



Office 365

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# 1. Uvod

Office 365 je usluga koju nudi Microsoft u sklopu proizvoda Microsoft Office. Unutar Office 365 nalaze se aplikacije kao što su: Outlook, Word, Excel, PowerPoint, OneDrive, Stream i još mnoge druge.

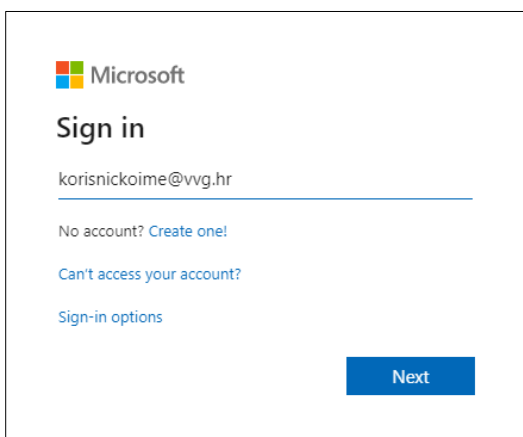
# 2. Pristup

Pristupite prijavi putem Office 365 portala na <https://www.office.com/>

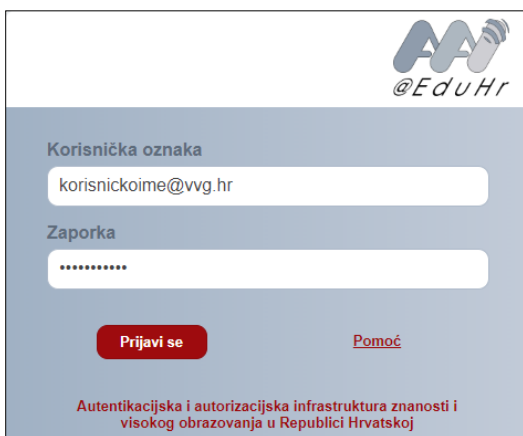
Odaberite **Sign in**



Unesite Vaše **AAI@EduHr** korisničko ime s **@vvg.hr**



Ponovno unesite **AAI@EduHr** korisničko ime i lozinku

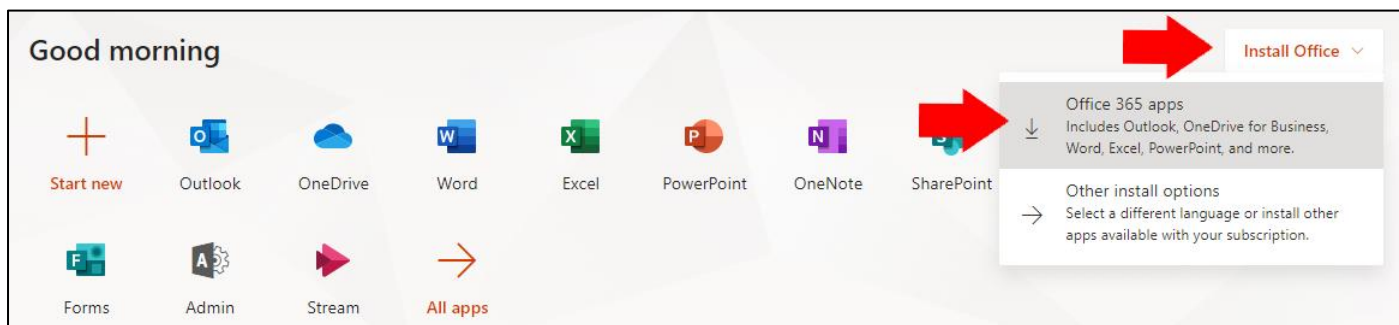


### 3. Instalacija

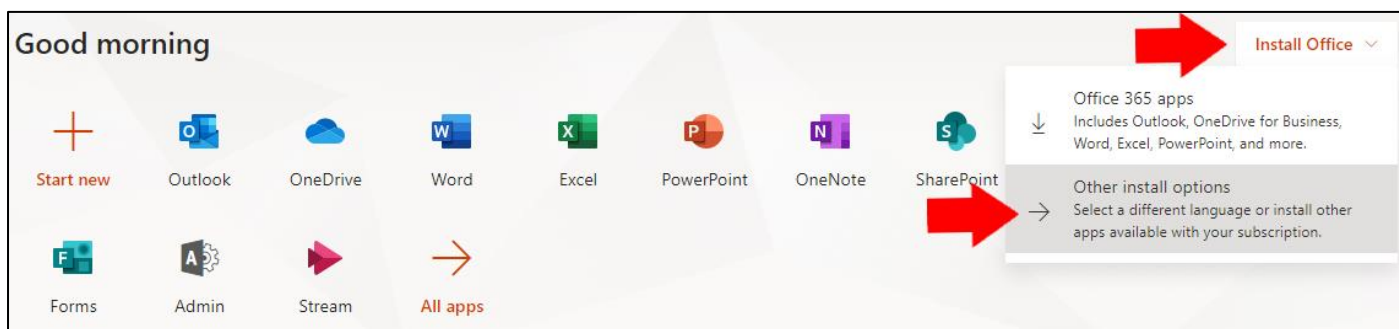
U nastavku možete vidjeti postupke instalacije prema operacijskom sustavu.

#### 3.1 Instalacija za Windows

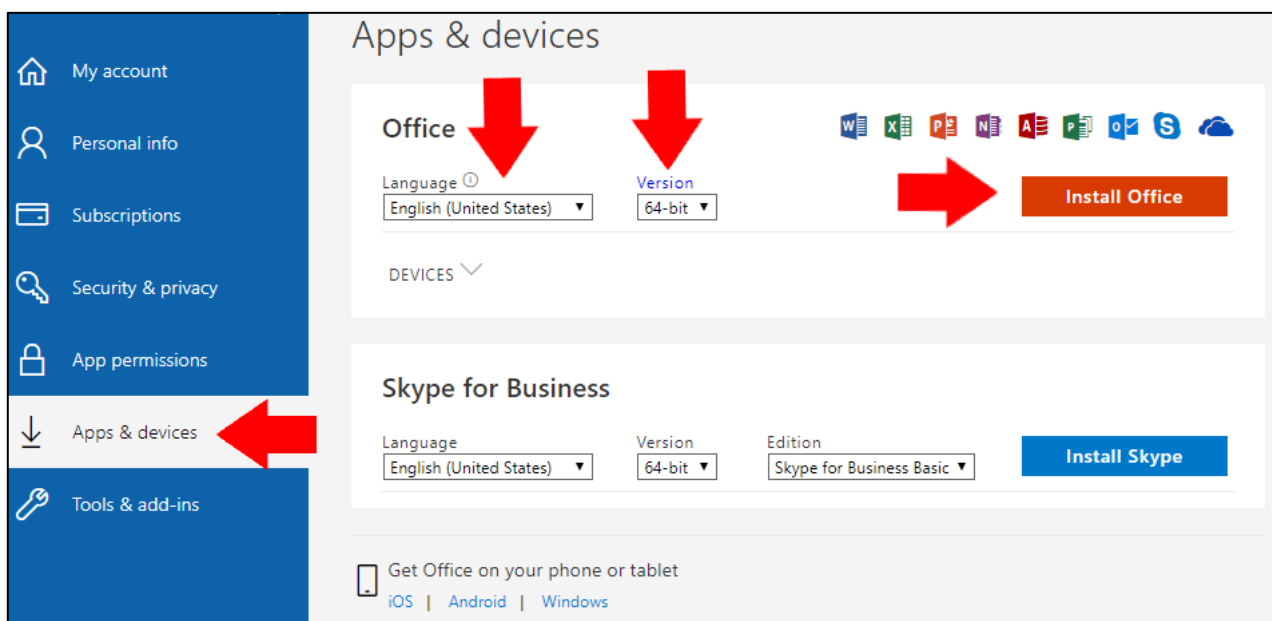
Kada ste se ulogirali u Office 365 odaberite **Install Office > Office 365 apps** te pokrenite instalaciju.



Za instalaciju Office 365 na nekom drugom jeziku odaberite **Other install options**.



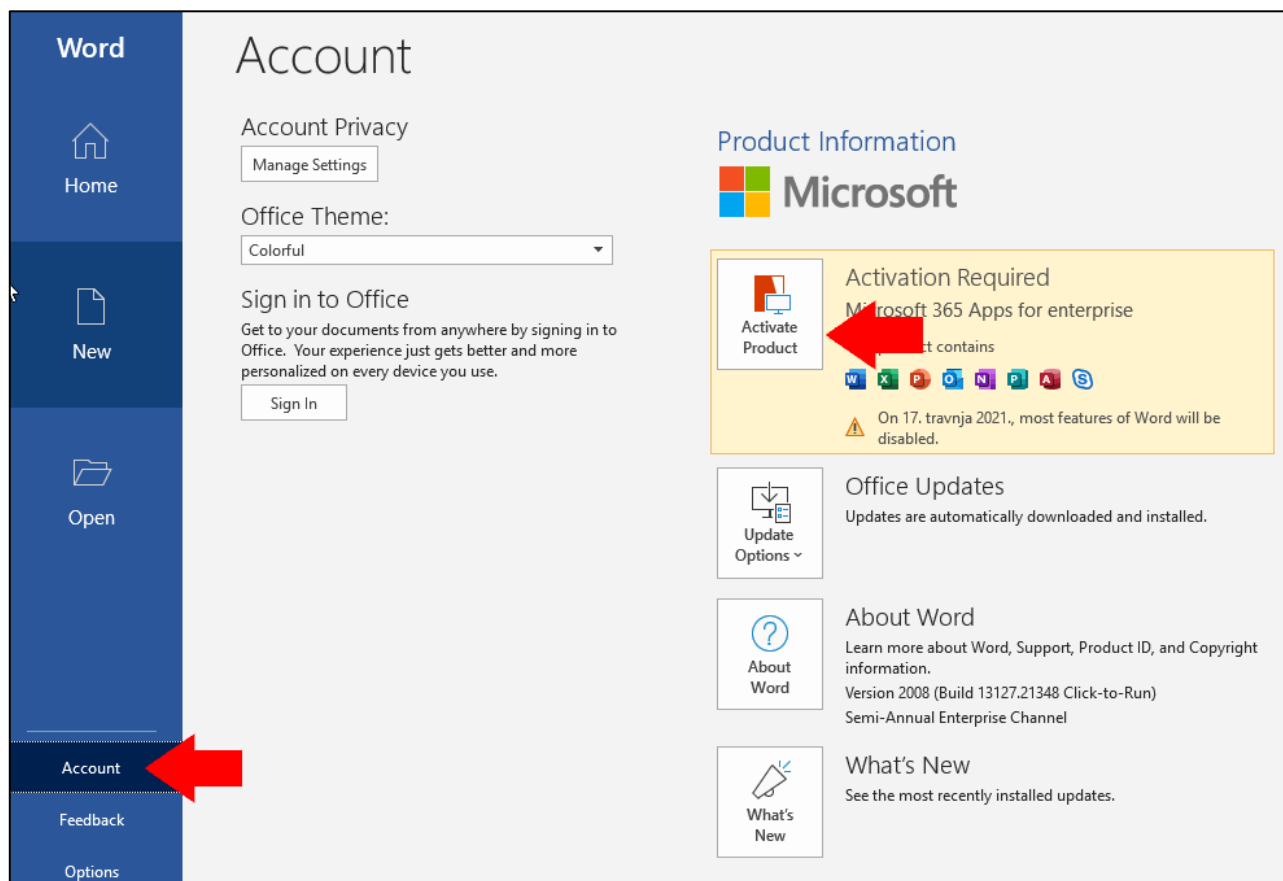
Odaberite **Apps & devices** zatim izaberite jezik i verziju operacijskog sustava te odaberite **Install Office** i pokrenite instalaciju.



Za aktivaciju Office 365 otvorite jednu od aplikacija iz Office 365 paketa i odaberite **File**.

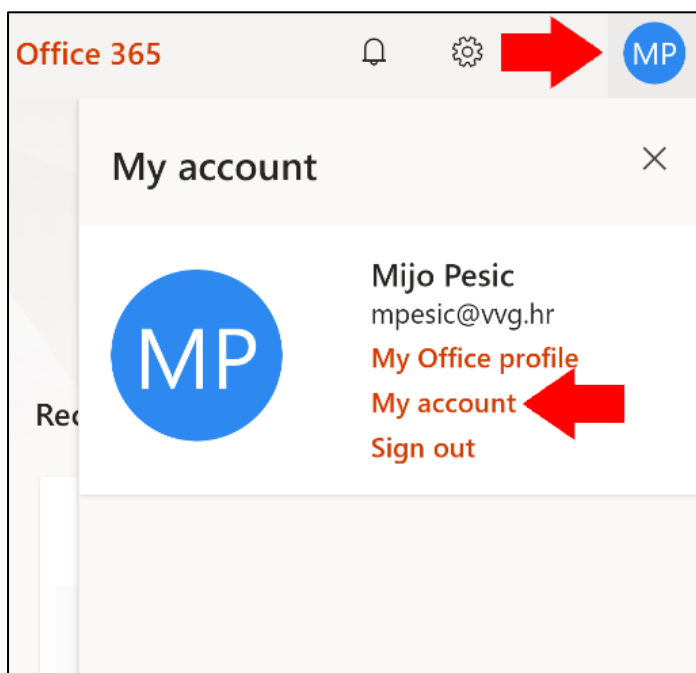


Zatim odaberite **Account > Activate Product > Sign in** te se prijavite s Vašim **AAI@EduHr** računom.

