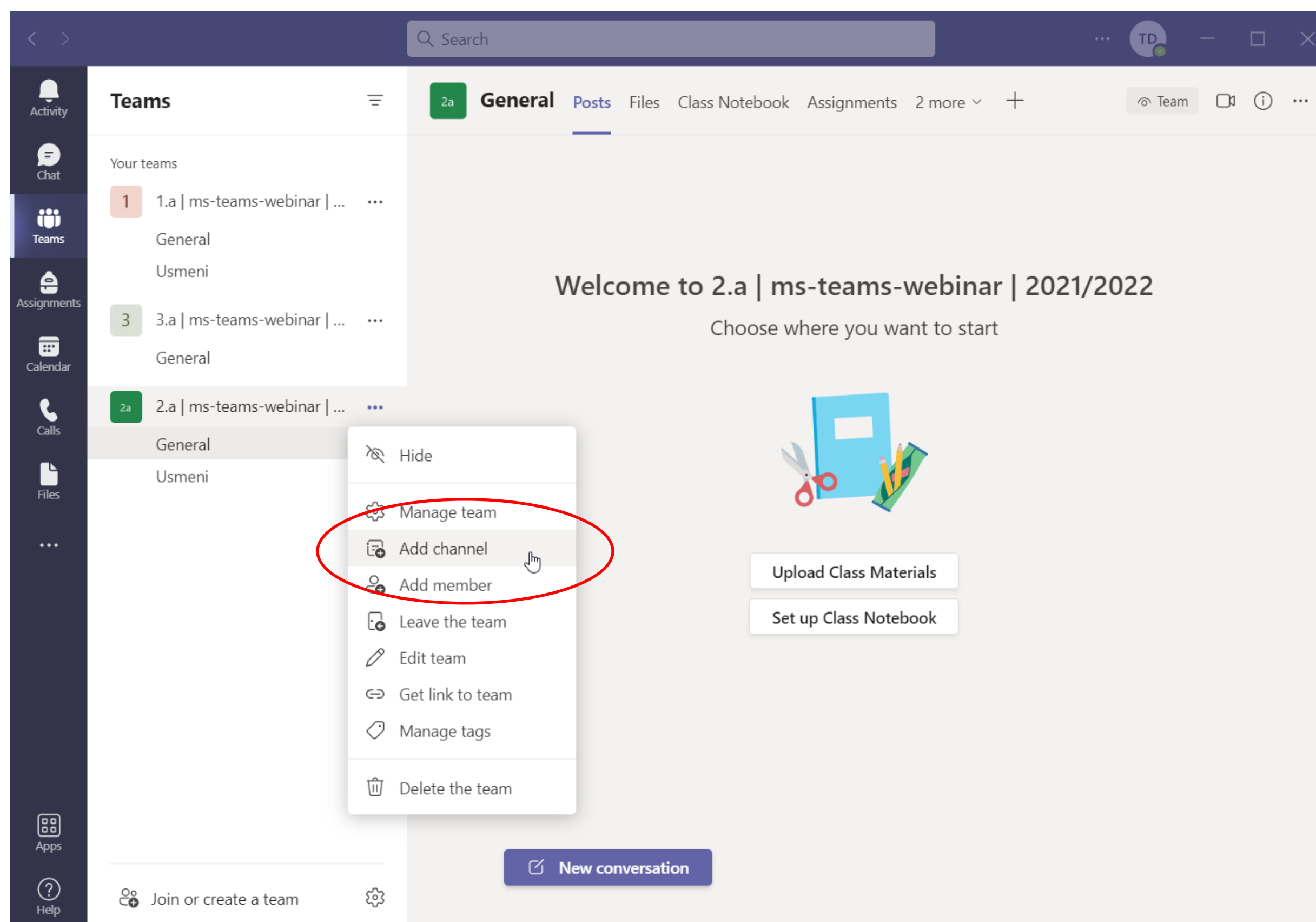
Messages, files and content won't be copied. You'll need to set up tabs and connectors again.

- ☒ Channels
- ☒ Tabs
- ☒ Team settings
- ☒ Apps
- ☒ Members (7 people)

Cancel

Create

Upravljanje timovima - kreiranje kanala



Create a channel for "2.a | ms-teams-webinar | 2021/2022" team

Channel name

Matematika

Description (optional)

Matematika - prof. Matko Matkić

Privacy

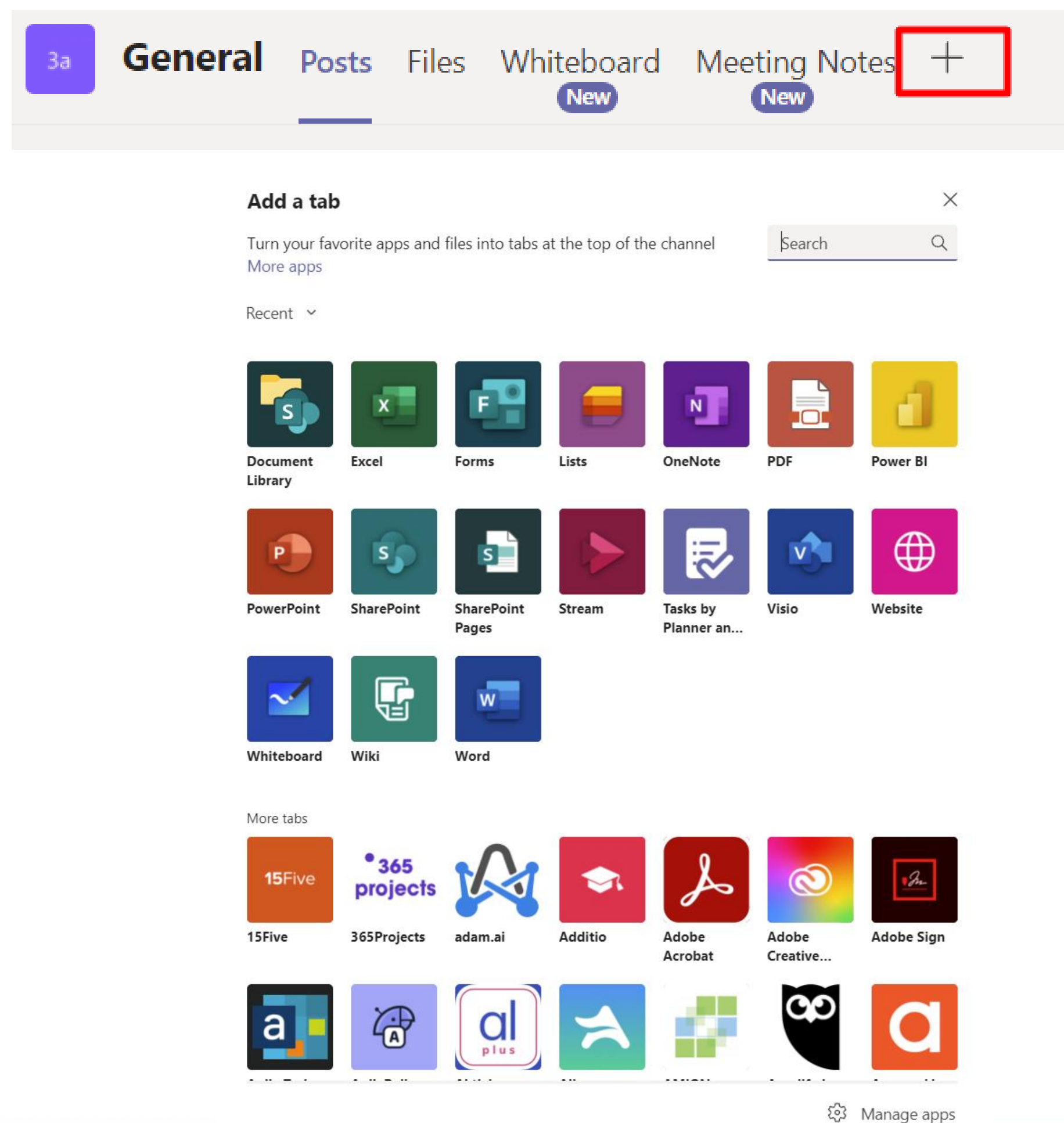
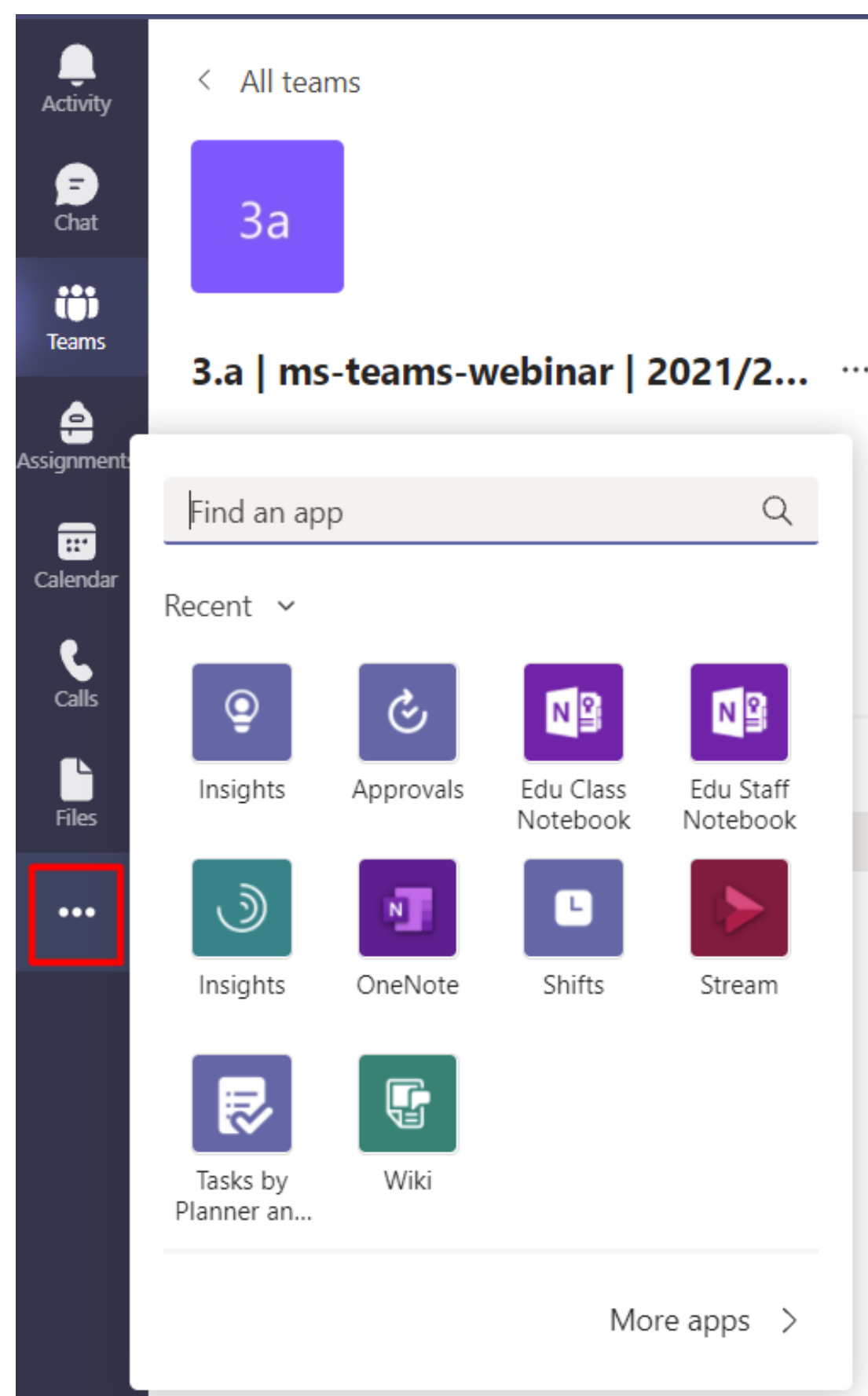
Standard - Accessible to everyone on the team

☒ Automatically show this channel in everyone's channel list

Cancel

Add

Upravljanje timovima – dodavanje aplikacija



Upravljanje timovima - preporuka

Kreirati timove iz predložaka prošlogodišnjih razreda

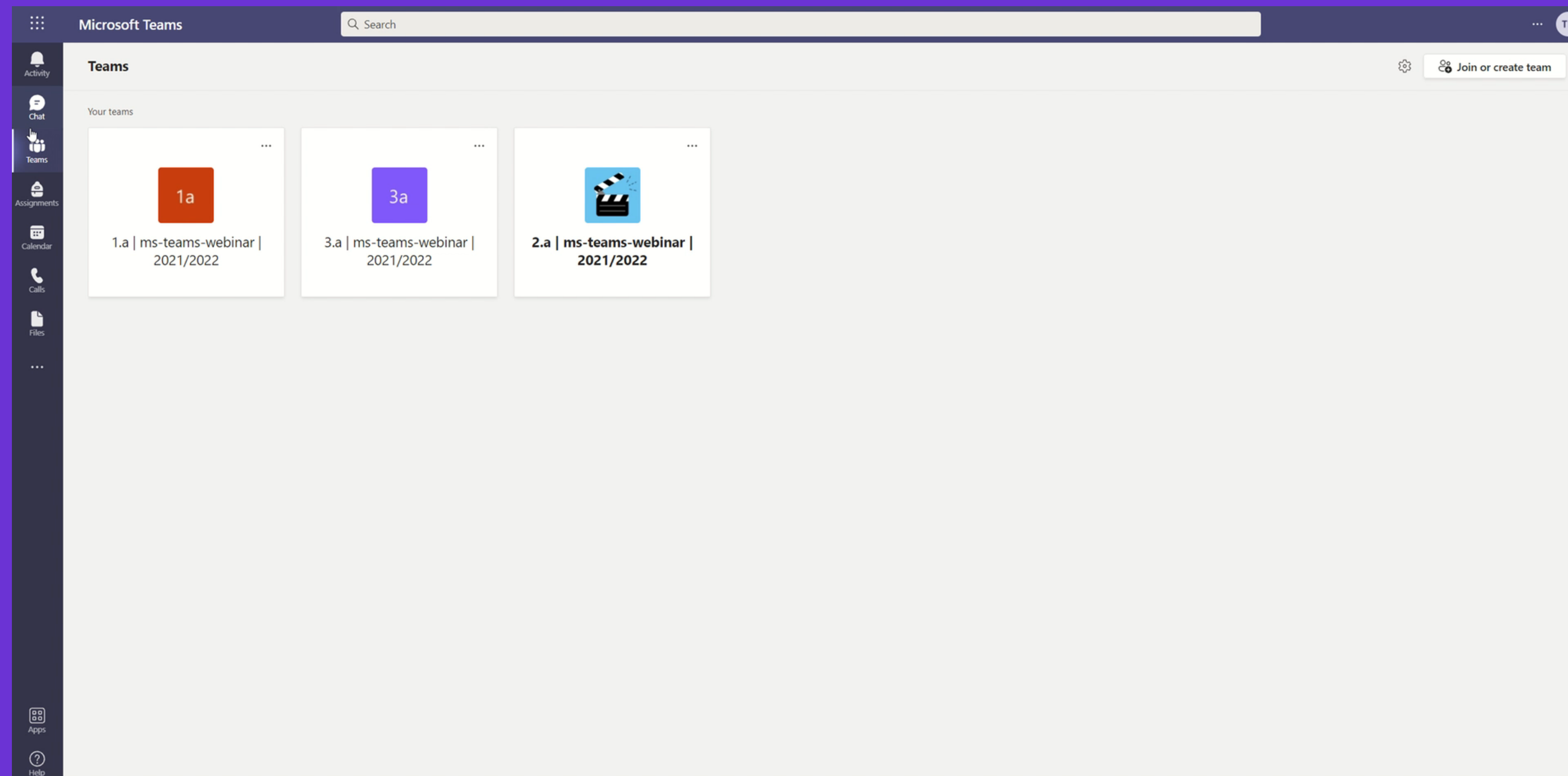
Prošlogodišnje timove – obrisati ili arhivirati

Kreirati timove za RAZRED

Unutar timova kreirati kanale za pojedine PREDMETE

Dodavati učenike i nastavnike u timove po username-u

DEMO – Upravljanje timovima

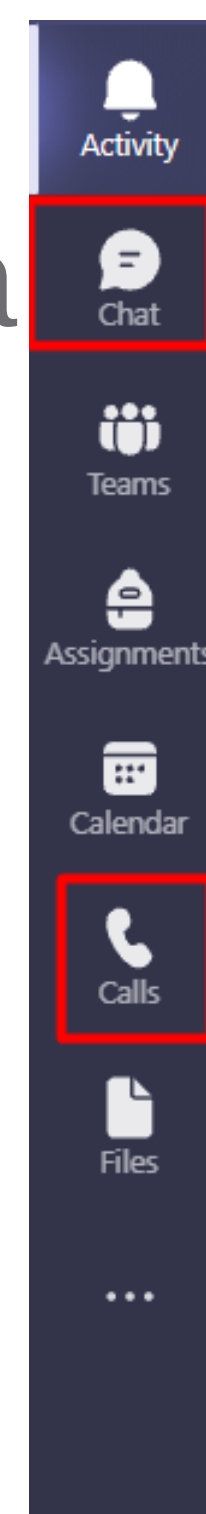


Sadržaj

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Komunikacija unutar Teams aplikacije

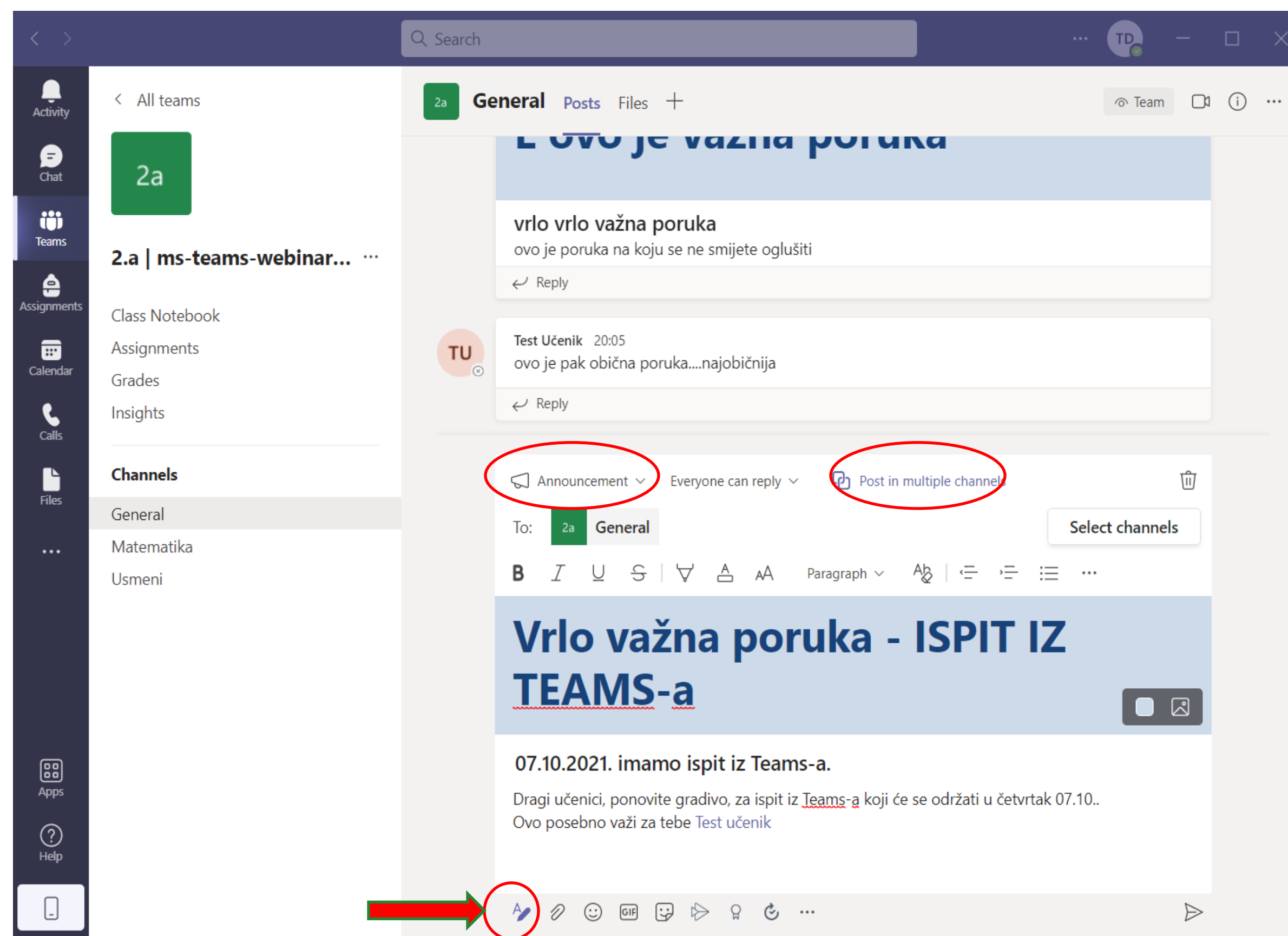
- mogućnost komuniciranja putem poziva, video poziva te chata
- mogućnost komuniciranja sa svima u kanalu ili samo sa pojedinim učenikom ili grupom



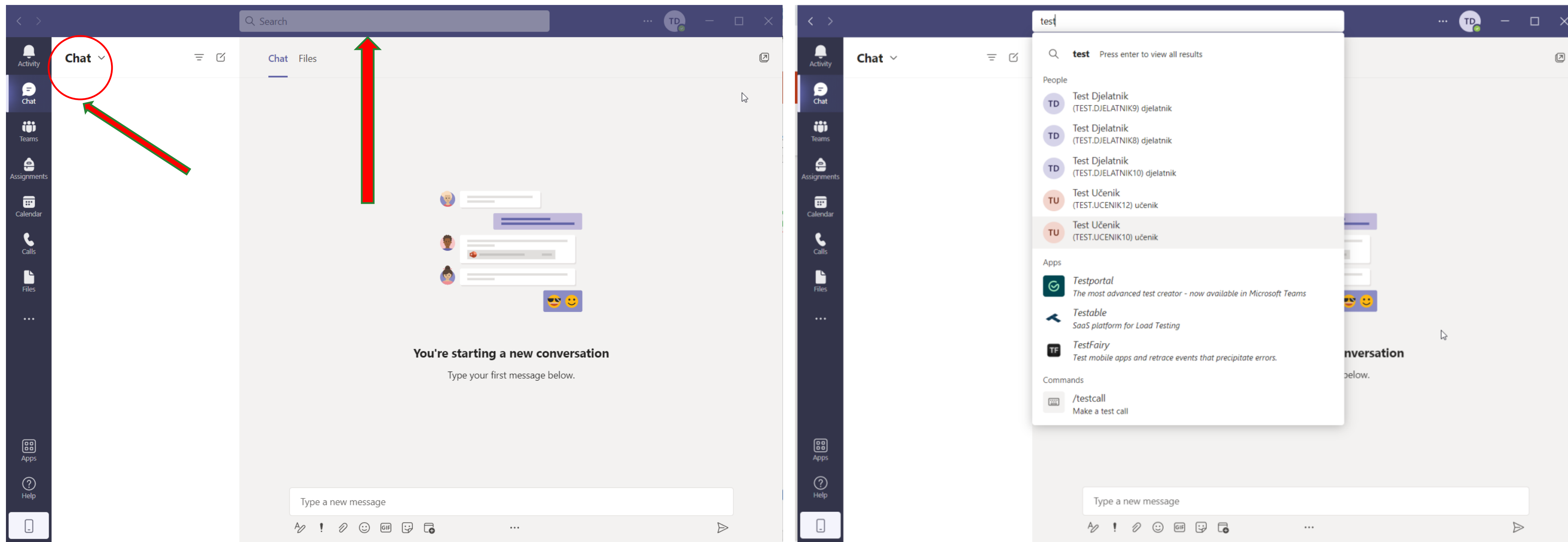
- **NAPOMENA**

- MS gleda skole.hr domenu kao jednu školu, te preporučamo da korisnike pretražujete po punoj kor. oznaci