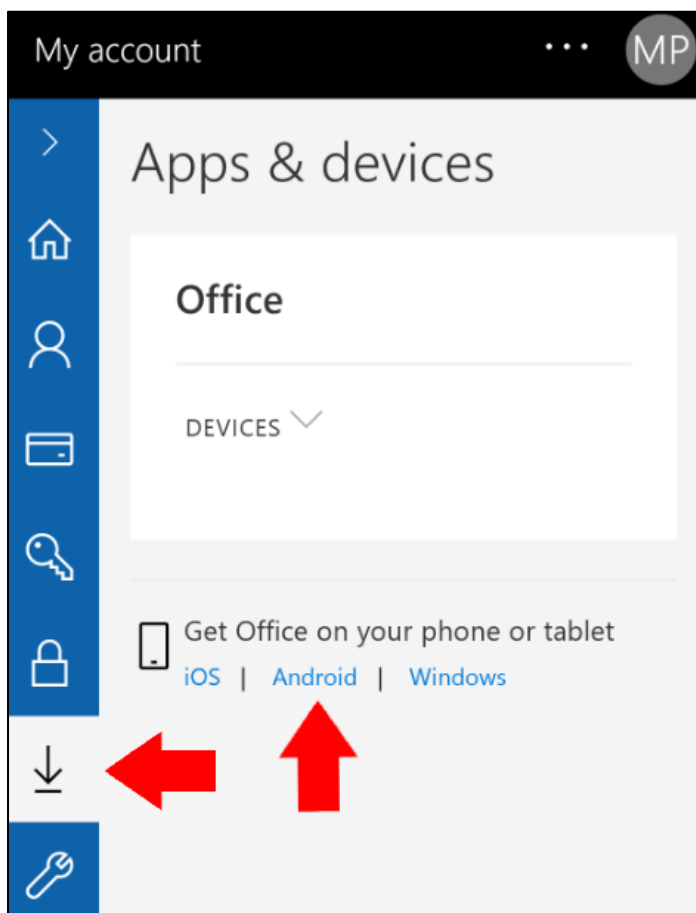


## 3.2 Instalacija za Android

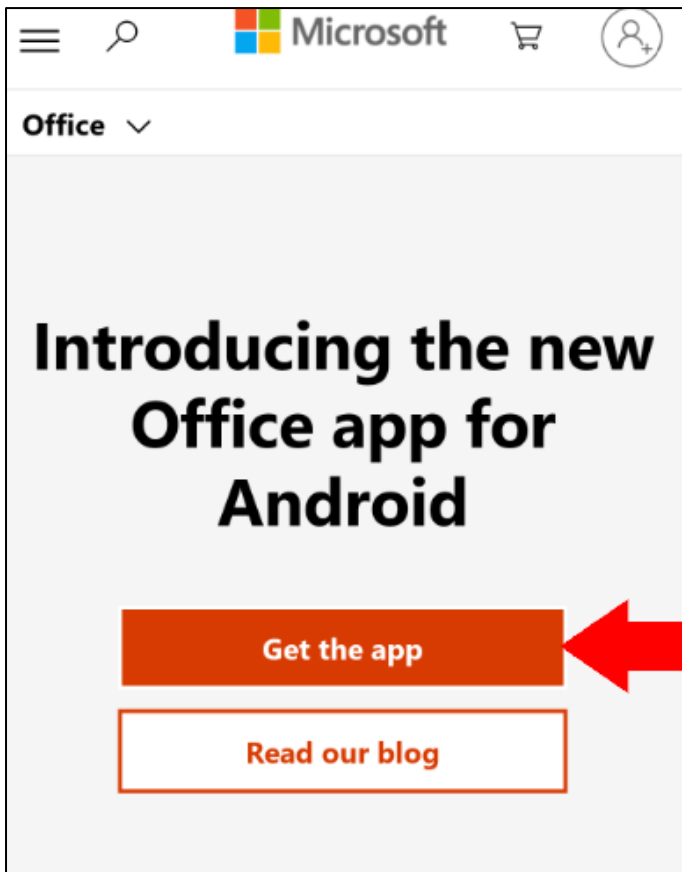
Kada ste se ulogirali u **Office 365** u gornjem desnom kutu odaberite ikonicu i zatim **My account**



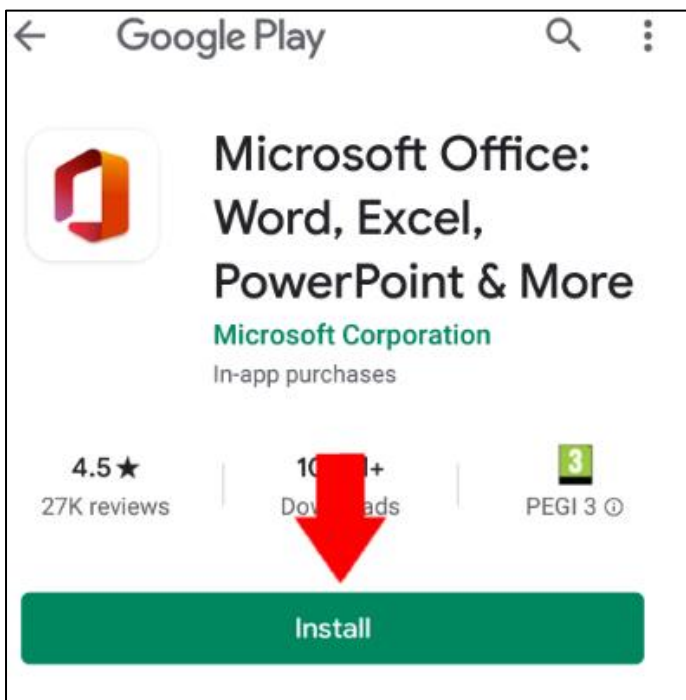
Odaberite **Apps & devices > Android**



Odaberite **Get the app**

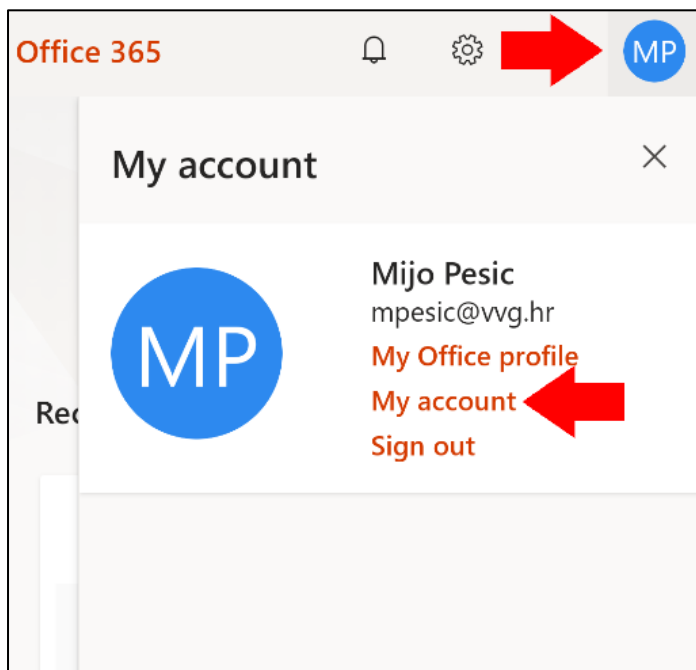


Odaberite **Install**

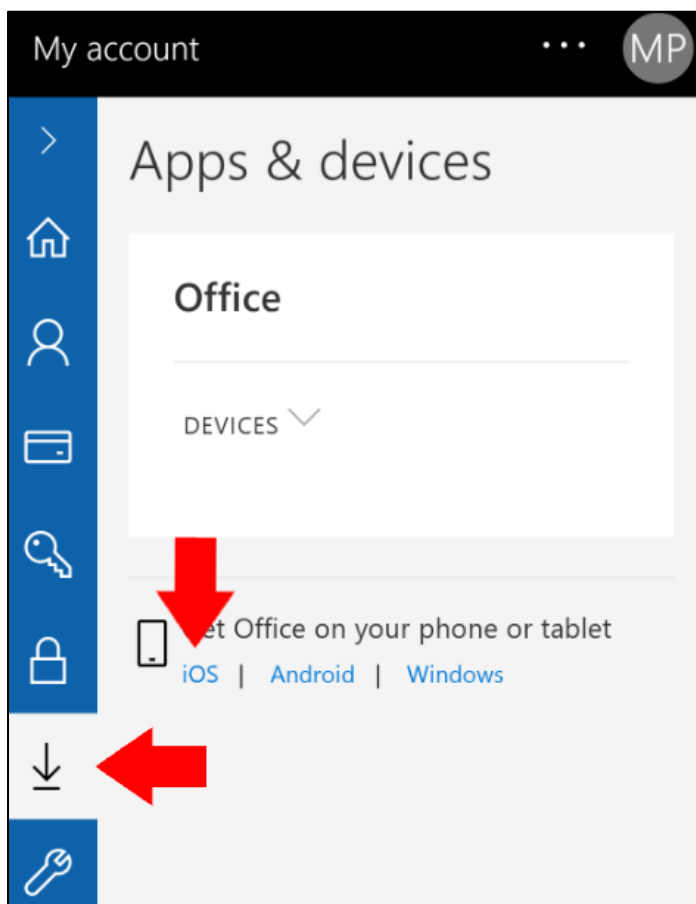


### 3.3 Instalacija za iOS

Kada ste se ulogirali u **Office 365** u gornjem desnom kutu odaberite ikoncu i zatim **My account**

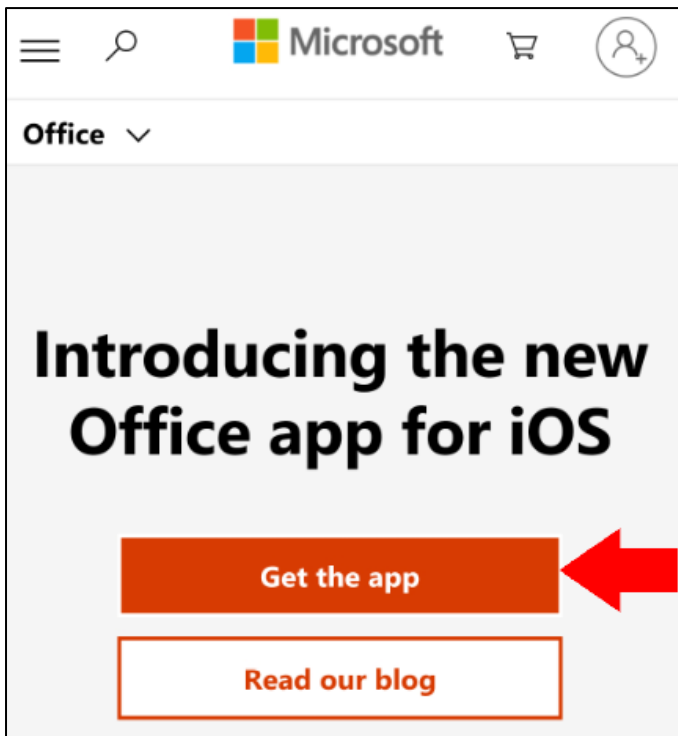


Odaberite **Apps & devices > iOS**



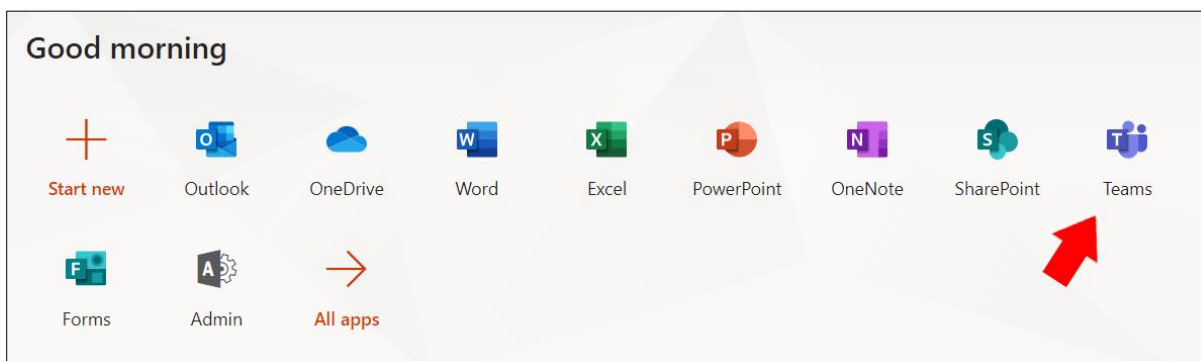


Odaberite **Get the app** i zatim **Install**.