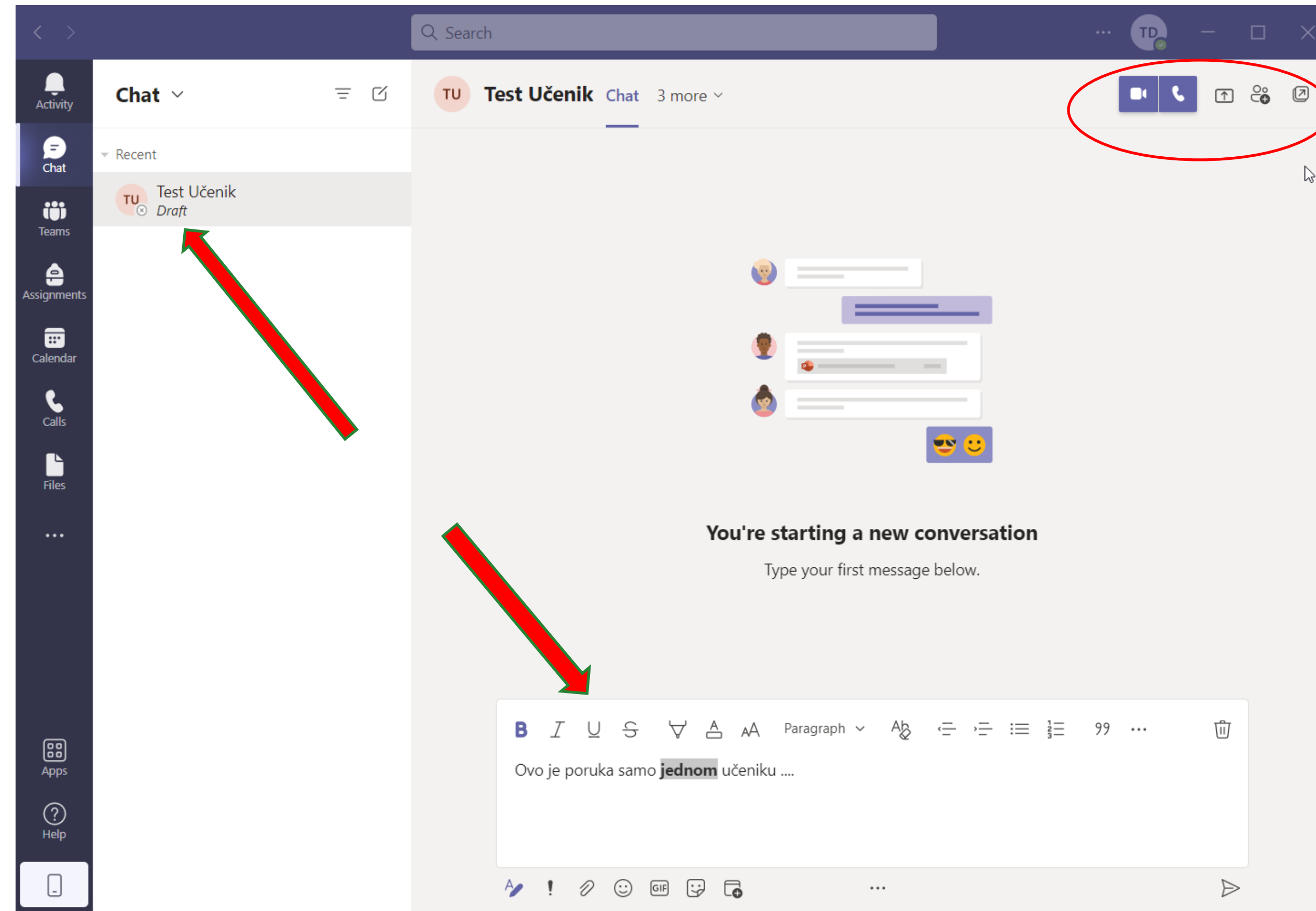
Komunikacija unutar Teamsa - chat



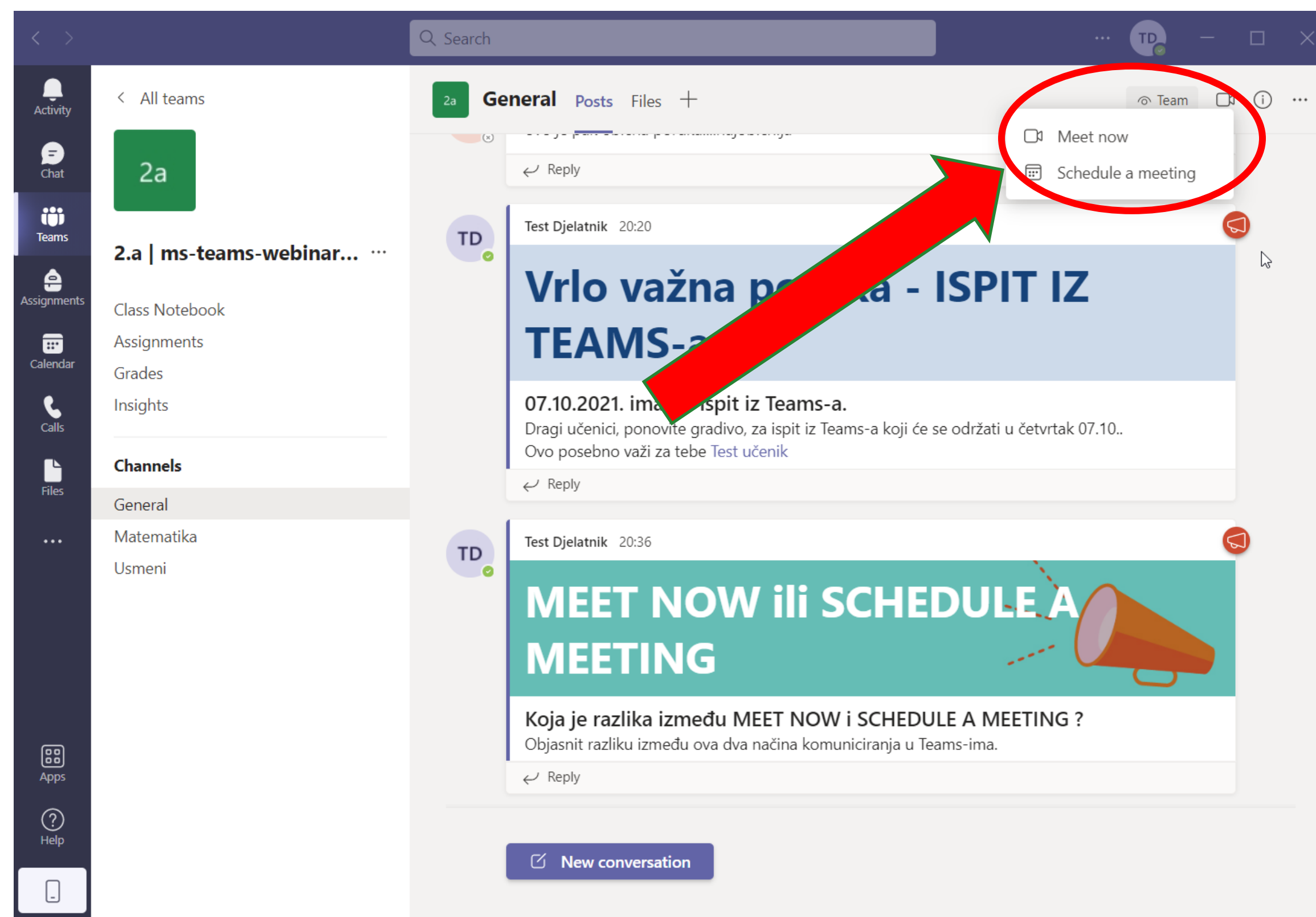
Komunikacija unutar Teamsa - chat



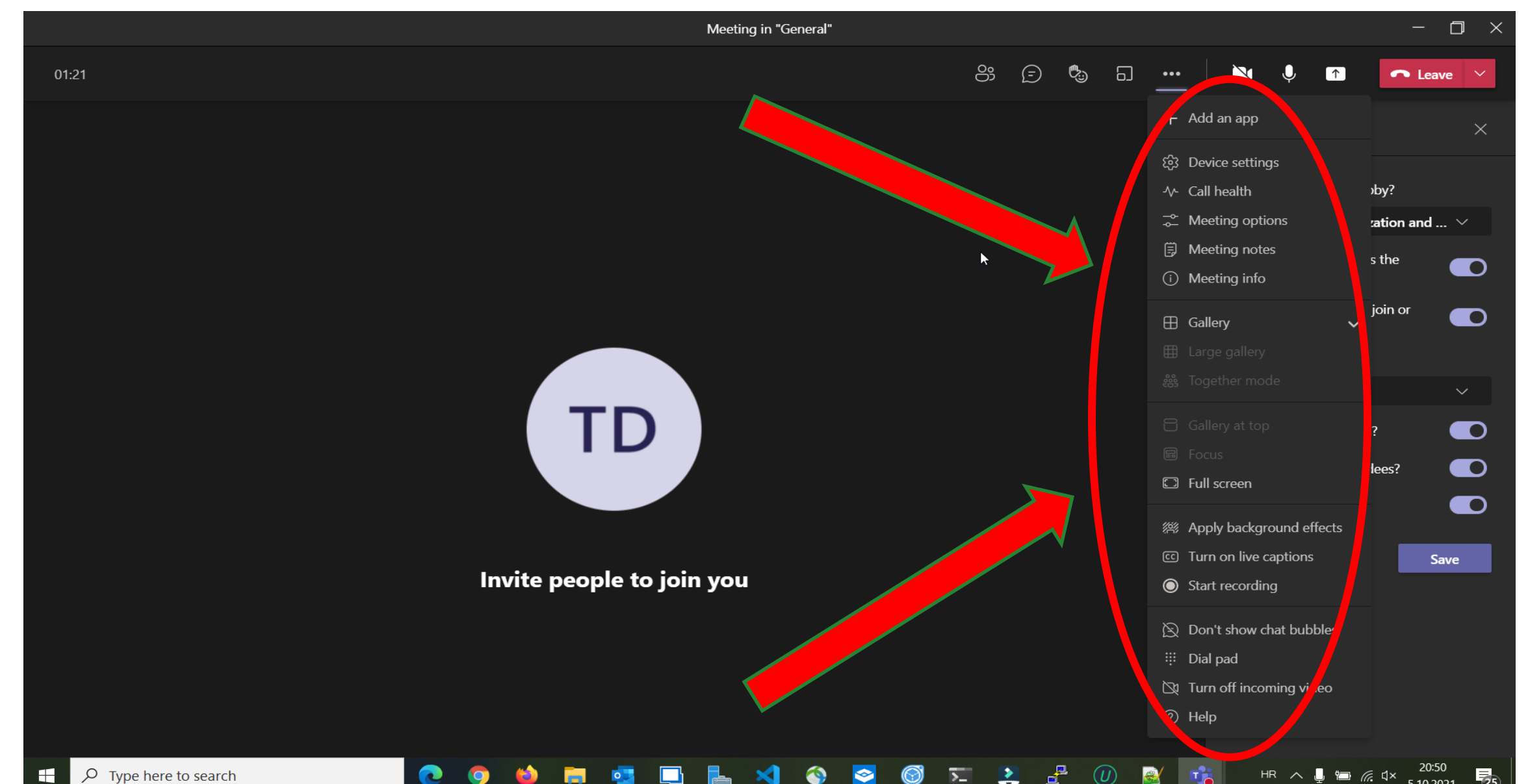
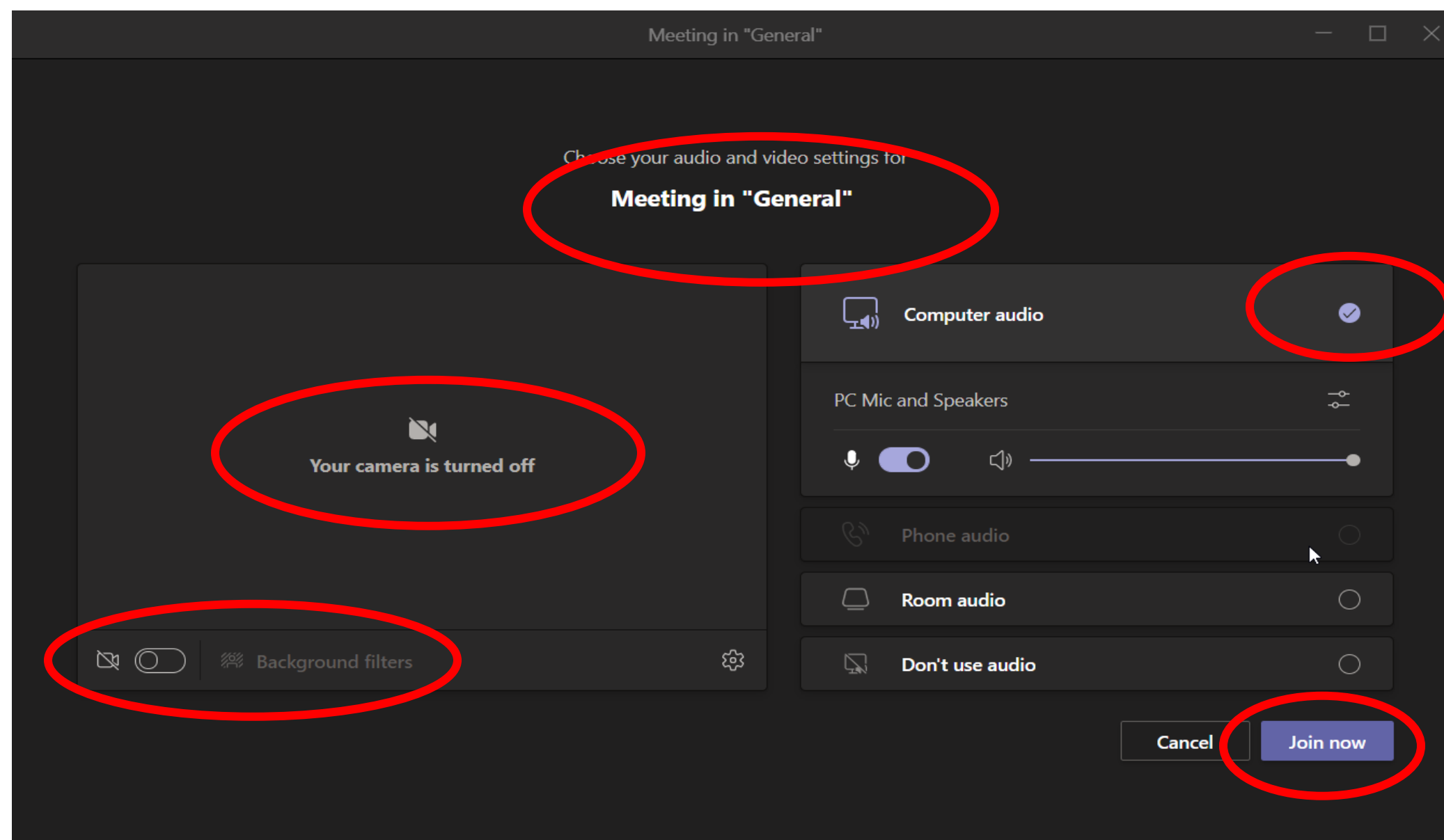
Komunikacija unutar Teamsa - chat