## 4. Teams

Na početnoj stranici odaberite **Teams**



### 4.1 Preuzimanje

**Microsoft Teams** možete preuzeti i na sljedećoj poveznici kao desktop ili mobilnu aplikaciju  
<https://teams.microsoft.com/downloads>

## Get Teams on all your devices

### Desktop

 Windows 64-bit

 Windows 32-bit

 Mac

 Linux DEB 64-bit

 Linux RPM 64-bit

### Mobile

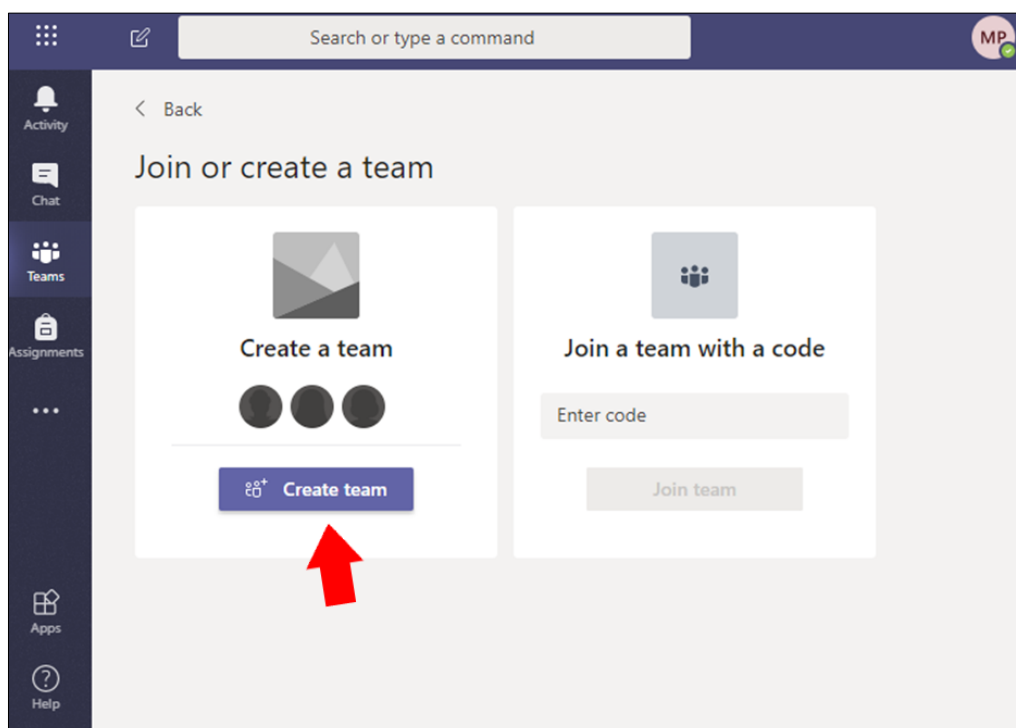
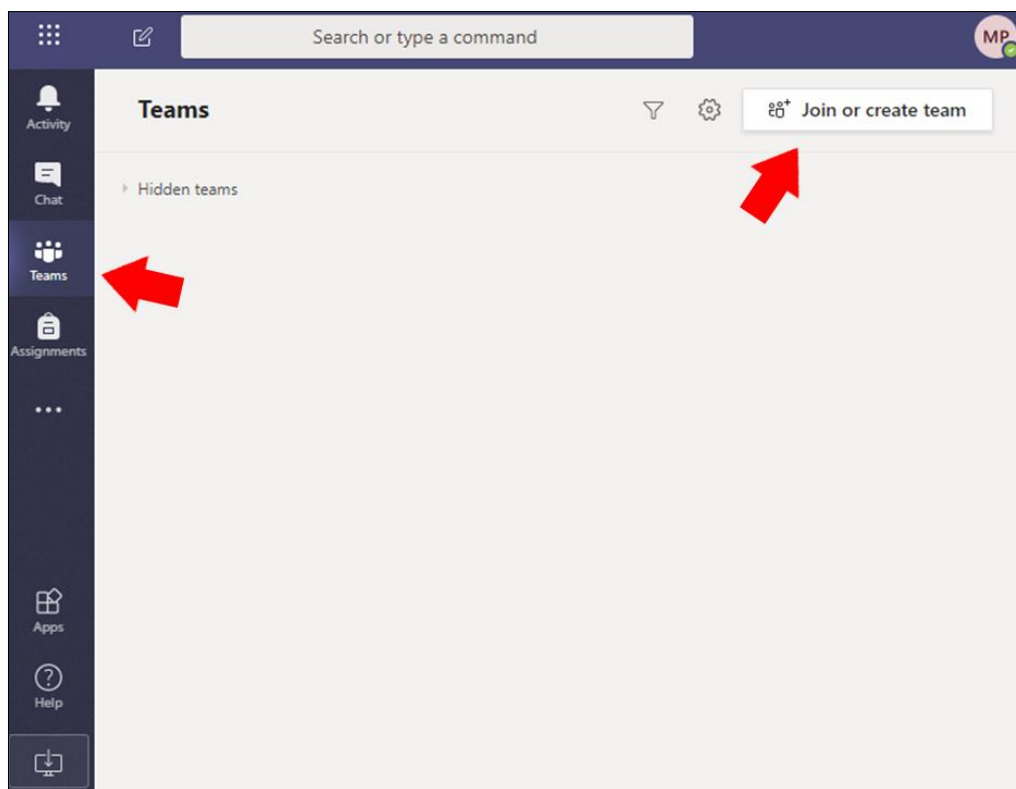
 iOS

 Android

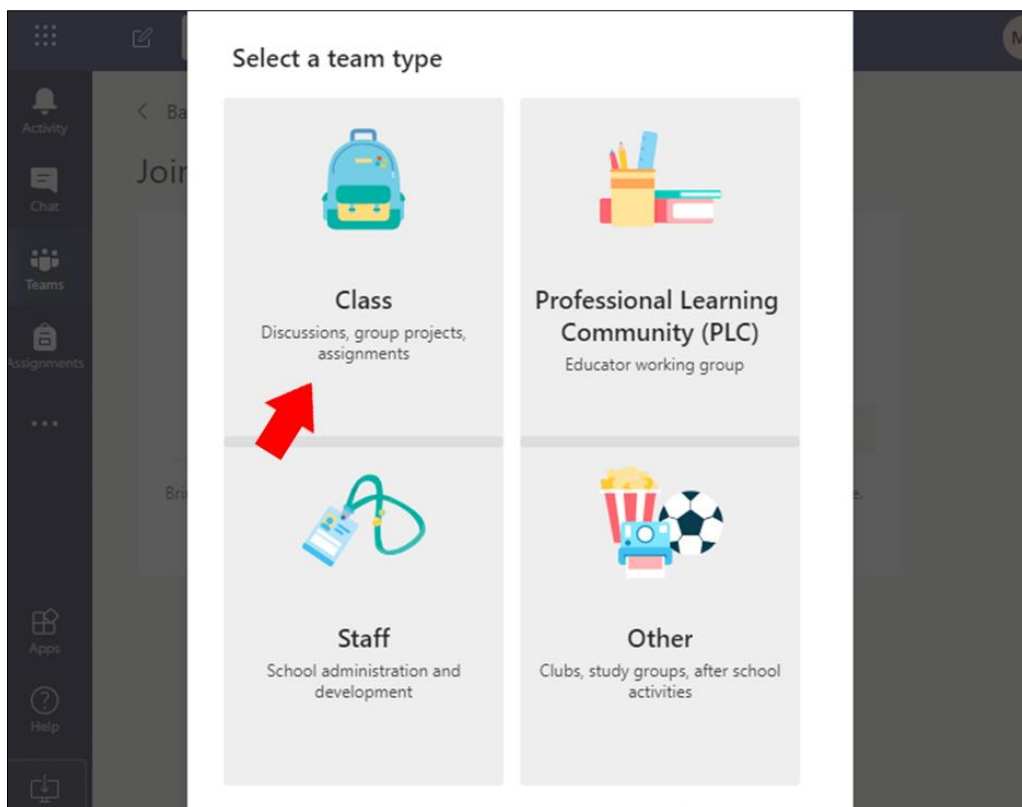
## 4.2 Kreiranje timova i kanala

Komunikacija i dijeljenje sadržaja odvija se u timovima tj. u kanalima unutar tima. Tim možete sami kreirati i u njega dodati članove.

Da bi kreirali svoj tim odaberite **Teams -> Join or create team -> Create team**



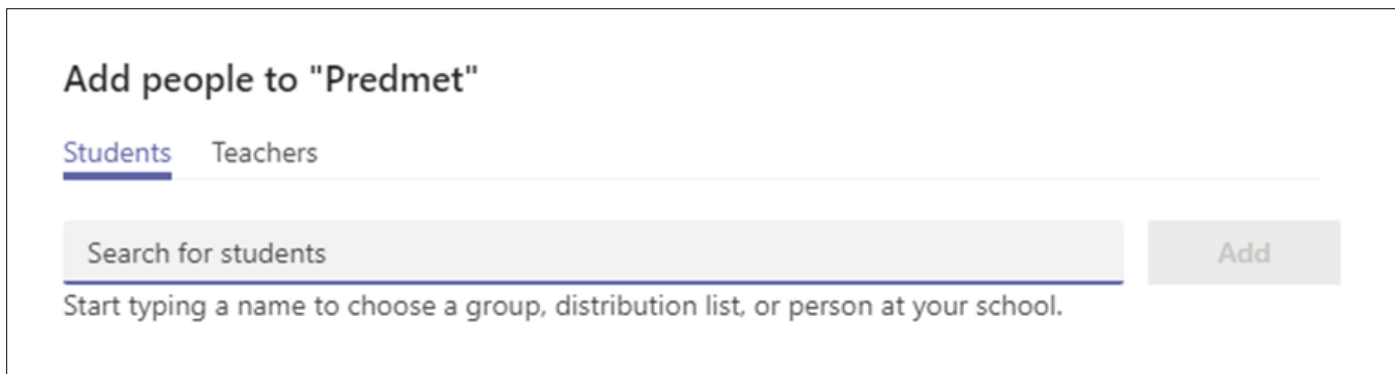
Odaberite vrstu tima koji želite kreirati, preporuka je odabrati **Class**.



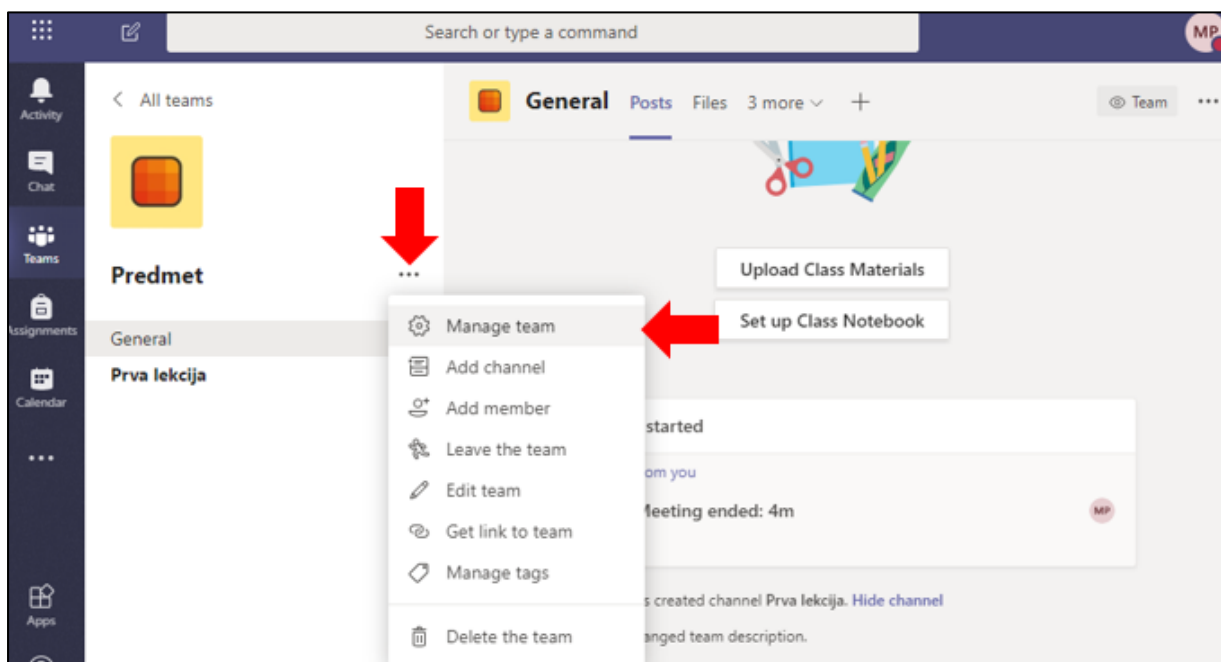
Na idućem koraku dodijelite naziv timu, preporuka da to bude naziv predmeta.