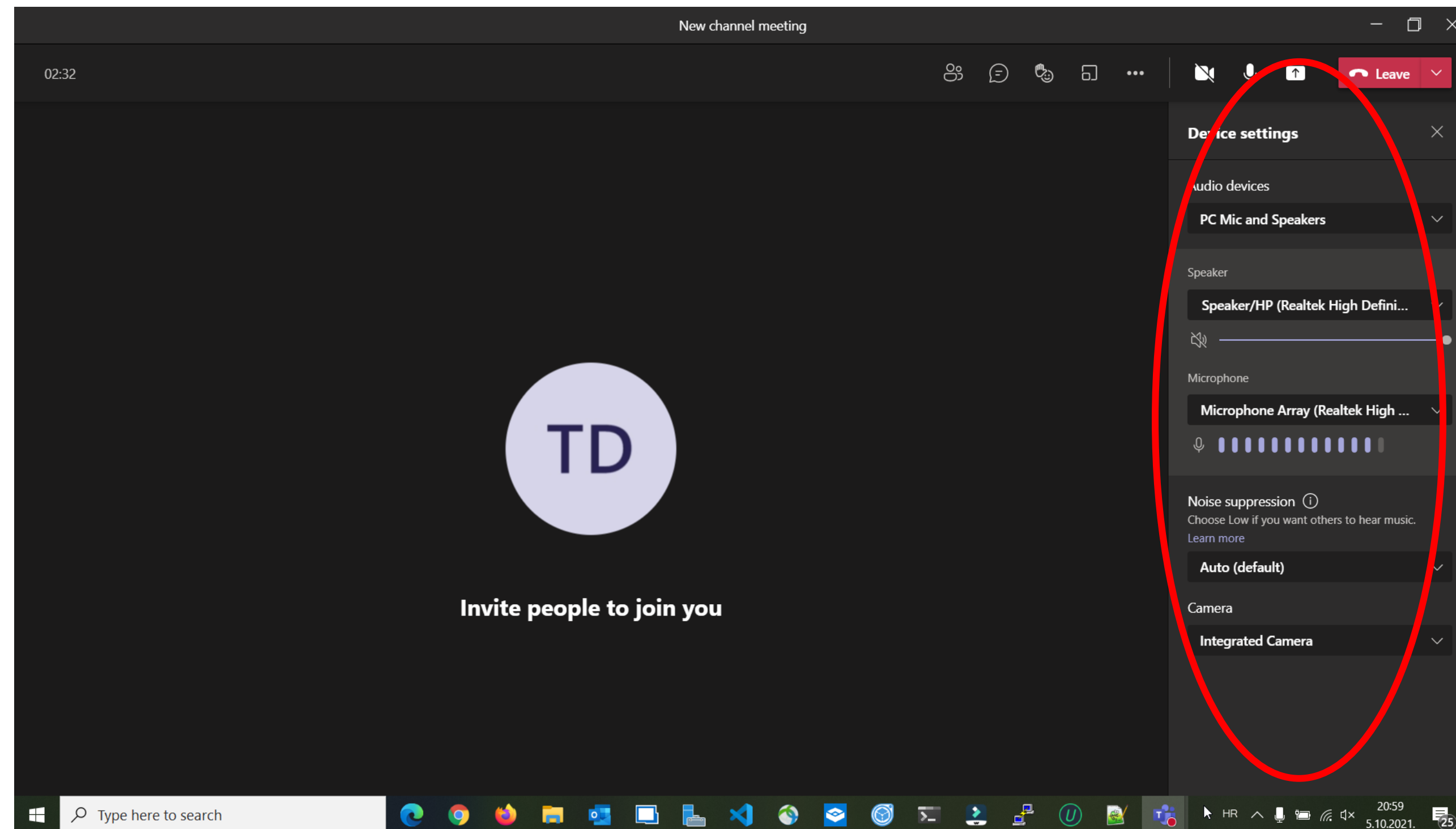
Komunikacija unutar Teamsa – Meet now



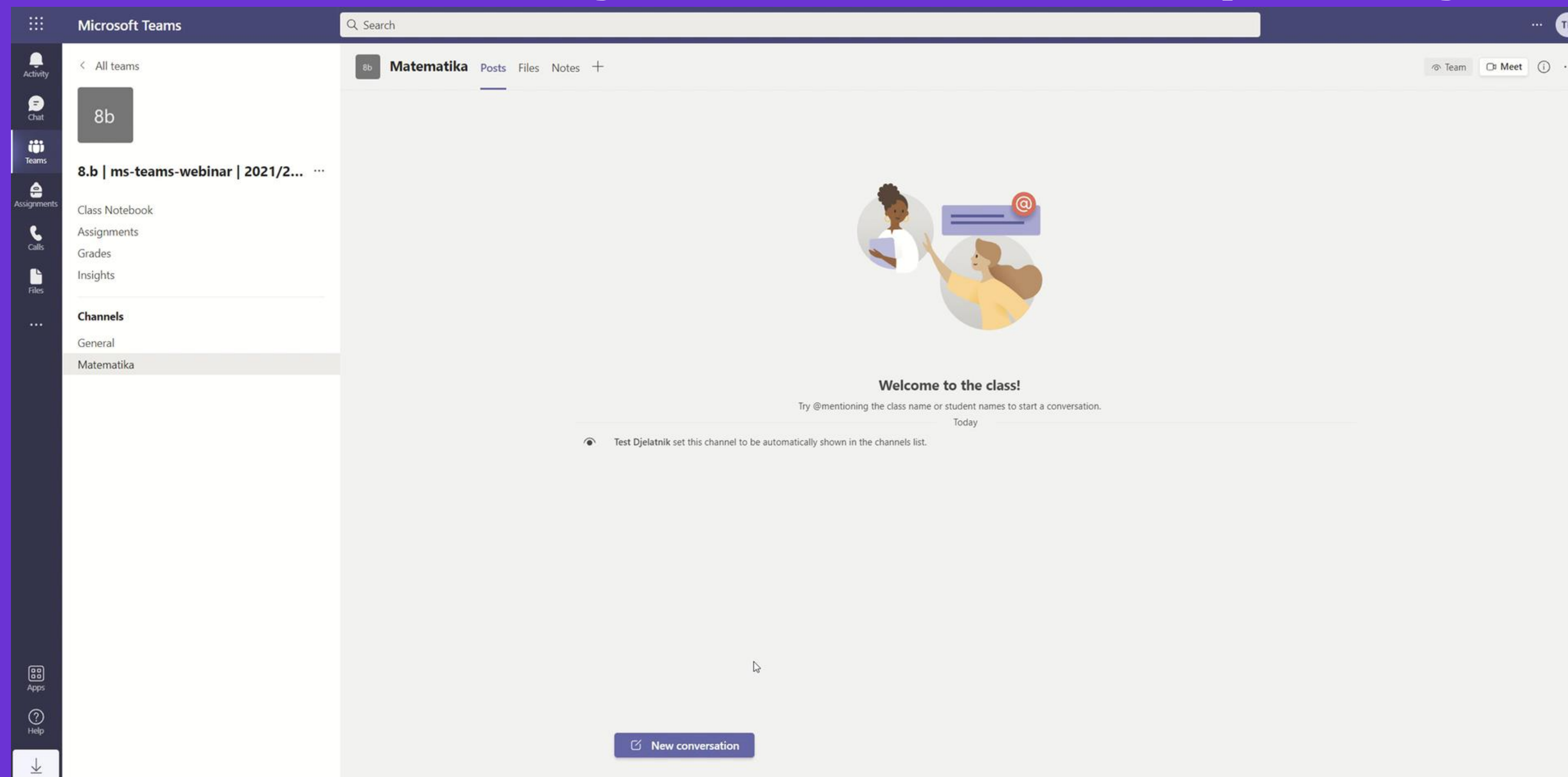
Komunikacija unutar Teamsa – Meet now



Komunikacija unutar Teamsa – Meet now



DEMO – Komunikacija unutar Teams aplikacije



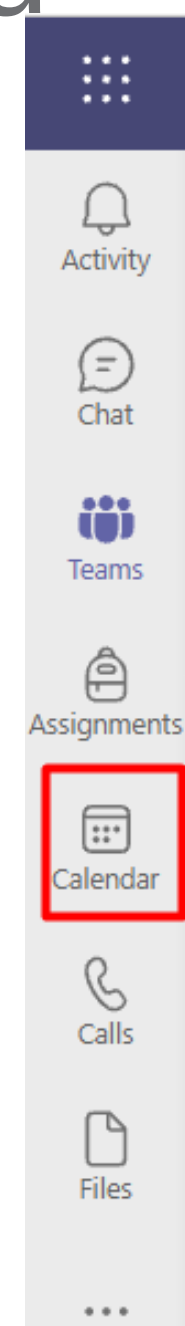
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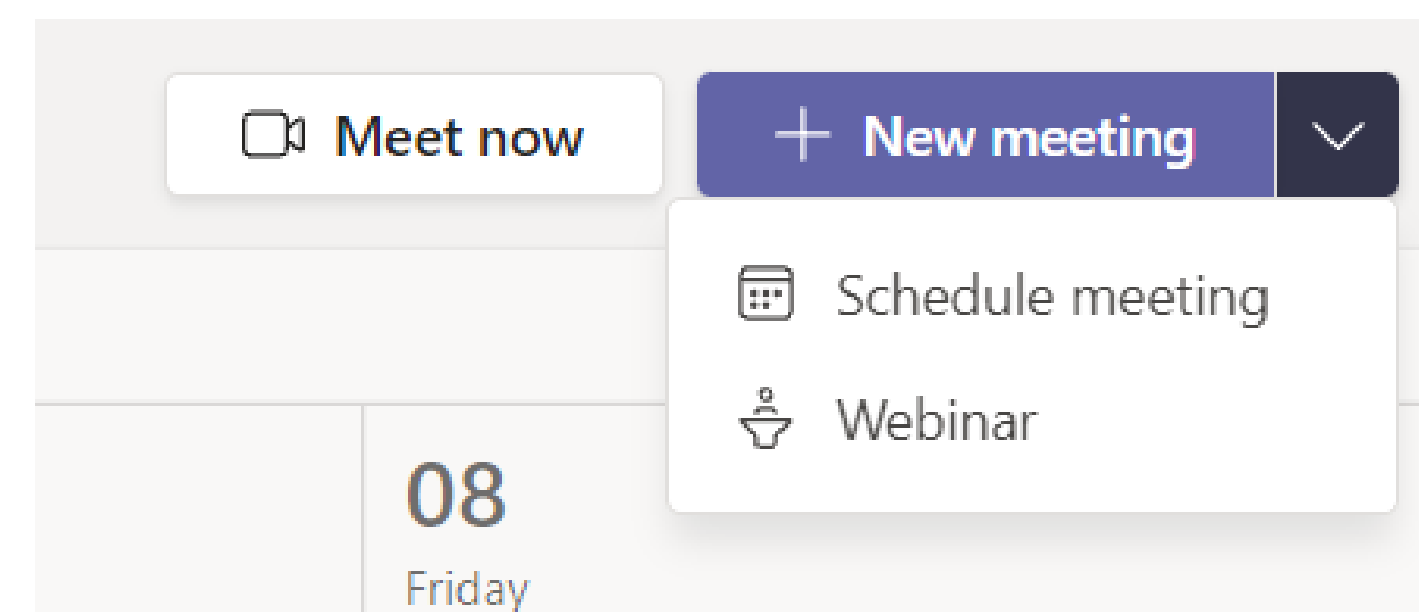
Sastanci iz kalendara

- vidljiv isključivo ako je uključeno O365 prosljeđivanje u Webmail-u
- upute za prosljeđivanje:

<https://www.carnet.hr/wp-content/uploads/2020/gsuiteo365/>



- Meet now/Sastanak odmah
- New meeting/Novi sastanak
 - Schedule meeting/Zakaži sastanak
- Webinar



Sastanci iz kalendara

New meeting

Details

Scheduling Assistant

Save

Close

Category: None ▾ Time zone: (UTC+01:00) Sarajevo, Skopje, Warsaw, Zagreb ▾ Response options ▾ Require registration: None ▾

✎

Ovdje ide naziv sastanka

👤

popis članova

+ Optional

🕒

10/5/2021

1:00 PM ▾

→

10/5/2021

1:30 PM ▾

30m

●

All day

🔄

Does not repeat ▾

📺

Add channel

📍

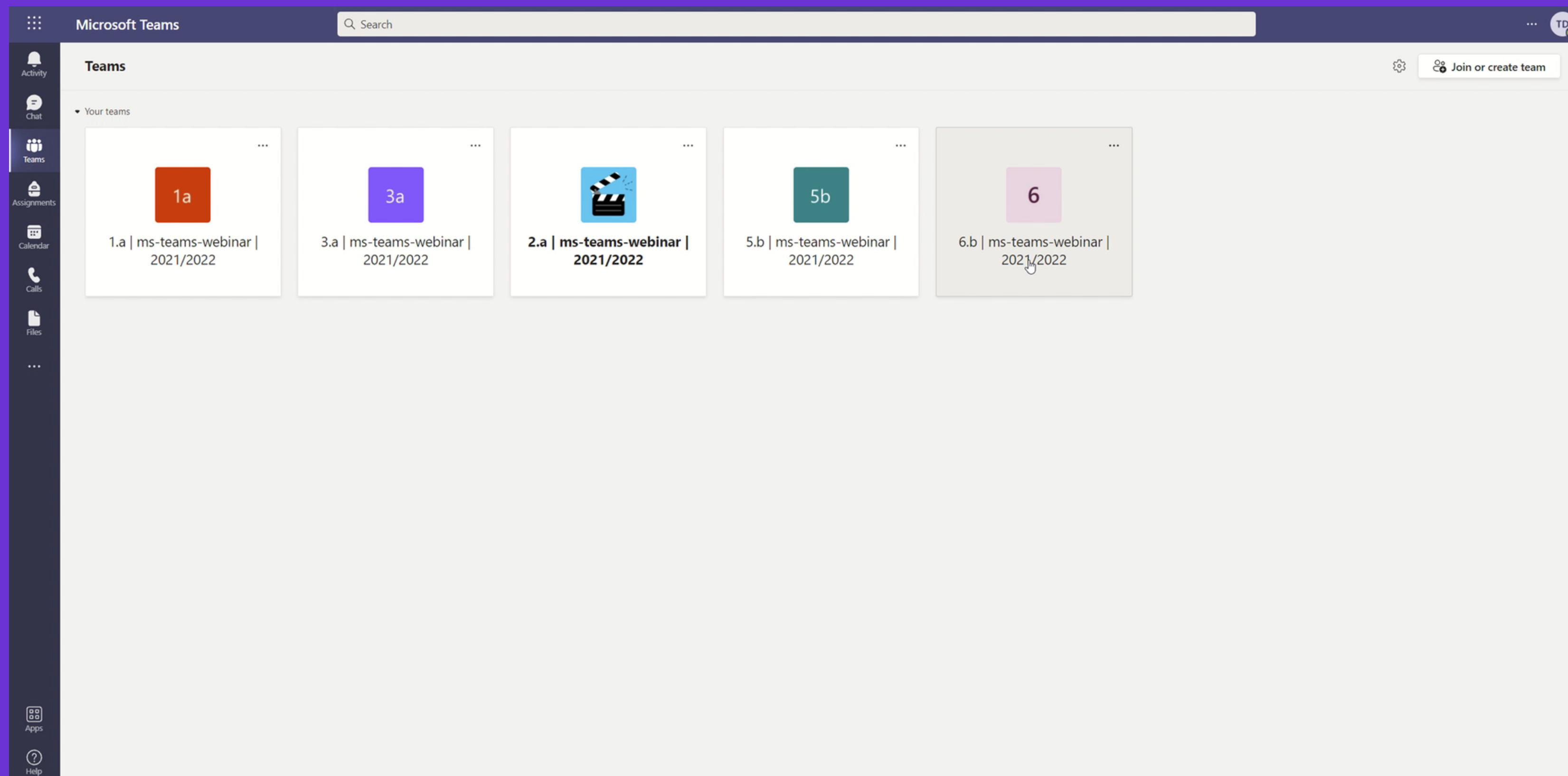
Add location

⋮

B *I* U ~~S~~ | | AA Paragraph ▾ | | 99 ⇄

Opis sastanka

DEMO – Sastanci iz kalendara



Sadržaj

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Microsoft Insights dodatak Teams-ima