A screenshot of the 'Create your team' dialog in Microsoft Teams. The dialog has a white background and a dark header. Below the header, there is a paragraph of text explaining that teachers are owners of class teams and students participate as members. Below this text is a text input field labeled 'Name' with the word 'Predmet' entered. To the right of the input field is a checkmark icon. Below the input field is a larger, empty text area labeled 'Description (optional)'. At the bottom of the dialog, there is a link that says 'Create a team using an existing team as a template'. At the very bottom right, there are two buttons: 'Cancel' and 'Next'.

U ovom koraku dodajete studente u tim. Upišite imena studenata koje želite dodati zatim odaberite **Add**.

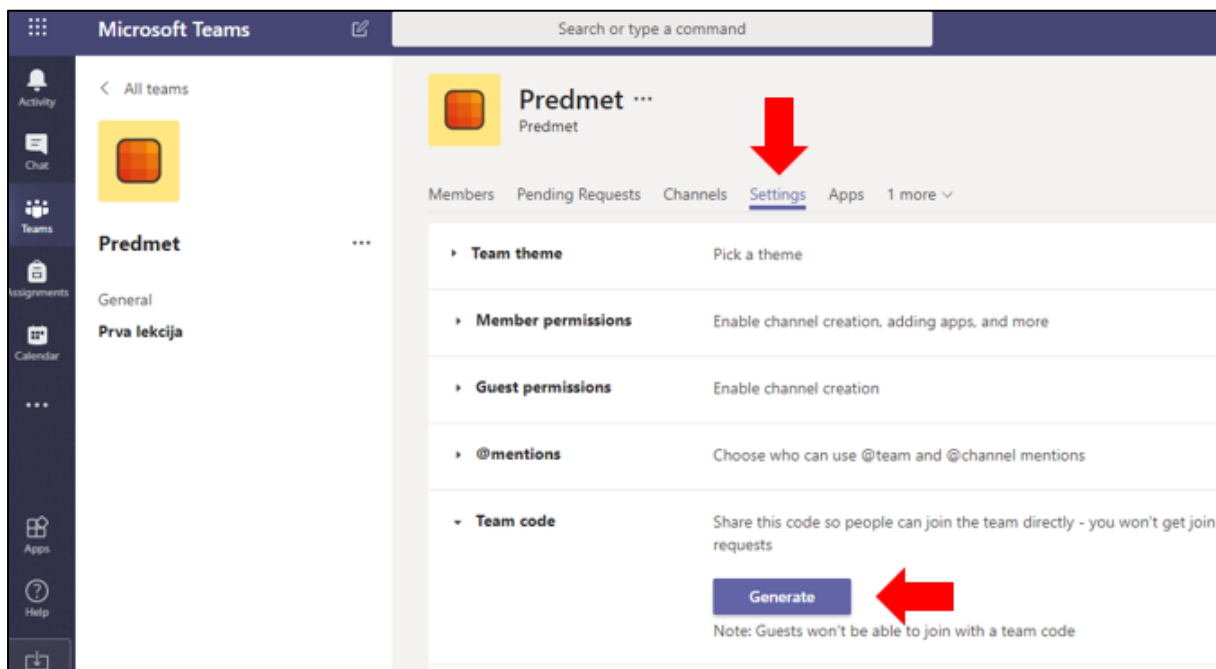


Studente u predmet možete dodati i generiranjem koda, s kojim se studenti mogu sami prijaviti u predmet. Potrebno je kliknuti na tri točkice pored naziva predmeta, te iz izbornika odabrati **Manage team**.

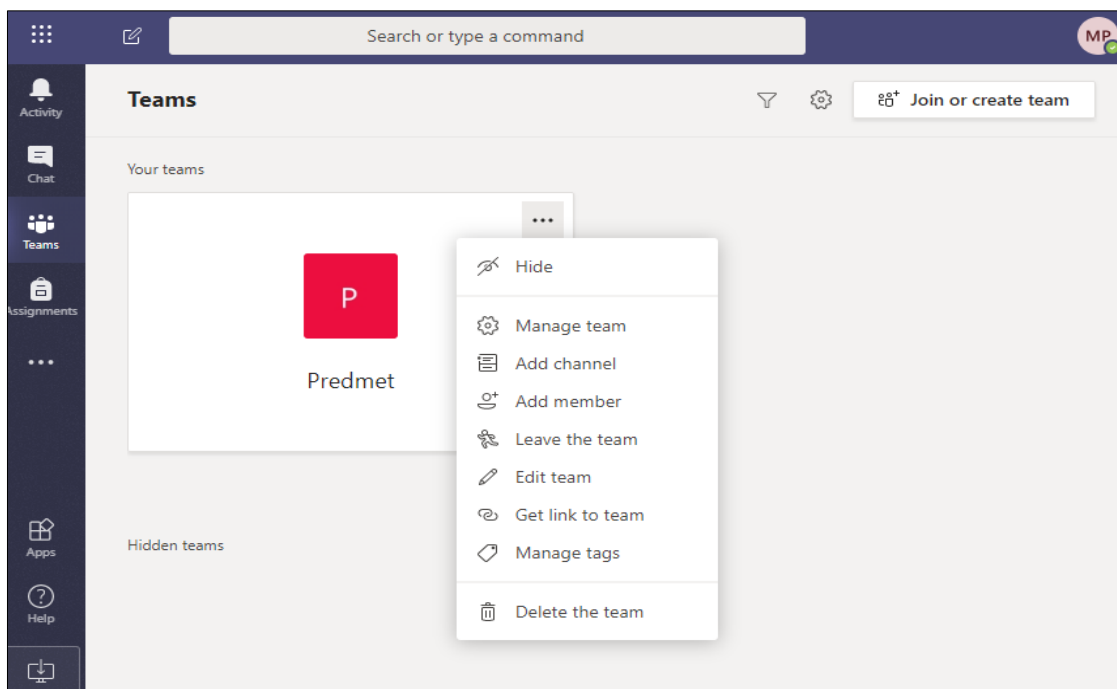


U izborniku odabrati opciju **Settings**, te generirati **Team code**.

Taj kod možete objaviti unutar predmeta na Gaudeamus, ili na Pretincu uz napomenu da se studenti moraju s tim kodom prijaviti na Vaš predmet.



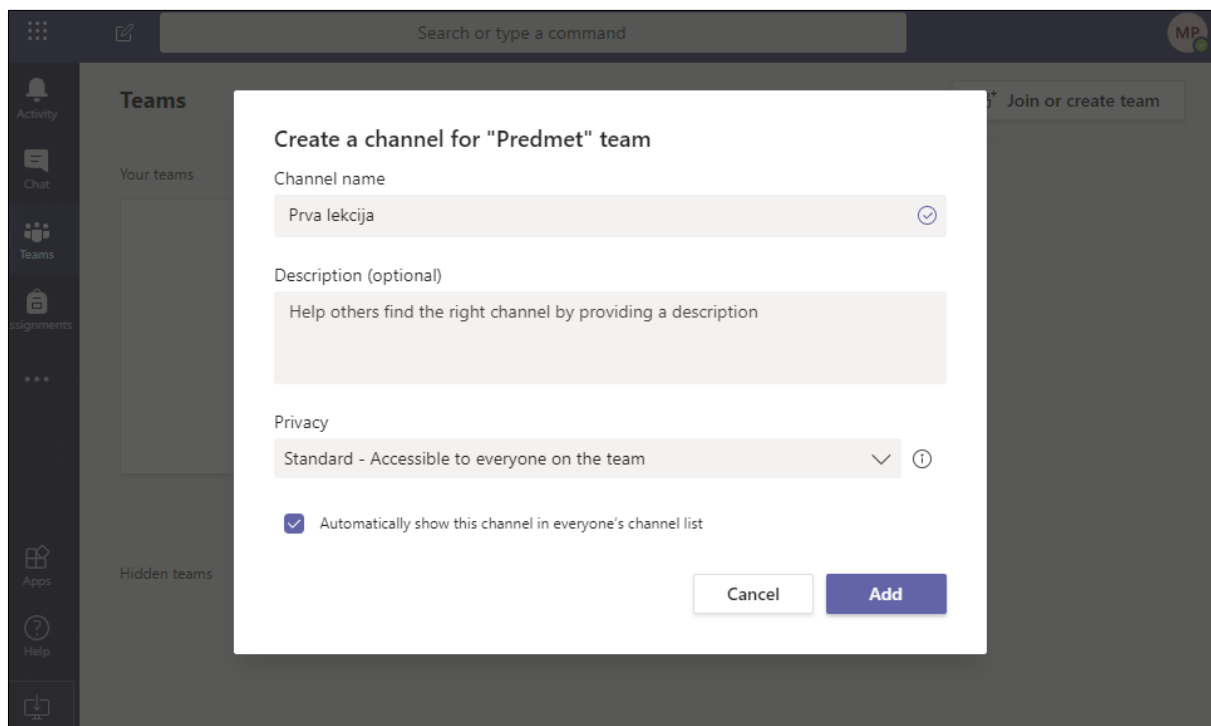
Odabirom na **Dodatne mogućnosti** (\*\*\*) možete upravljati timom, dodavati kanale ili člana.



Svaki tim prilikom otvaranja ima zadani kanal **General**. Taj se kanal koristi kod objave informacija koje su potrebne cijelom timu.

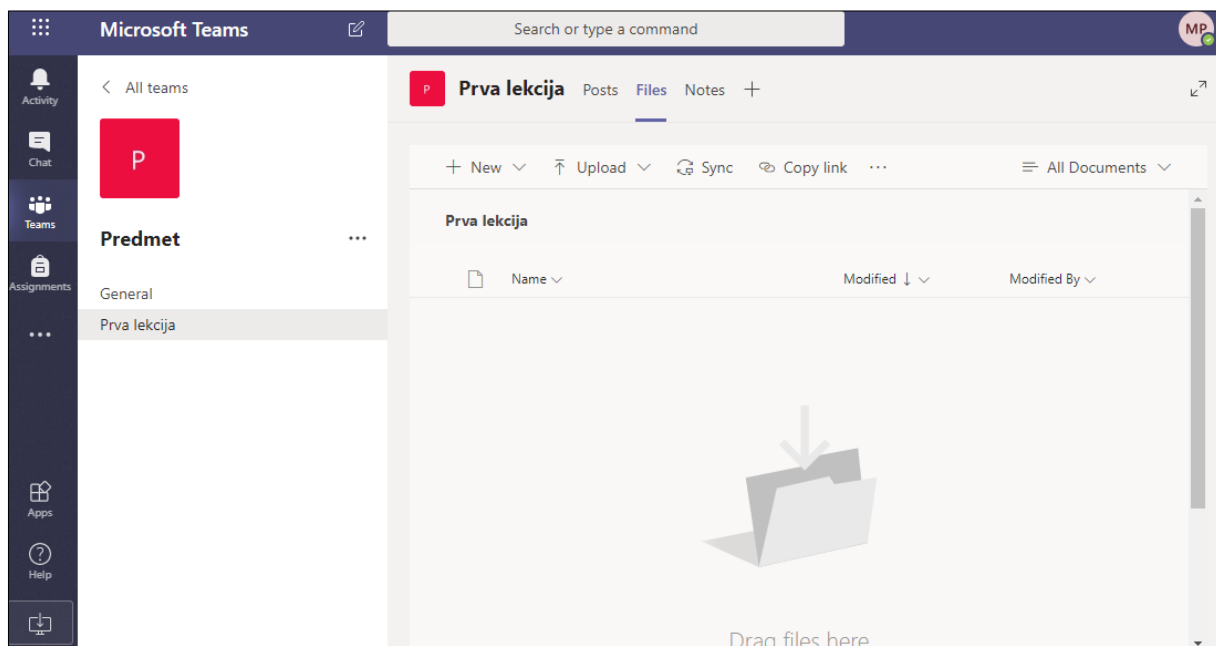
Ako želite stvoriti novi kanal za neki projekt, temu ili dio gradiva:

- Odaberite **Dodatne mogućnosti** pokraj naziva tima (\*\*\*)
- Odaberite **Add channel**
- Unesite naziv i opis kanala.