Digital Activity

Average grade

OnTime assignments

Average time for feedback

Communication activity

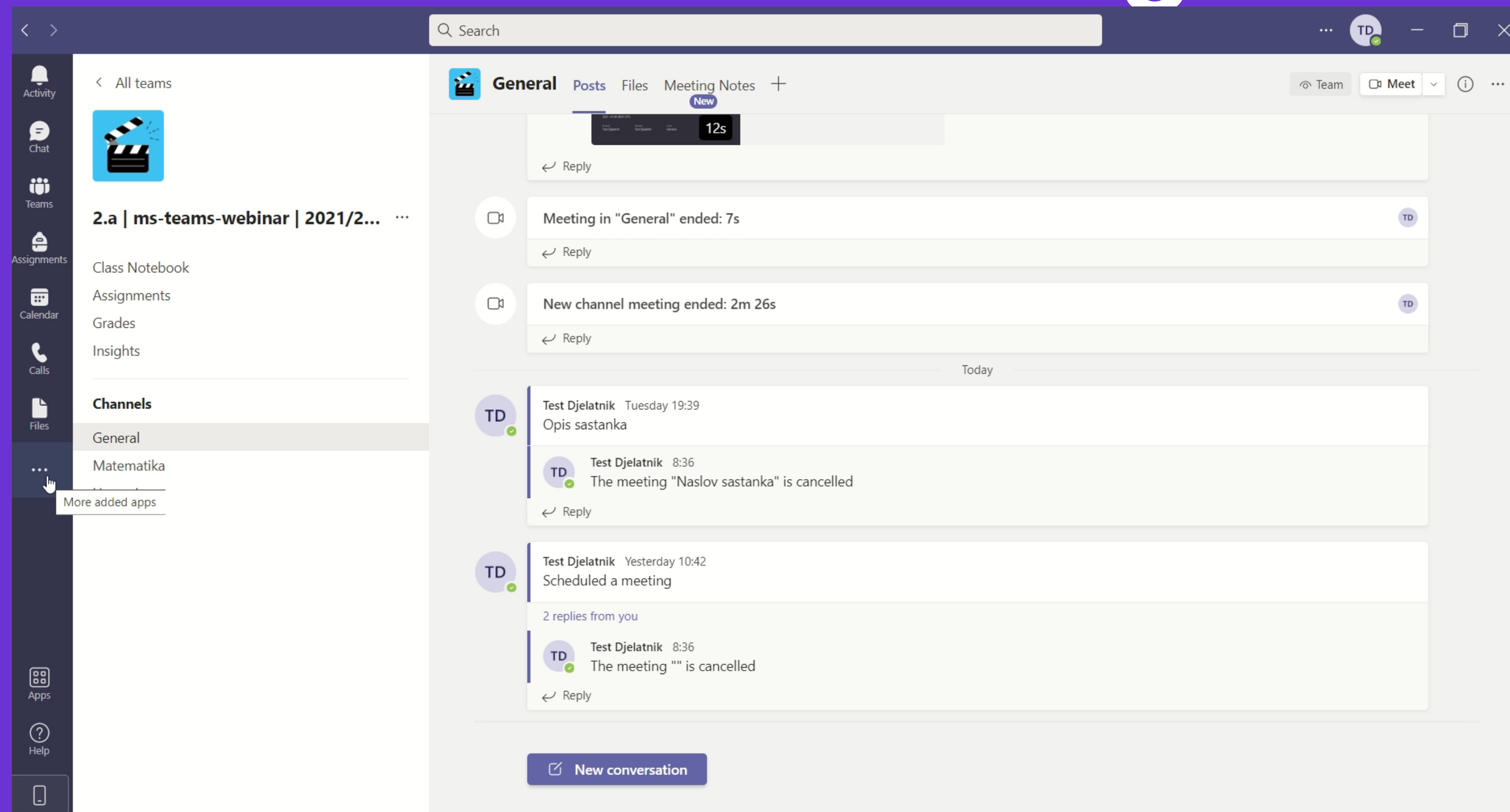
Filteri po različitom :

Učeniku

Kanalu

Izvještaji

DEMO – Microsoft Insights dodatak



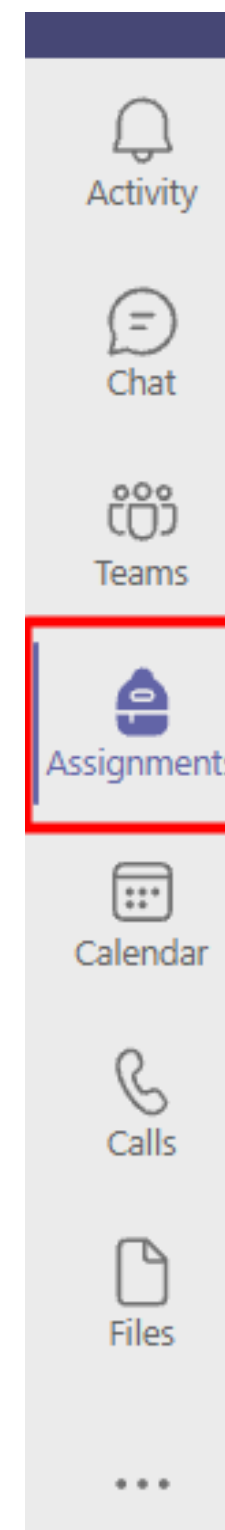
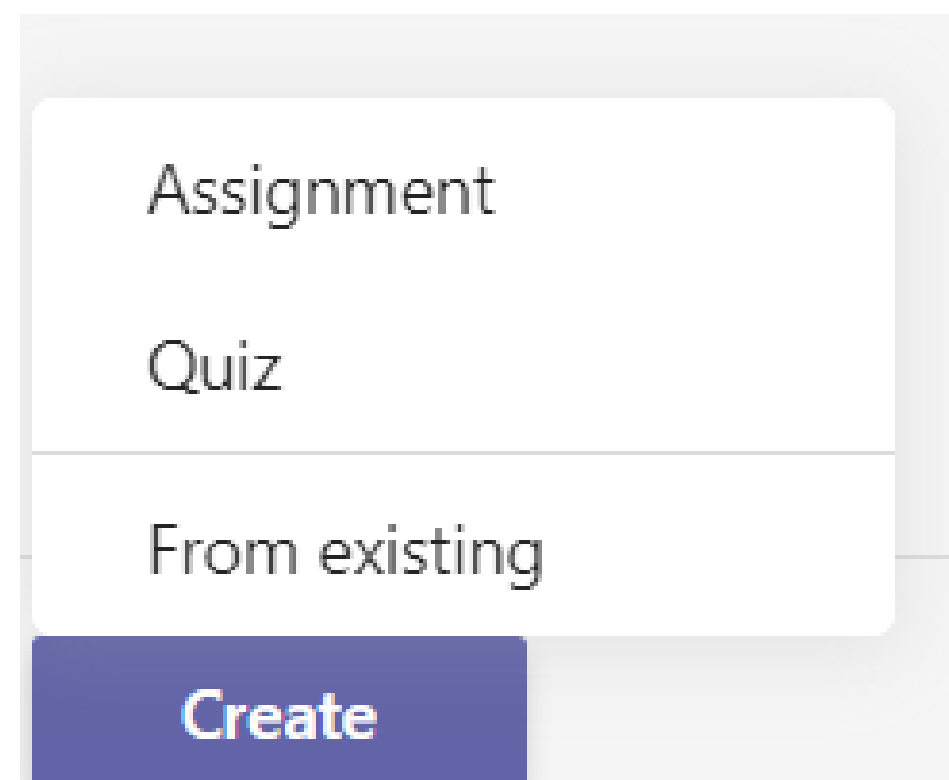
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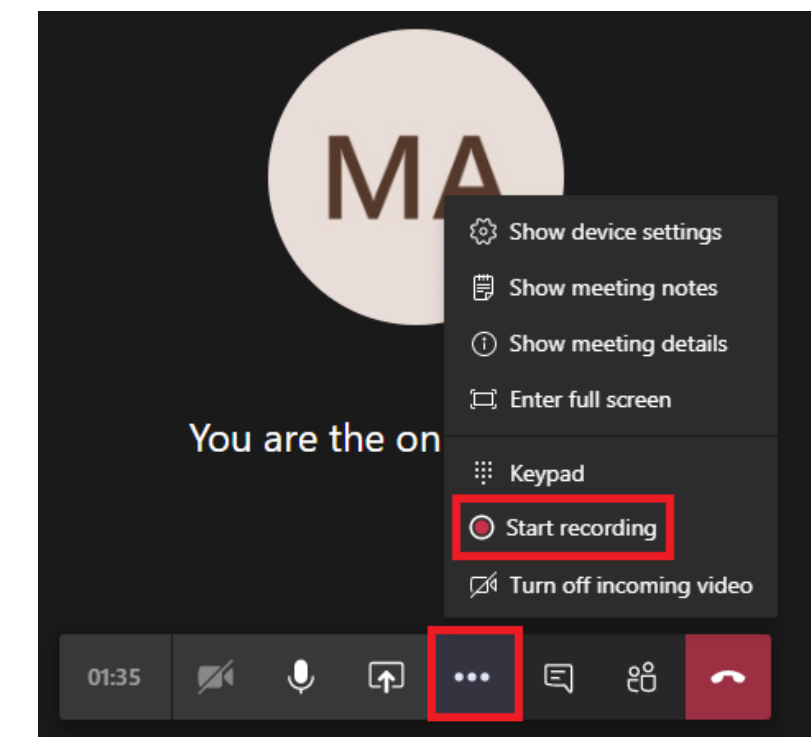
Tips & Tricks

Assignments

- može se kreirati:
- zadatak
- kviz (putem MS Forms)
- kopirati postojeći zadatak/kviz