## 4.3 Dodavanje datoteka

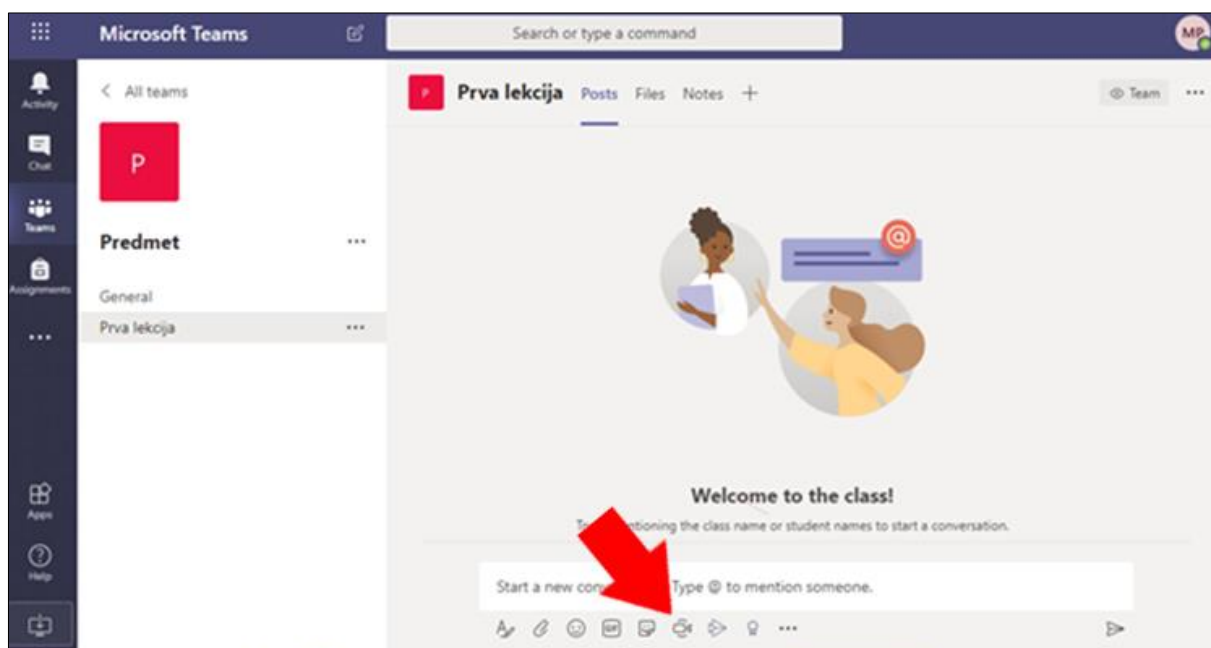
Dodati datoteke s računala možete odabirom na kanal unutar tima, zatim **Files -> Upload**.



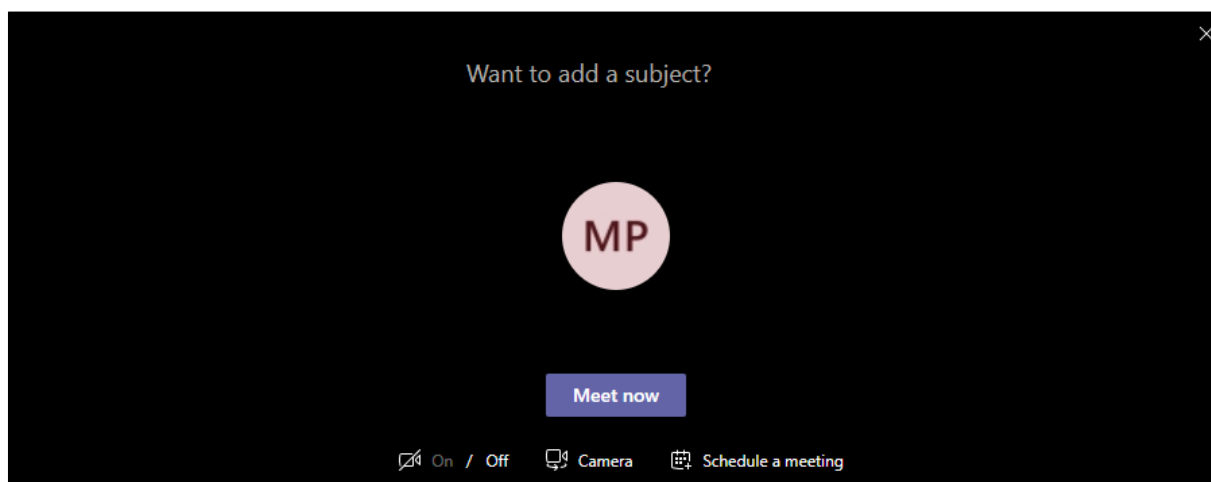


## 4.4 Pokretanje video/audio sastanka

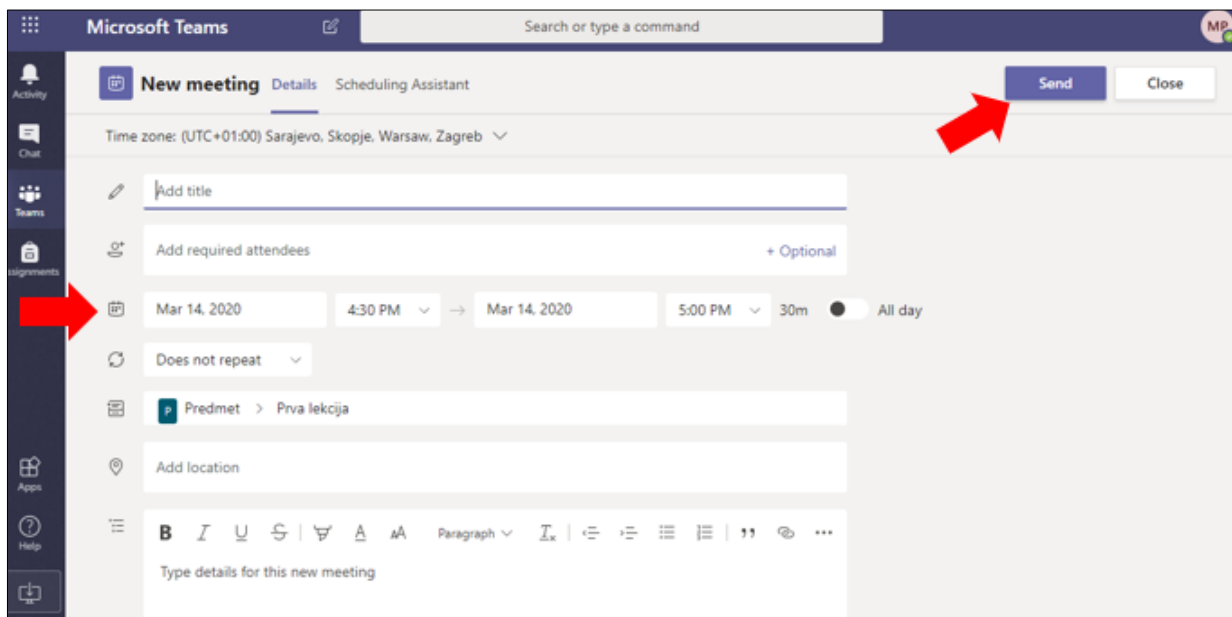
Odabirom **Meet now** možete pokrenuti video ili audio sastanak.



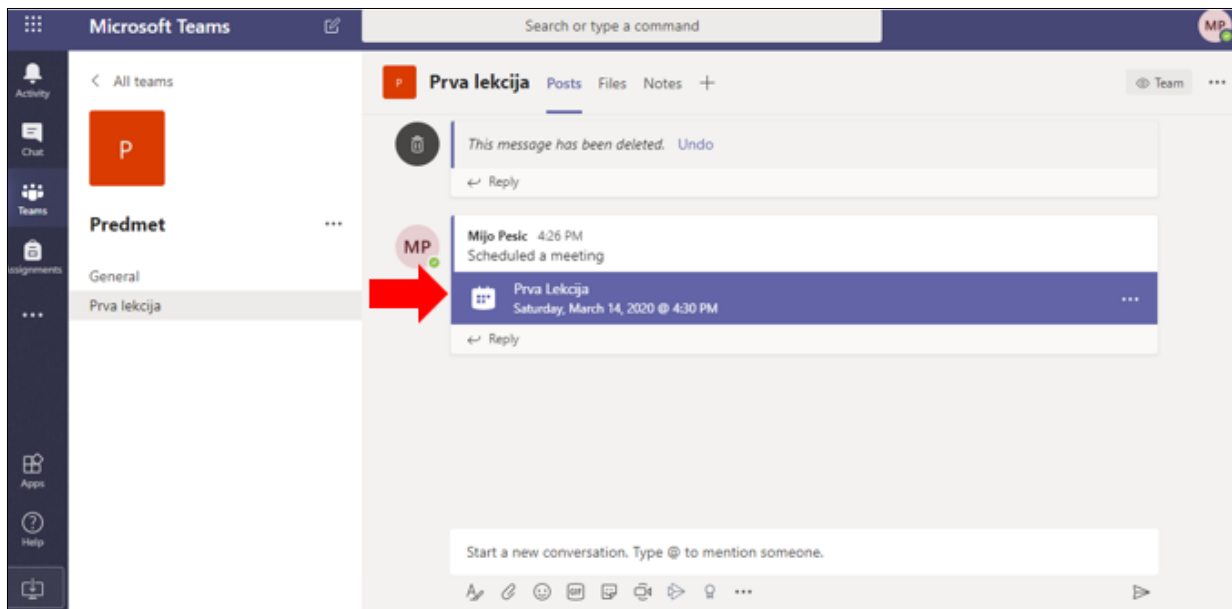
Unesite naziv sastanka i odaberite **Meet now** ako želite odmah započeti sastanak ili zakazati sastanak u neko drugo vrijeme odabirom **Schedule a meeting**.



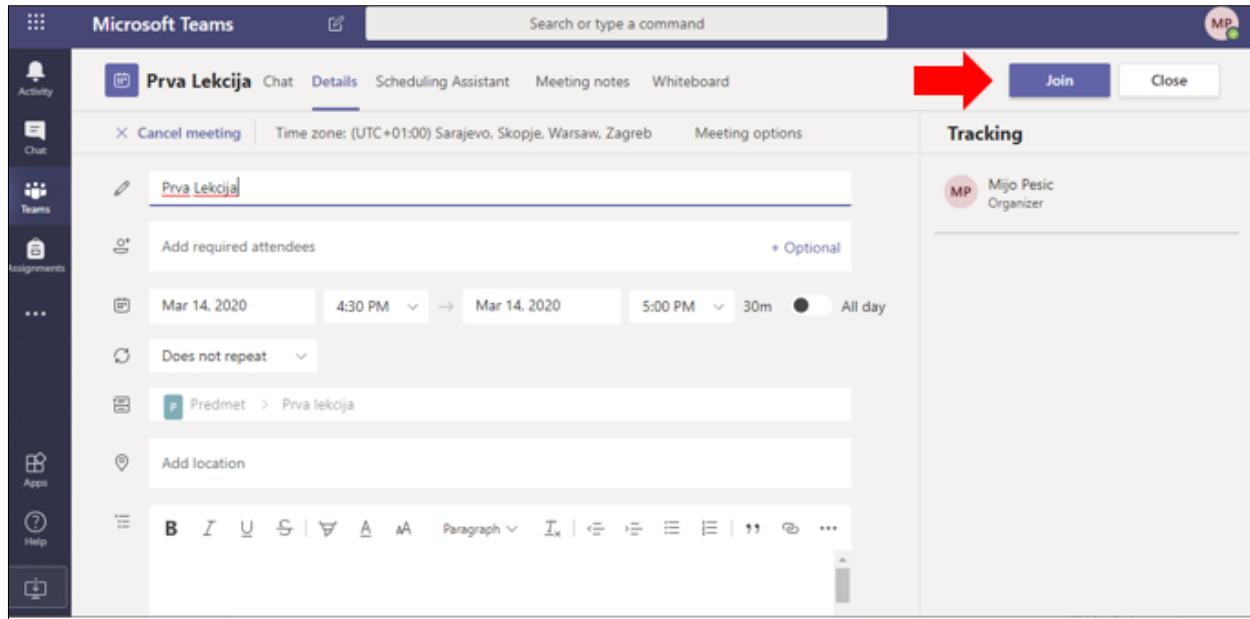
Ako ste odabrali **Schedule a meeting** unutar željenog kanala potrebno je postaviti vrijeme početka i završetka predavanja te naziv predavanja i zatim odabrati **Send** kako bi obavijestili sve studente na predmetu o kreiranom video predavanju.



Meetingu možete pristupiti par minuta prije početka odabirom kao na slici niže.

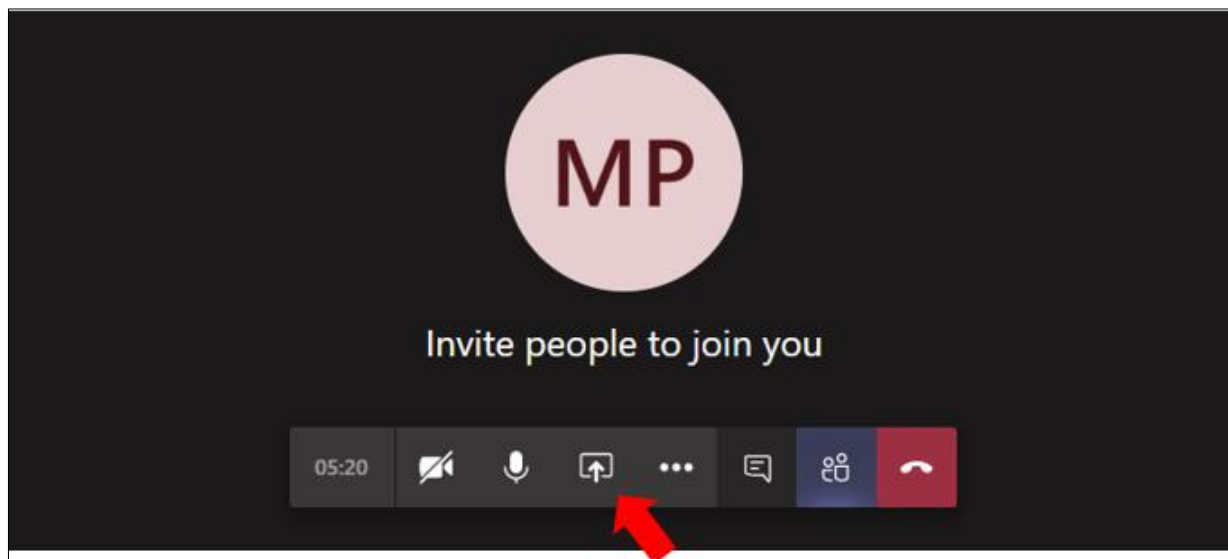


Zatim odaberite **Join** kako bi pristupili zakazanom **Meetingu**.

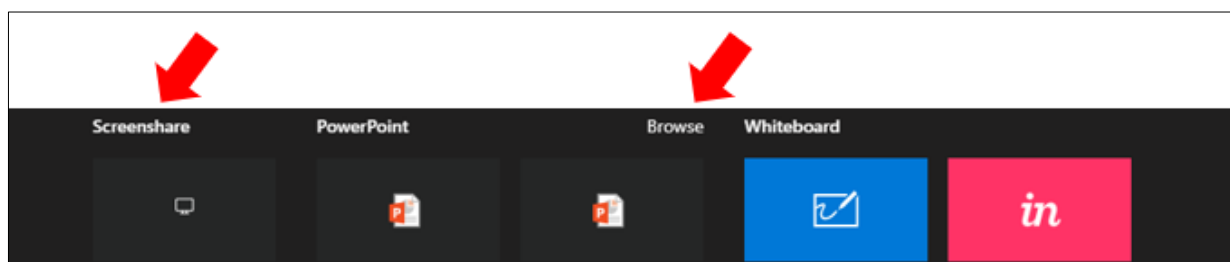


## 4.5 Upravljanje sastankom

Kako bi prikazali prezentaciju ili radnu površinu odaberite **Share** kao na slici niže.

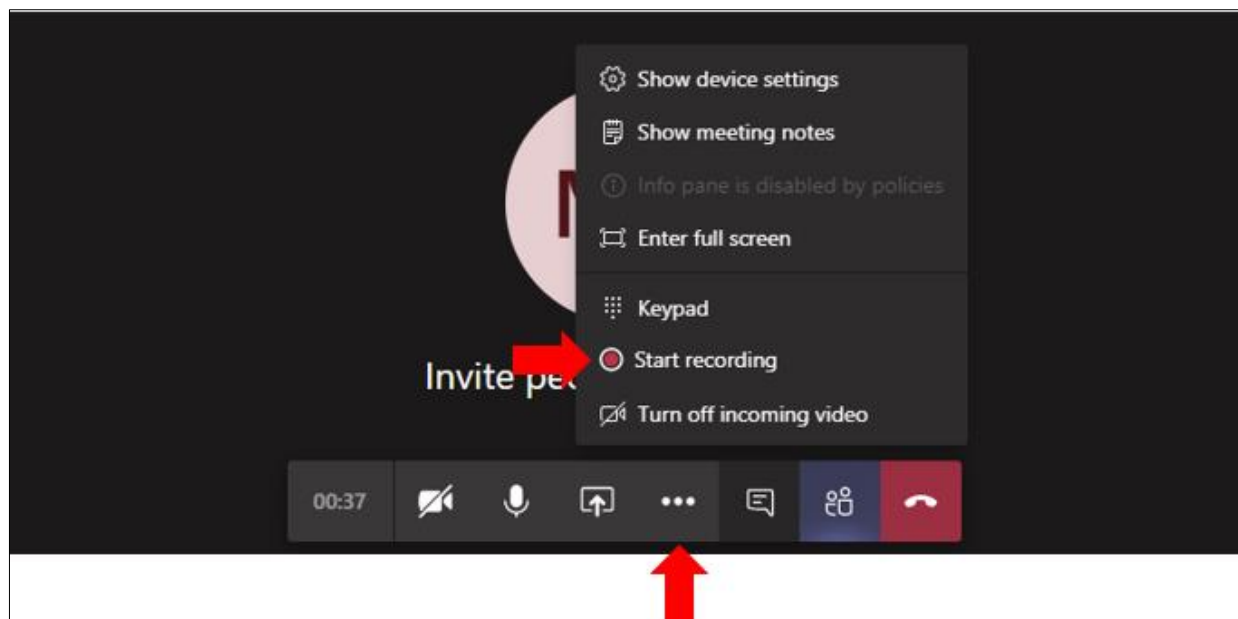


Za otvaranje prezentacije odaberete **Browse** i odaberite prezentaciju. Za prikaz radne površine odaberete **Screenshare**.

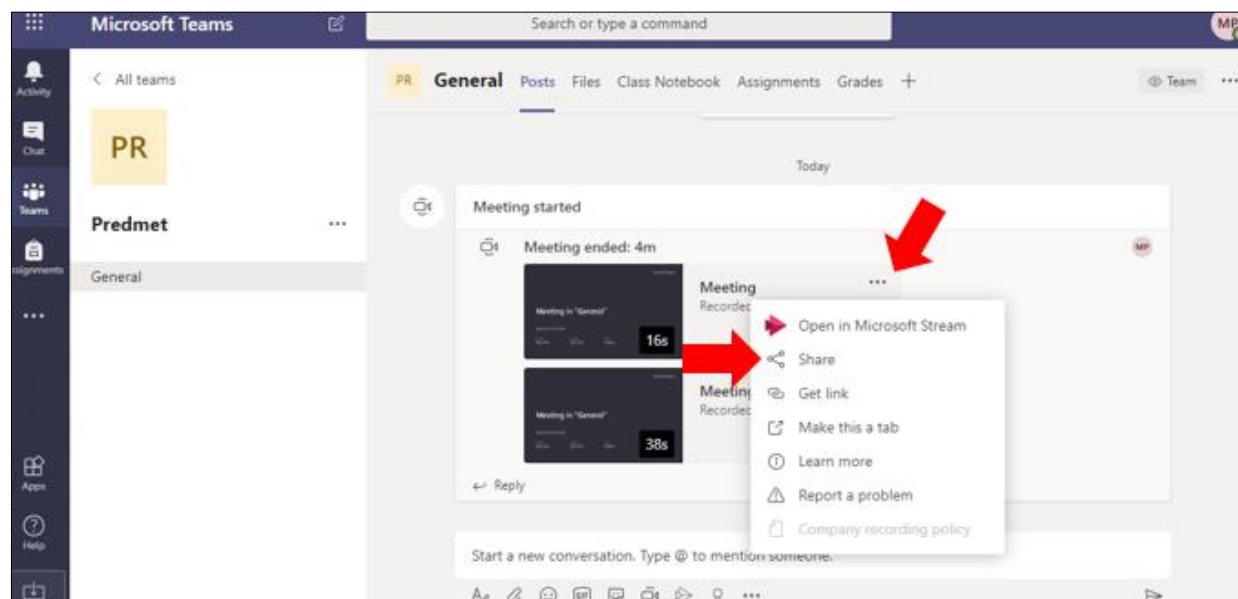


Za snimanje predavanja odaberite **Dodatne mogućnosti (\*\*\*)** -> **Start recording**.

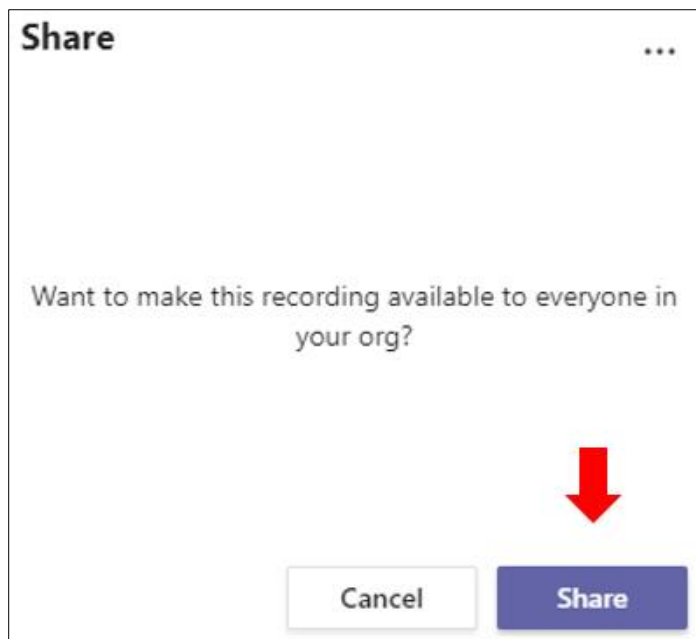
Za prekid snimanja predavanja odaberite **Dodatne mogućnosti (\*\*\*)** -> **Stop recording**.



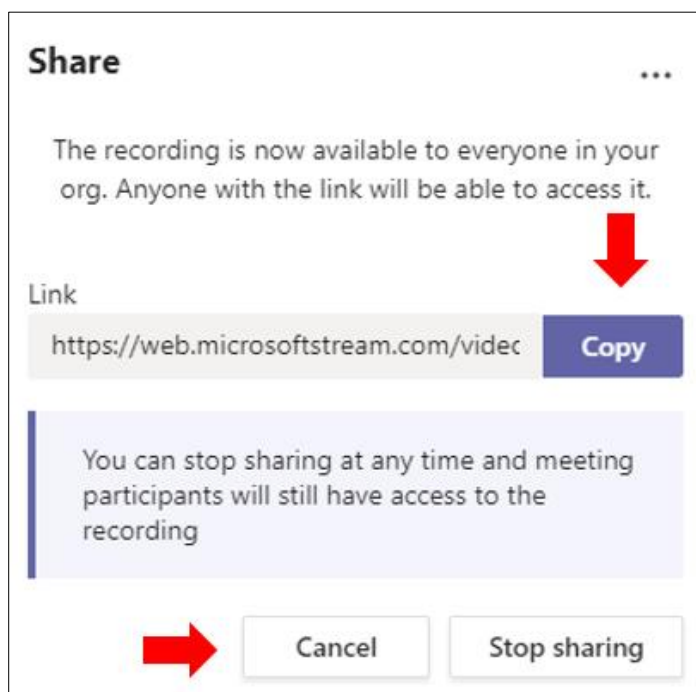
Kako bi podijelili snimljeni video odaberite **Dodatne mogućnosti (\*\*\*)** -> **Share**.



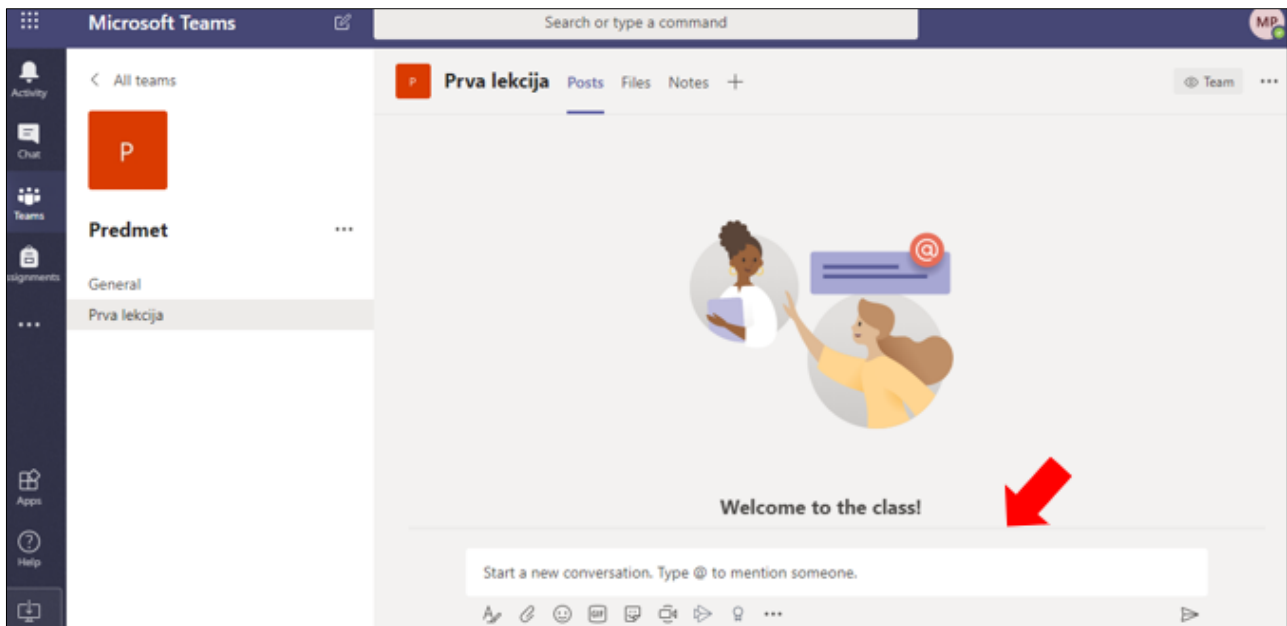
Ponovno kliknite na **Share**.