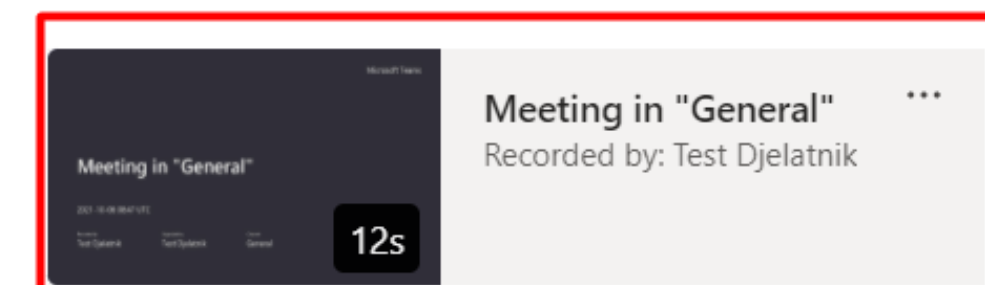
Kako snimiti sastanak



Meeting in "General" ended: 18s

Meeting in "General"
Recording has started

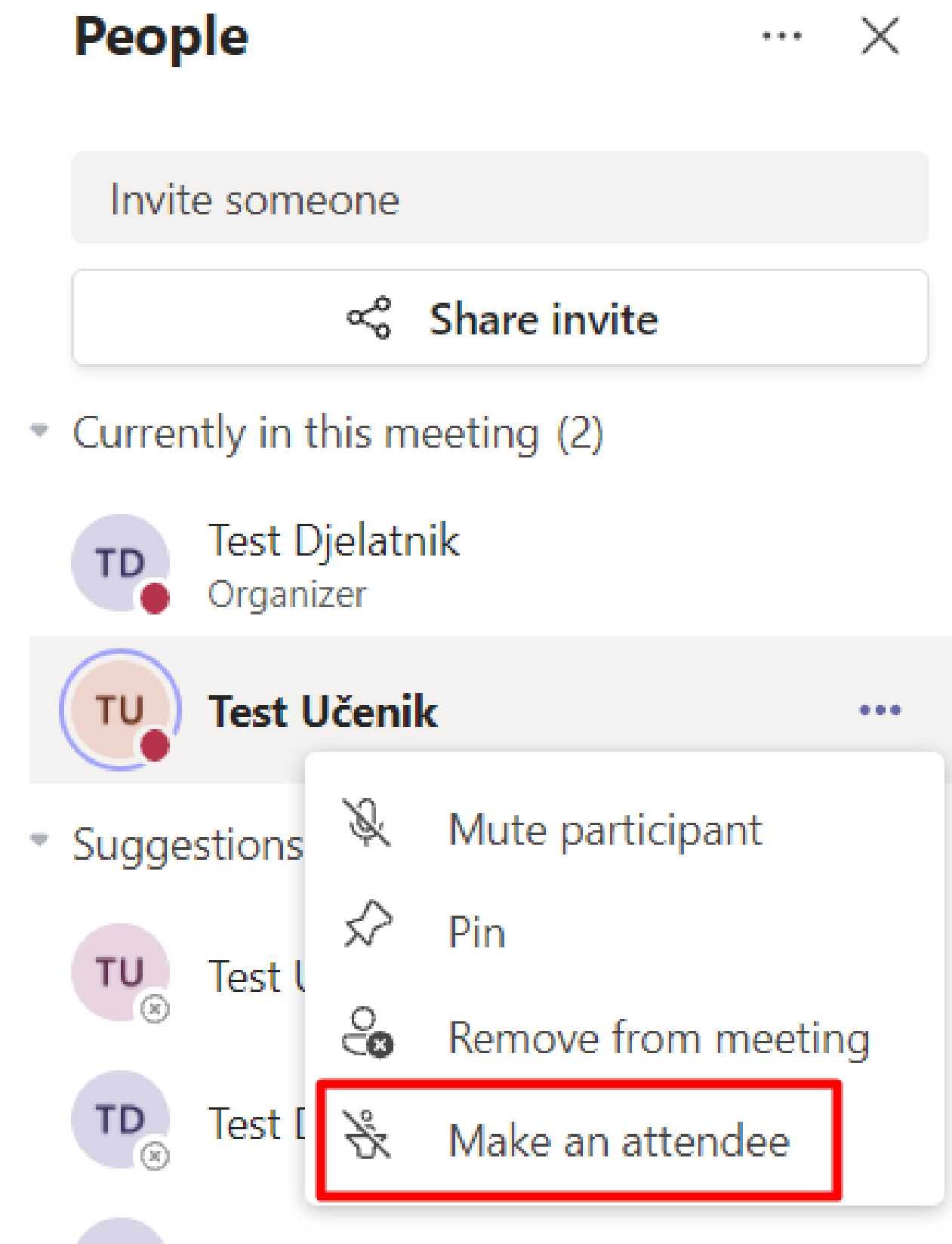
Meeting in "General"
Recording has stopped. Saving recording...



Tips & Tricks

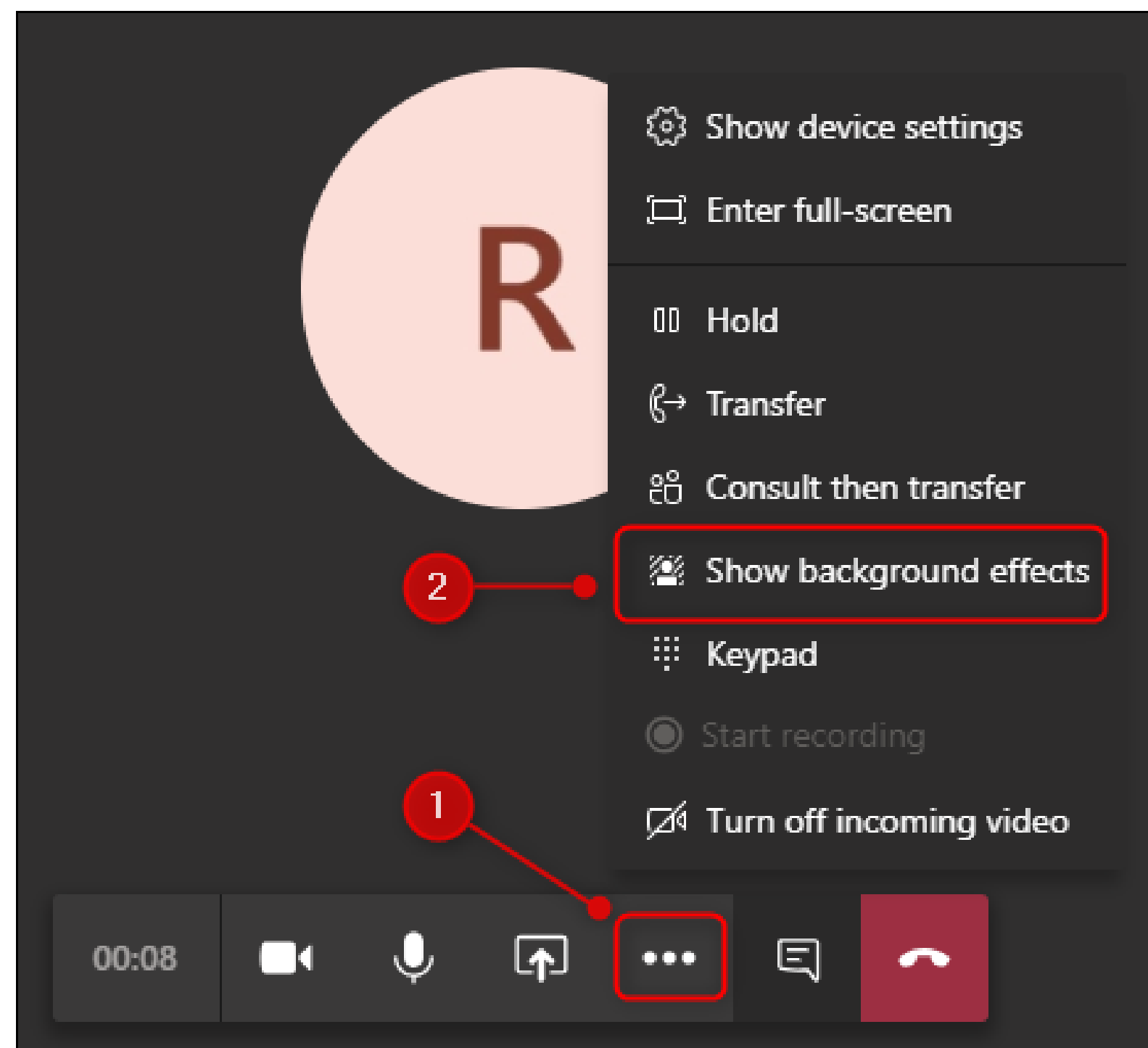
Kako spriječiti sudionika da mute-ira predavača

- kad pristupi sastanku prebaciti sudionika u "Attendee"

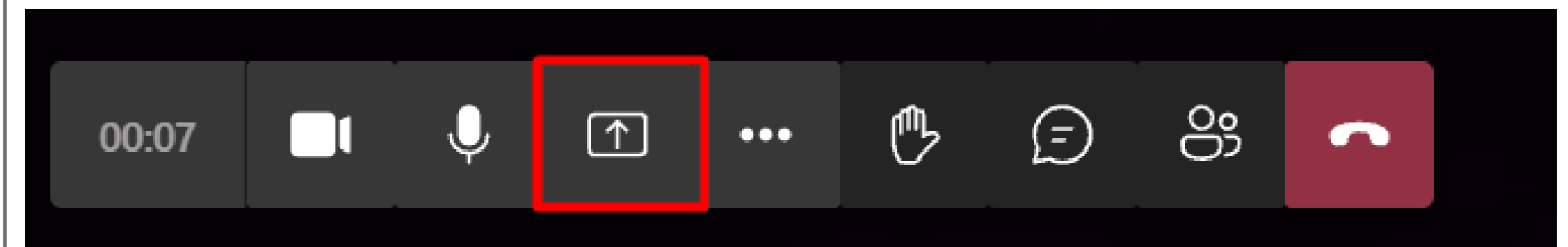


Tips & Tricks

Promjena pozadine kod video poziva



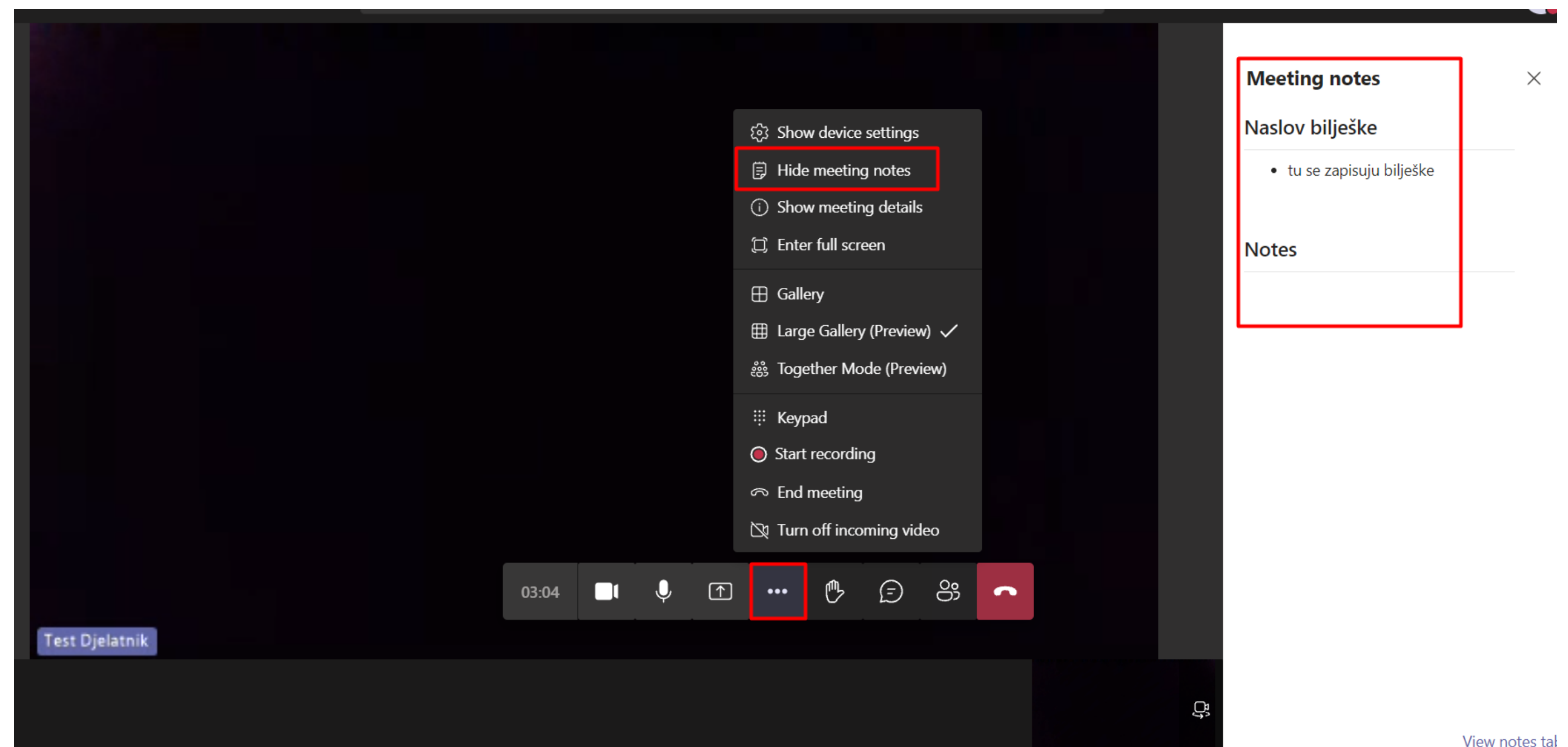
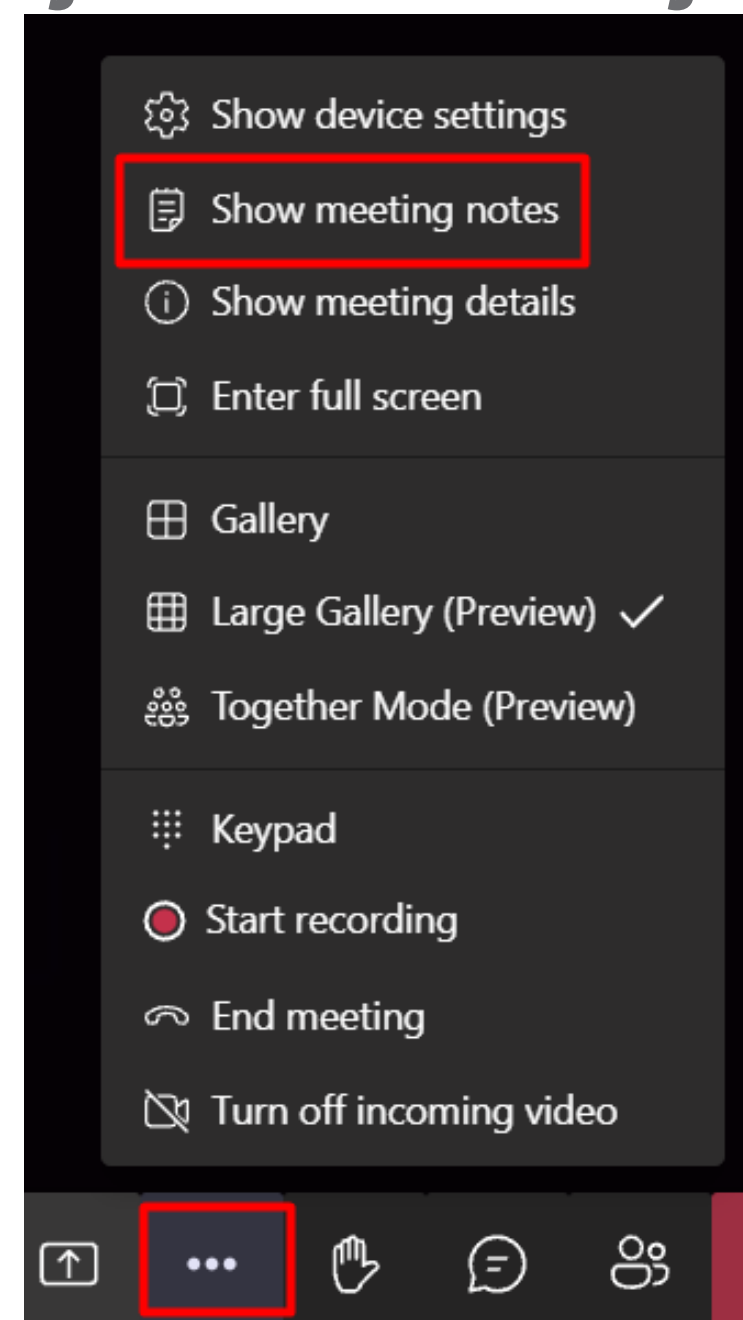
Dijeljenje zaslona



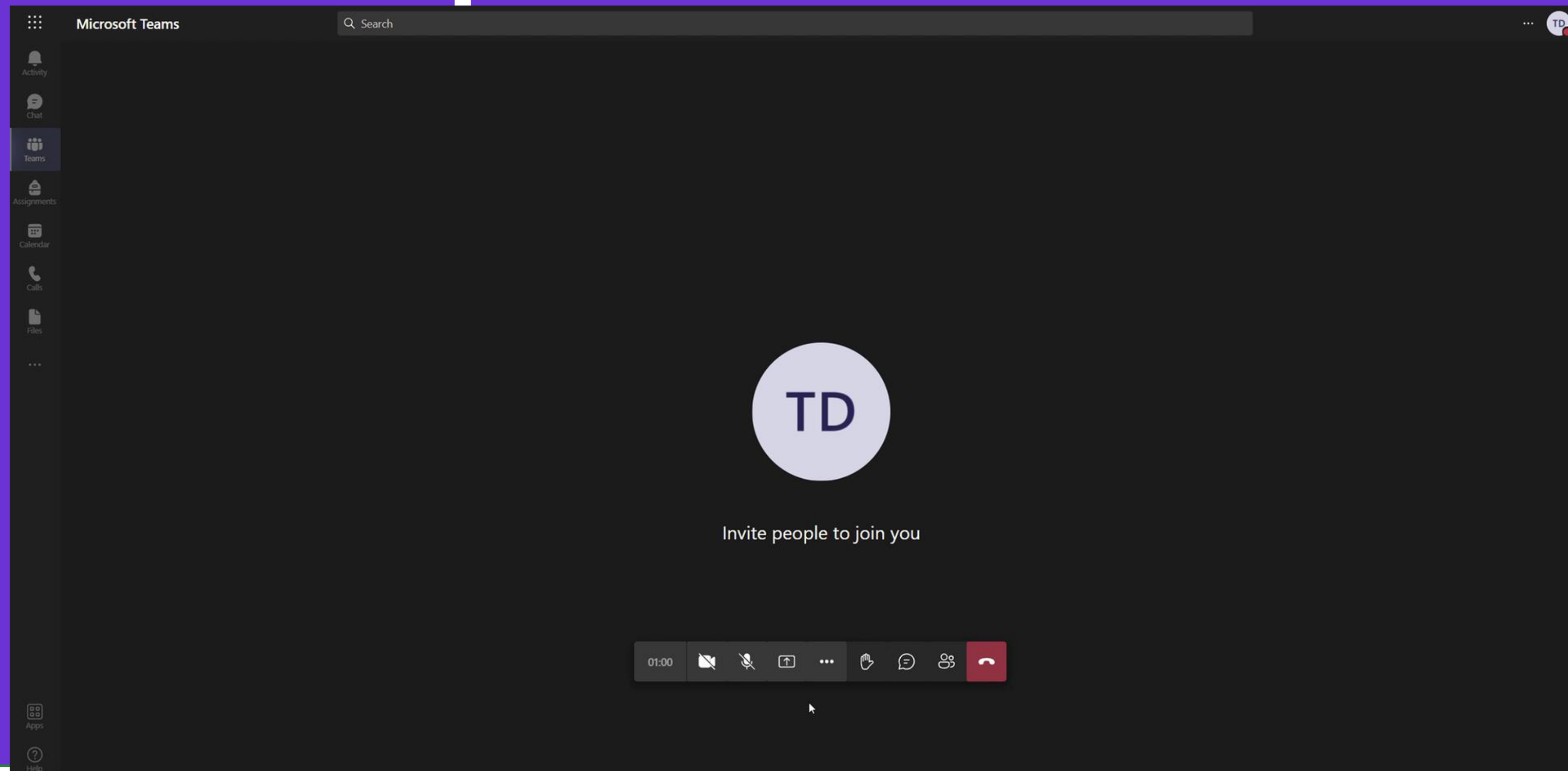
Tips & Tricks

Meeting notes

- mogu se uključiti za vrijeme sastanka



DEMO – Tips & Tricks



Tips & Tricks

WHITEBOARD



 Export image (PNG)