Odaberite **Copy** i kada ste kopirali odaberite **Cancel**.

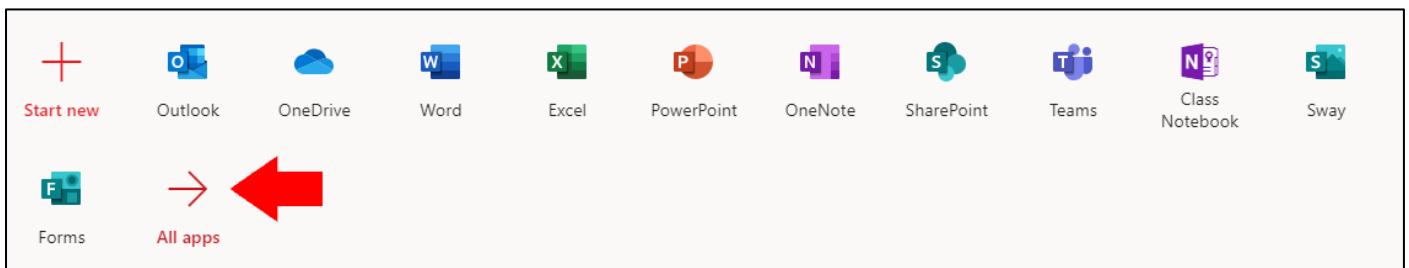


Poveznicu zalijepite unutar kanala i pritisnite **Enter**.

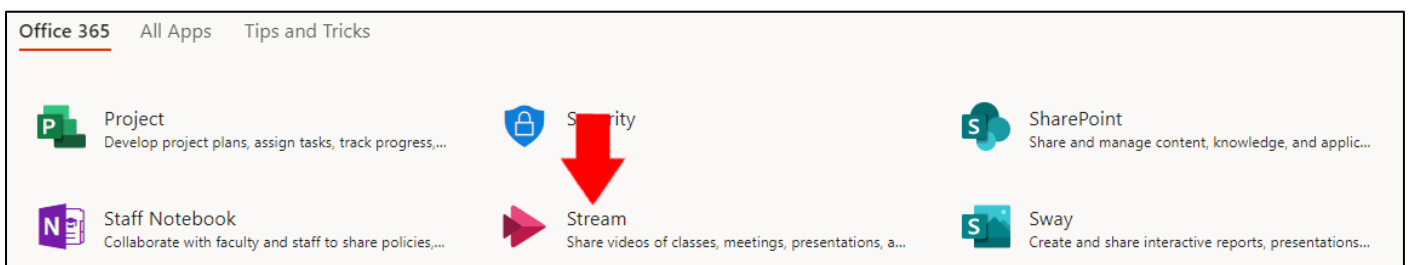


## 5. Stream

Odaberite **All apps**.

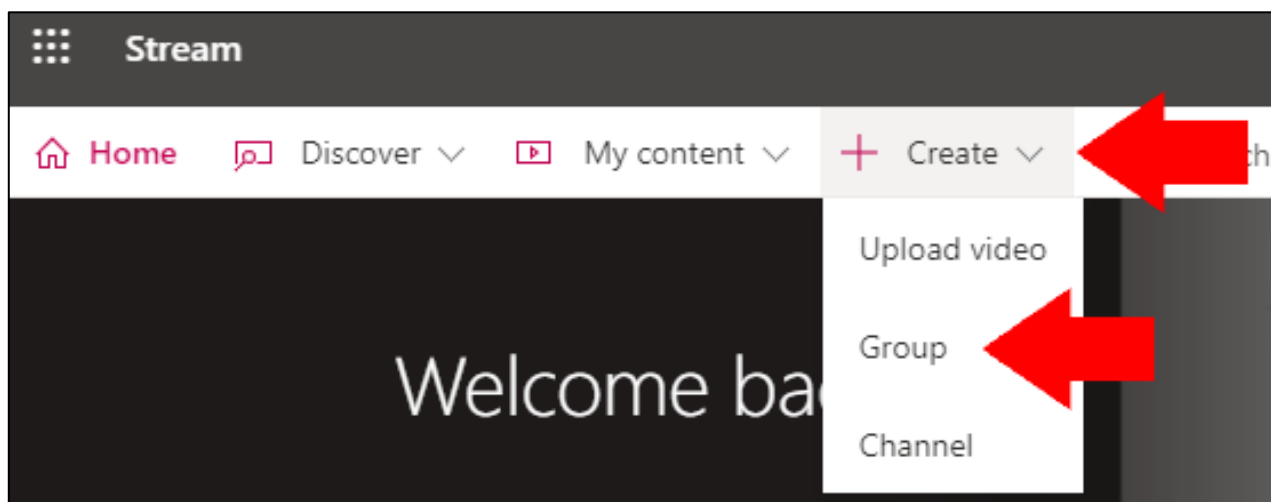


Odaberite **Stream**.



## 5.1 Kreiranje grupe

### Create > Group



Upišite naziv grupe, dodajte korisnike u grupu i zatim kliknite na **Create**.

### Create a group

Create a Microsoft Stream group connected to an Office 365 group as an easy way to organize who has permission to see and edit your videos and channels.

Name  Group email alias  @...

Description

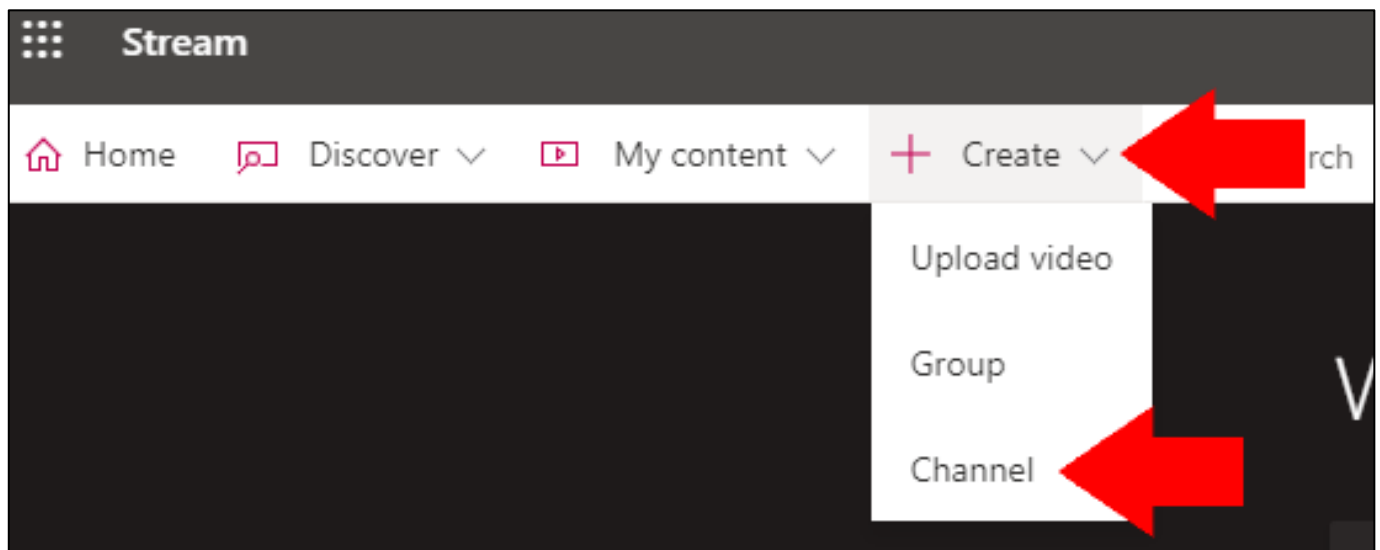
Access  Allow all members to contribute  On

Add group members



## 5.2 Kreiranje kanala

Create > Channel



Upišite naziv kanala, odaberite grupu u kojoj želite kreirati kanal i zatim kliknite na **Create**.