 Enhance inked shapes automatically



 Other participants can edit



 Format background

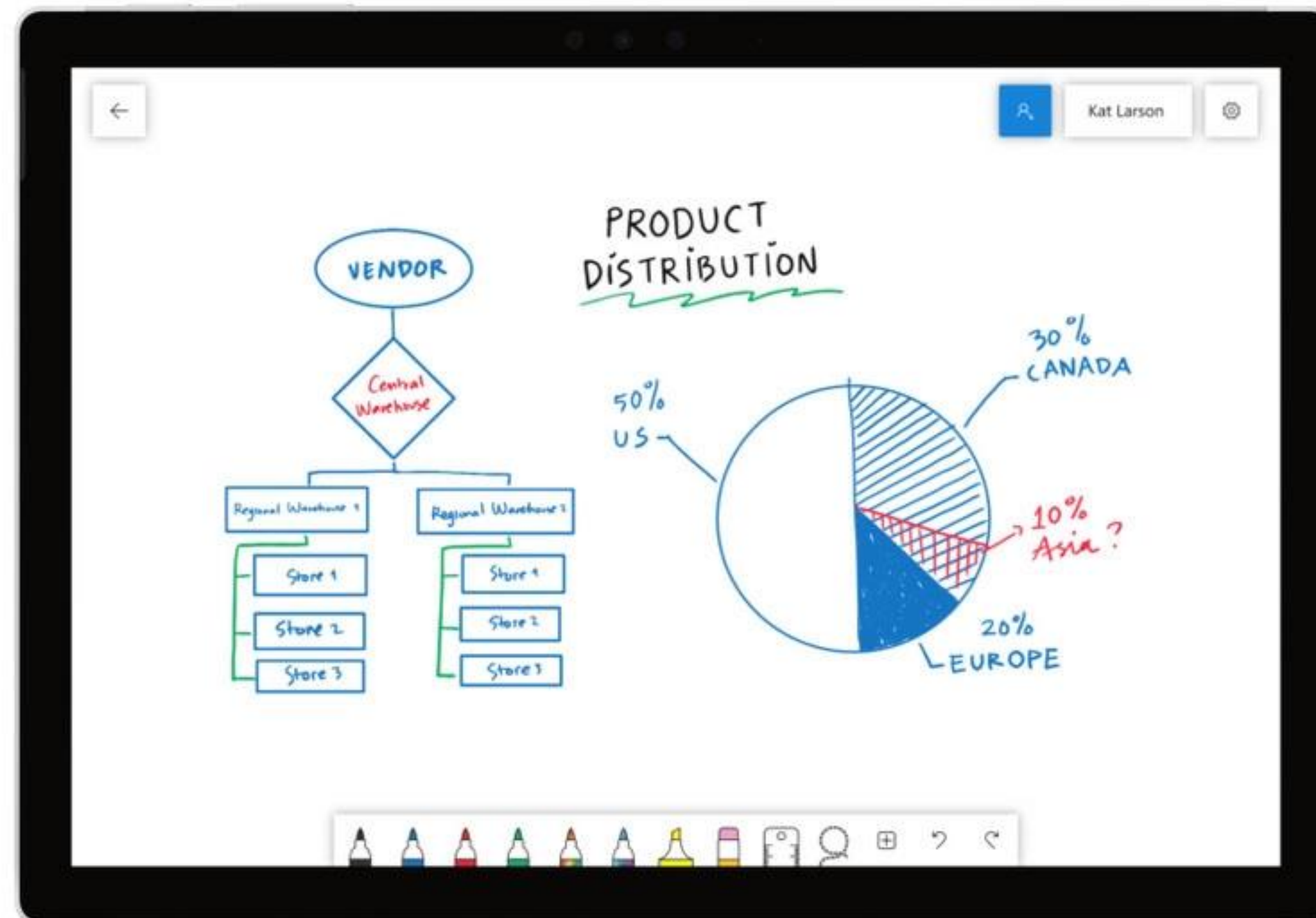
 Send feedback

 Help

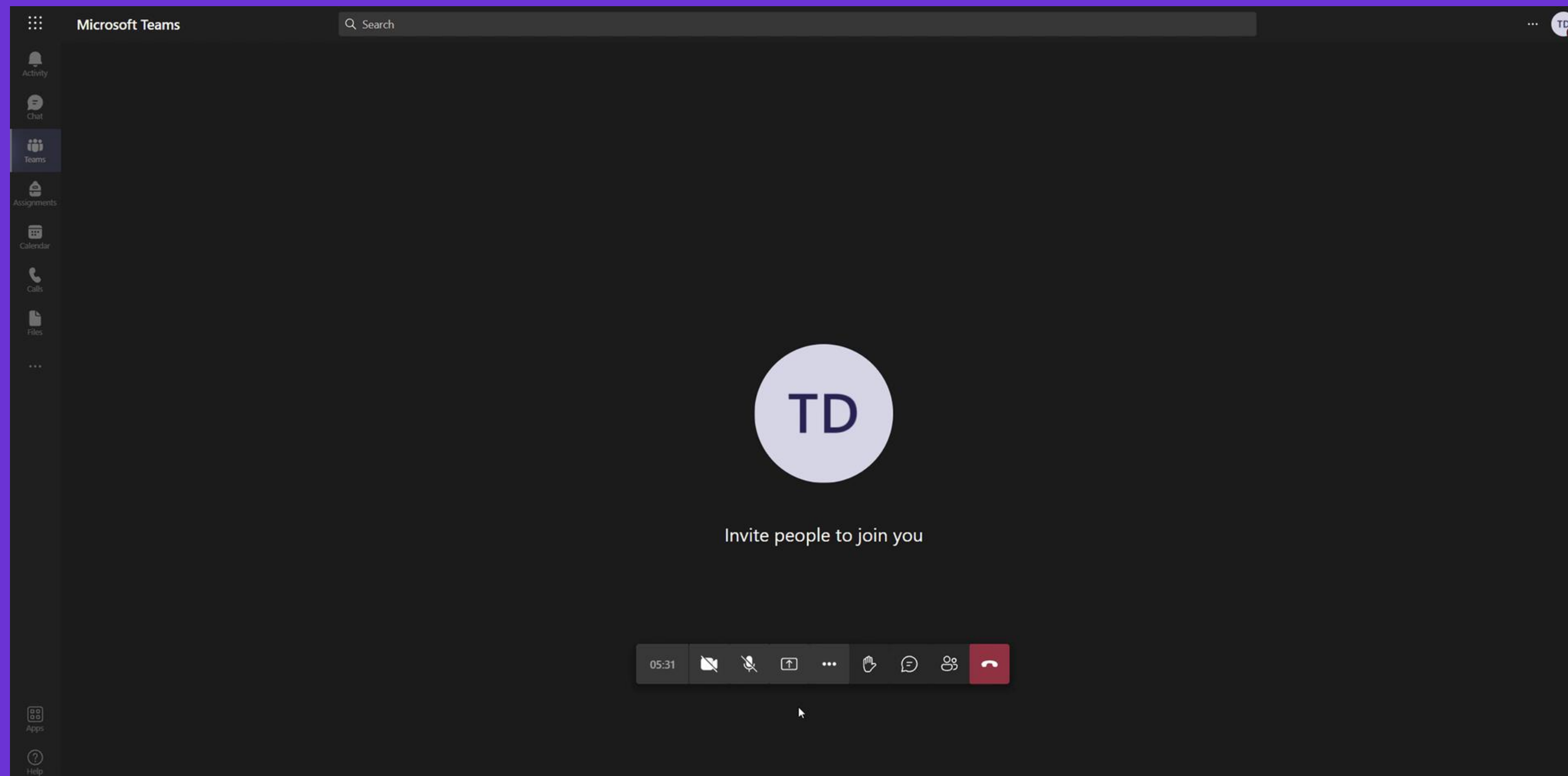
 Start onboarding tour

 About Whiteboard

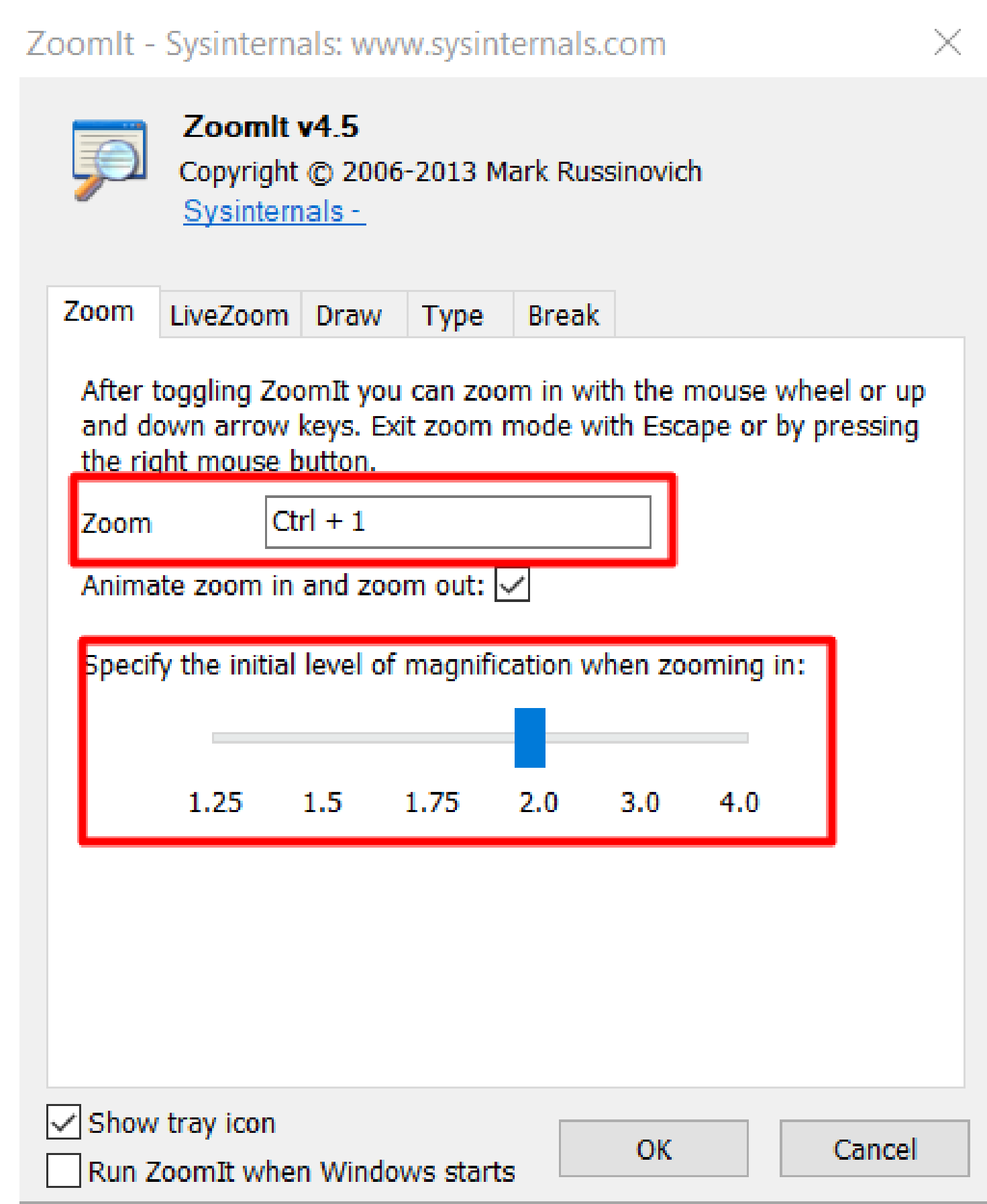
 Open in app



DEMO – Tips & Tricks



Tips & Tricks



ZoomIt

- alat koji pomaže kod online prezentiranja
- Može se preuzeti na poveznici:
 - <https://docs.microsoft.com/en-us/sysinternals/downloads/zoomit>

Tips & Tricks

Tipka "shift" + "7"

/	
/available	Set your status to available
/away	Set your status to away
/brb	Set your status to be right back
/busy	Set your status to busy
/call	Call someone
/dnd	Set your status to do not disturb
/files	See your recent files
/find	Search the page
/goto	Go right to a team or channel
/help	Get help with Teams
/join	Join a team
/keys	See keyboard shortcuts
/mentions	See all your @mentions
/offline	Set your status to appear offline
/saved	See your saved list
/unread	See all your unread activity
/whatsnew	See what's new in Teams
/who	Ask Who a question about someone

Tipka "ctrl" + "."

Keyboard shortcuts

Keyboard language is: English (United States)

General

Show keyboard shortcuts

Ctrl

.

Go to Search

Ctrl

E

Show commands

Ctrl

/

Open filter

Ctrl

Shift

F

Goto

Ctrl

Shift

G

Open apps flyout

Ctrl

.

Start new chat

Alt

N

Open Settings

Ctrl

Shift

,

Open Help

Ctrl

F1

Close

Escape

Navigation

Open Activity

Ctrl

Shift

1

Open Chat

Ctrl

Shift

2

Open Teams

Ctrl

Shift

3

Open Assignments

Ctrl

Shift

4

Open Calendar

Ctrl

Shift

5

Open Calls

Ctrl

Shift

6

Open Files

Ctrl

Shift

7

Go to previous list item

Alt

I

Go to next list item

Alt

J

Go to previous section

Ctrl

Shift

F6

Go to next section

Ctrl

F6

Messaging

Go to compose box

Alt

Shift

C

Reply to thread

Alt

Shift

R

Expand compose box

Ctrl

Shift

X

Send (expanded compose box)

Ctrl

Enter

Attach file

Ctrl

Shift

O

Start new line

Shift

Enter

Search current Chat/Channel

Ctrl

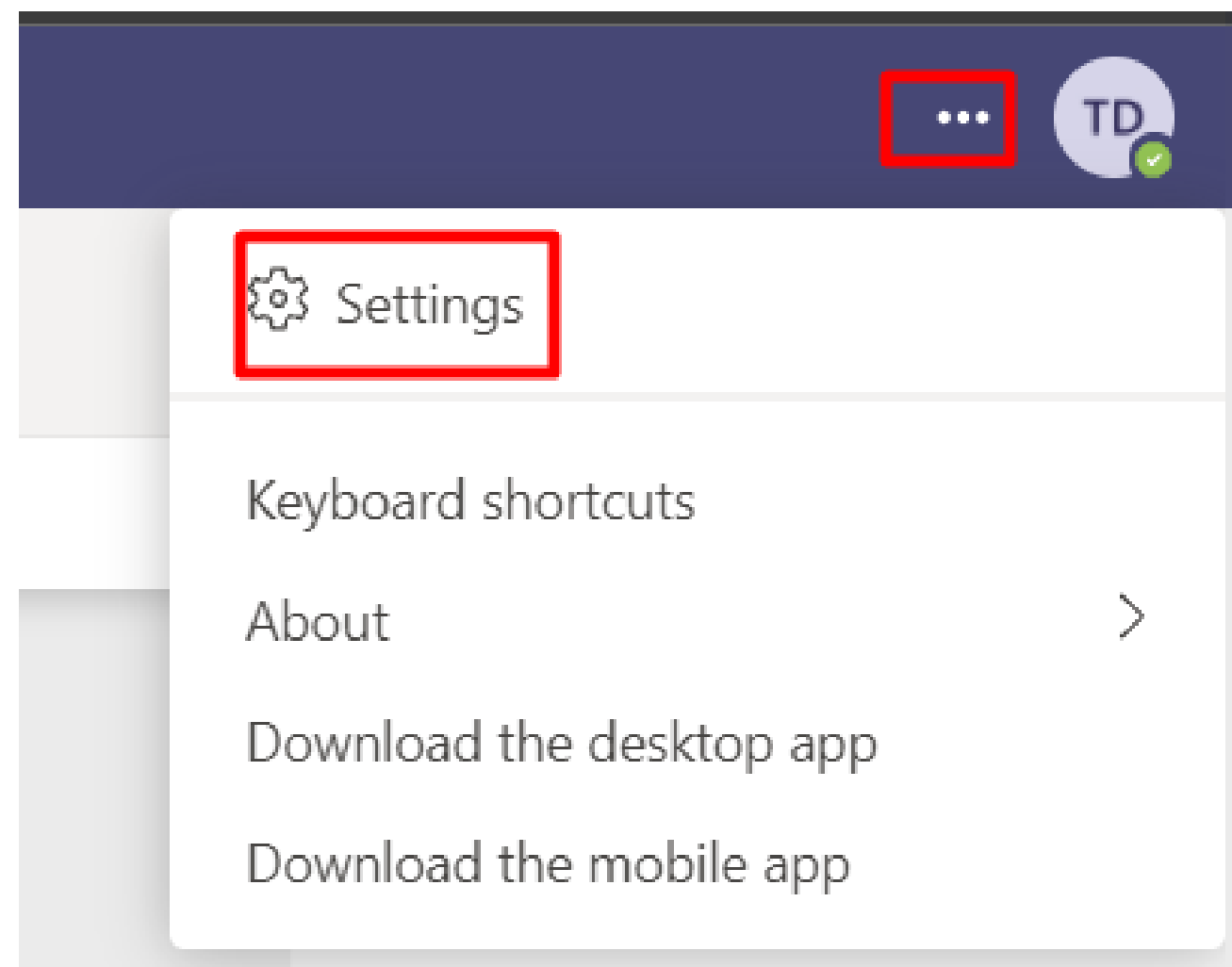
F

[See shortcuts for all platforms](#) | [Office Accessibility Center](#)



Tips & Tricks

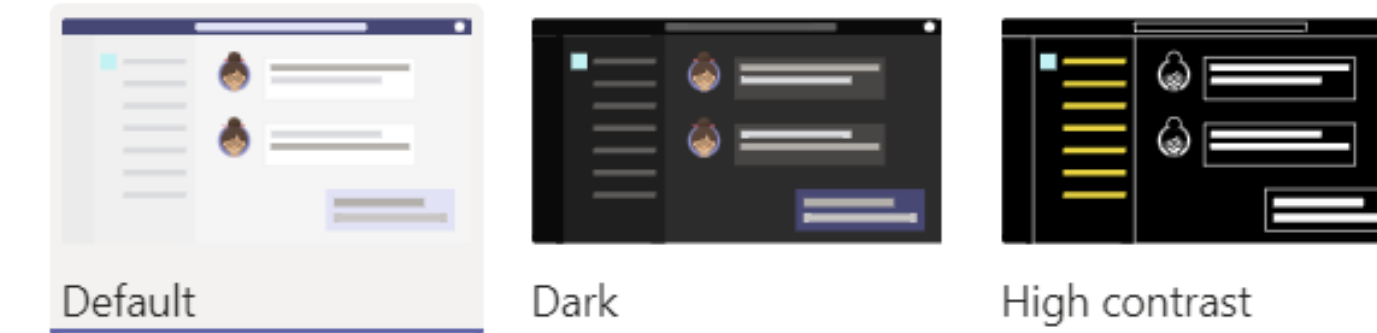
Promjena jezika



Settings

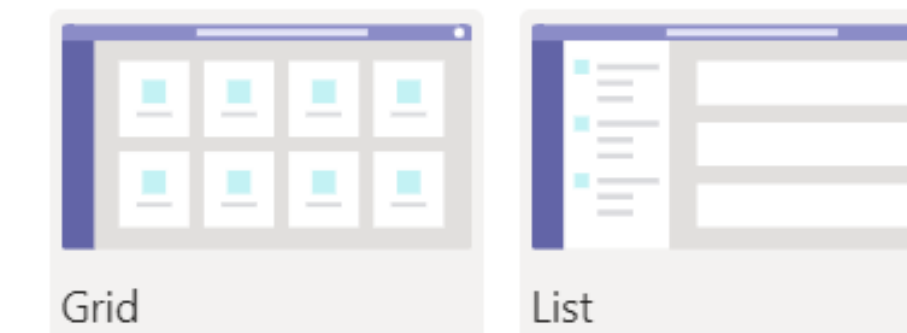
- General
- Accounts
- Privacy
- Notifications
- Captions and transcripts
- Calls

Theme



Layout

Choose how you want to navigate between teams.



Language

Restart to apply language settings.

App language determines the date and time format.

English (United States) ▼

Keyboard language overrides keyboard shortcuts.

English (United States) ▼

Sadržaj

1. Uvod
2. Aktivacija i prijava
3. Upravljanje timovima (vrste timova, kreiranje timova, kanala..)
4. Komunikacija unutar Teams aplikacije (audio, video, chat...)
5. Sastanci iz kalendara
6. Microsoft Insights dodatak Teams-ima
7. Tips and tricks
8. **Korisni linkovi**
9. Kraj

Korisni linkovi

- <https://www.carnet.hr/wp-content/uploads/2020/mstucitelji/index.html>
- <https://support.microsoft.com/hr-hr/teams>
- <https://www.carnet.hr/usluga/office-365-za-skole/>
- <https://tinyurl.com/d3r2r96d>
- <https://support.microsoft.com/hr-hr/office/video-obuka-za-microsoft-teams-4f108e54-240b-4351-8084-b1089f0d21d7>
- <https://office365.skole.hr/default/edukacija>

Pitanja i odgovori

**Vaše mišljenje nam je izuzetno važno
pa Vas molimo da ispunite kratki
upitnik zadovoljstva webinarom:**

<https://upitnik.carnet.hr/index.php/965627?lang=hr>

Nastavak slijedi...

Webinar: Izazovi provedbe akcijskih istraživanja u školi

Kada: utorak, 12. listopada, u 13 sati

I za kraj...

Svakako posjetite CARNET-ovu stranicu **Nastava na daljinu**
<https://www.carnet.hr/usluga/udaljenoucenje/>

Snimka webinara bit će dostupna na **Meduzi**.

Potvrde o sudjelovanju na webinaru bit će dodijeljene **u roku od dva tjedna** od datuma održavanja.

Hvala na pažnji!