### Create a channel

Set up a channel to organize your videos

Channel name

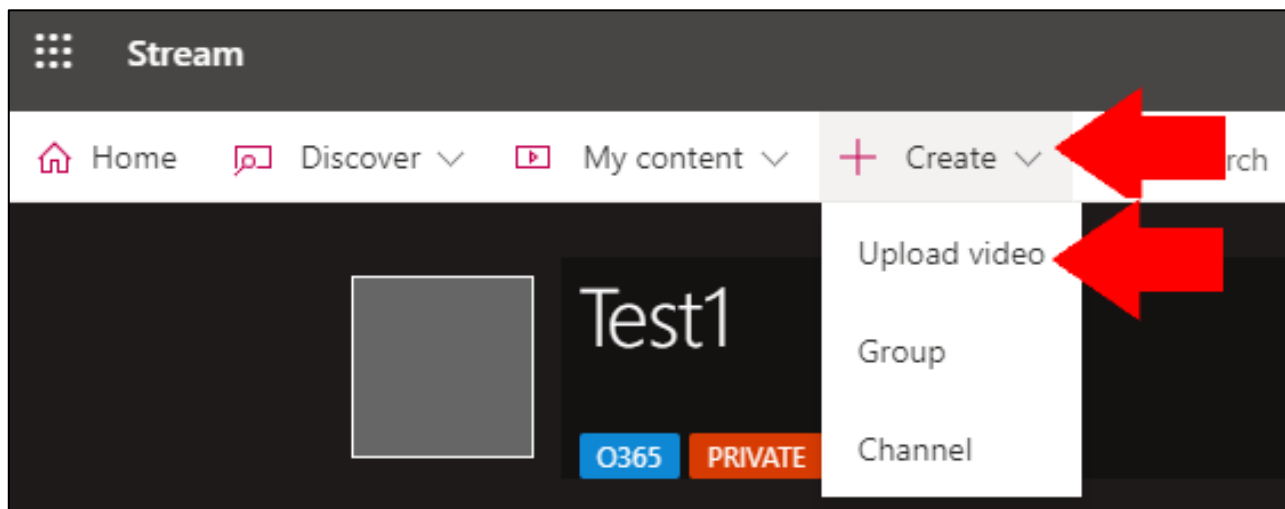
Description

Channel access ⓘ  
 Group channel  Companywide channel

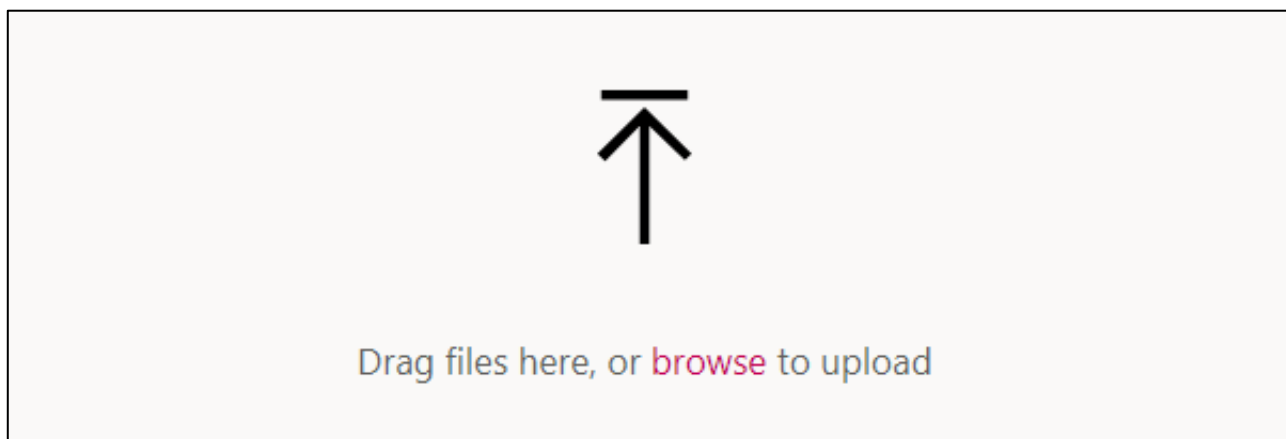
Select group

## 5.3 Dodavanje videa

Create > Upload video

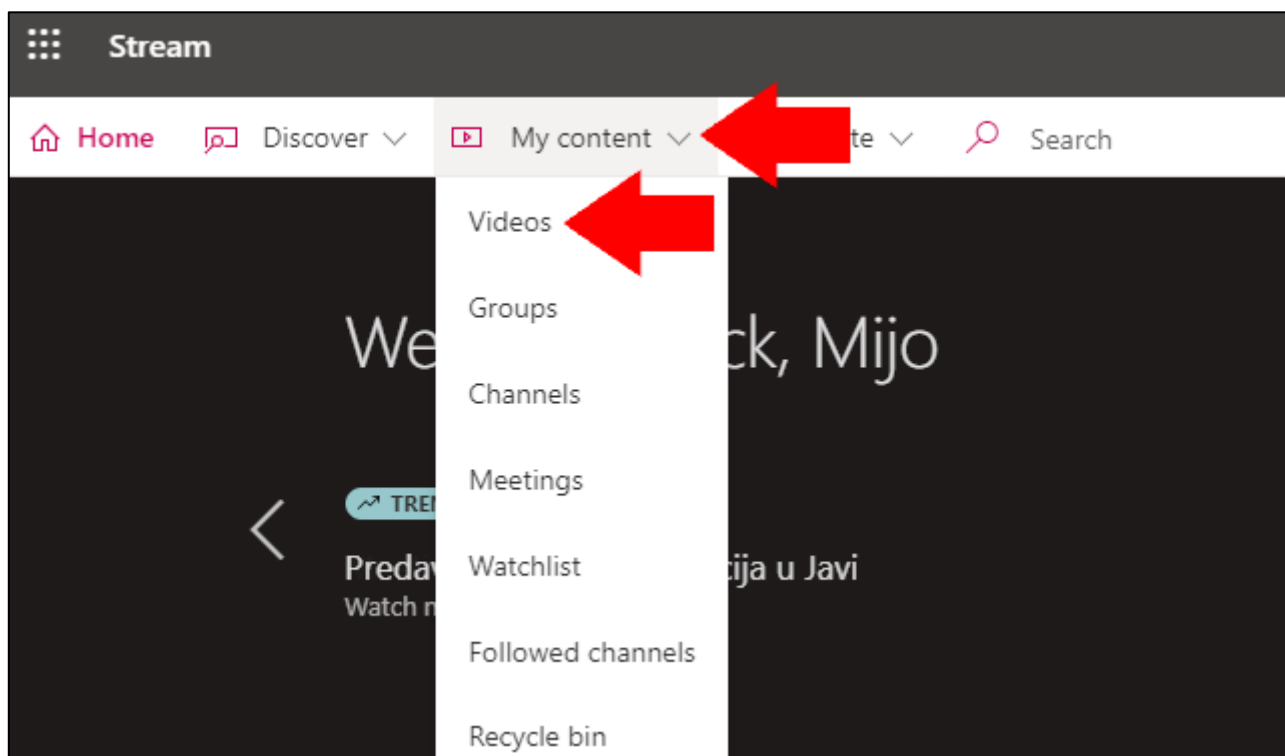


Povucite video ili odaberite **browse** i zatim odaberite željeni video.

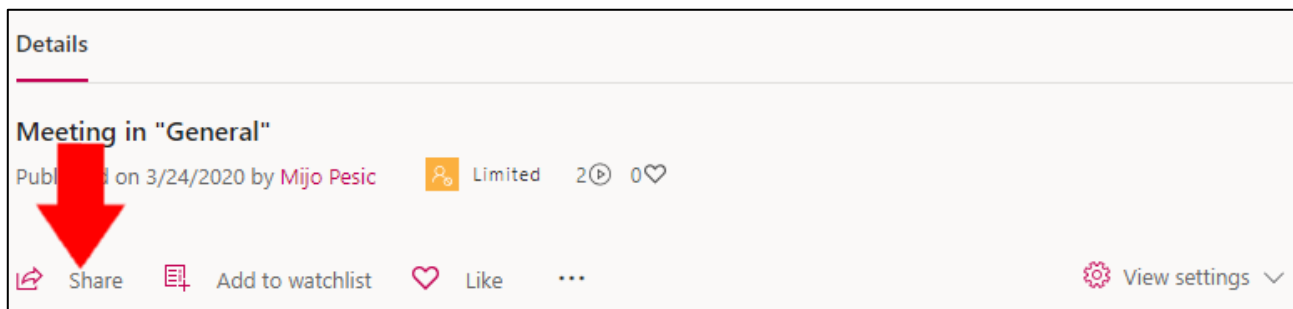


## 5.4 Dodavanje videa unutar Gaudeamusa

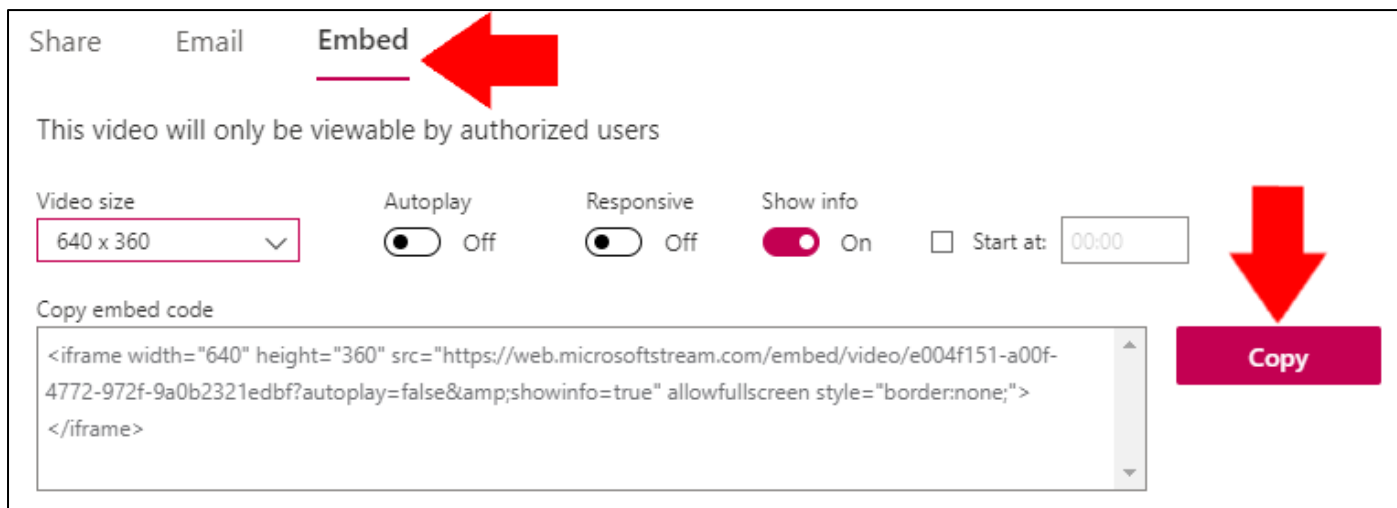
**My Content > Videos** i zatim odaberite željeni video.



Ispod videa odaberite **Share**.



Odaberite **Embed**, zatim **Copy** i zalijepiti ga u HTML uređivač (korak 3.)



Share Email **Embed**

This video will only be viewable by authorized users

Video size: 640 x 360

Autoplay: Off

Responsive: Off

Show info: On

Start at: 00:00

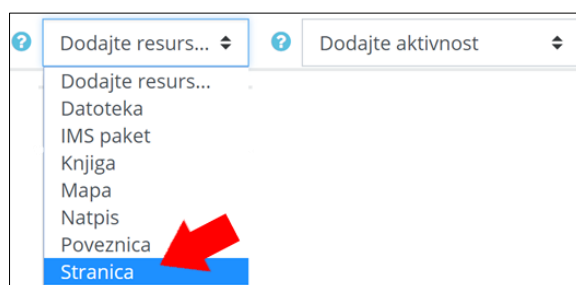
Copy embed code

```
<iframe width="640" height="360" src="https://web.microsoftstream.com/embed/video/e004f151-a00f-4772-972f-9a0b2321edbf?autoplay=false&showinfo=true" allowfullscreen style="border:none;">
</iframe>
```

Copy

Na Gaudeamusu unutar predmeta odabrati **Dodaj resurs...** -> **Stranica (eng. Page)**

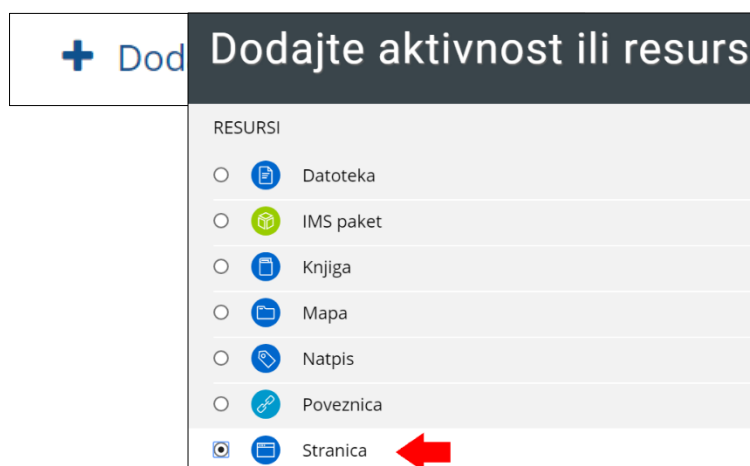
#### a. prikaz može biti ovakav



Dodajte resurs... Dodajte aktivnost

- Dodajte resurs...
- Datoteka
- IMS paket
- Knjiga
- Mapa
- Natpis
- Poveznica
- Stranica**

#### b. ili ovakav

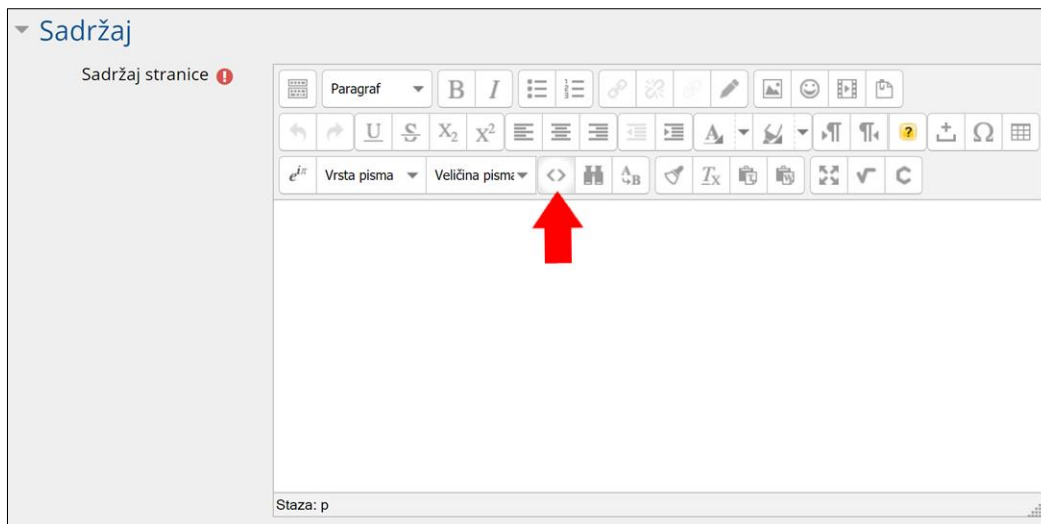


+ Dodajte aktivnost ili resurs

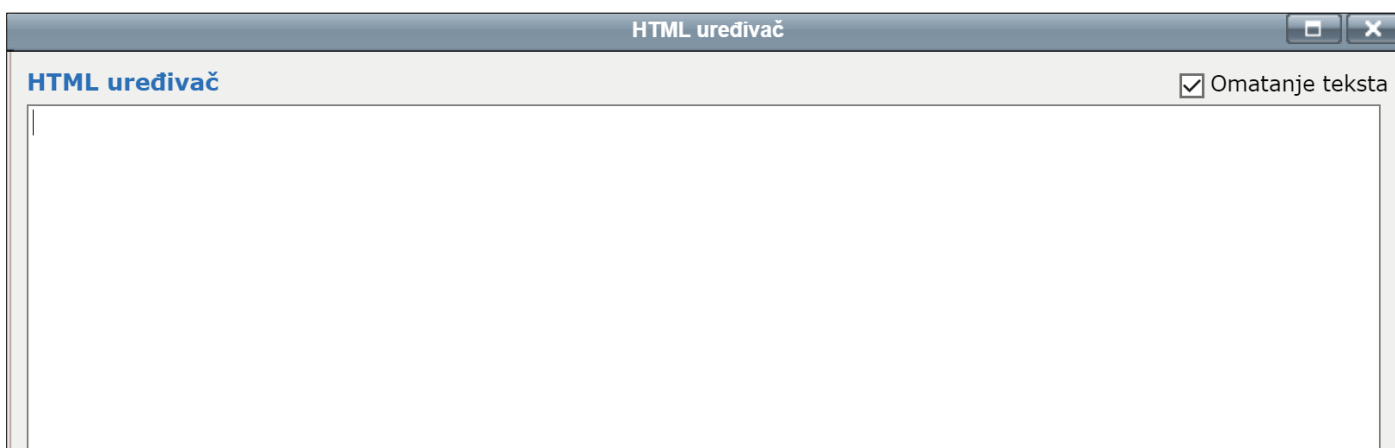
RESURSI

- Datoteka
- IMS paket
- Knjiga
- Mapa
- Natpis
- Poveznica
- Stranica**

Pod **Sadržaj** odbrati ikonicu <>



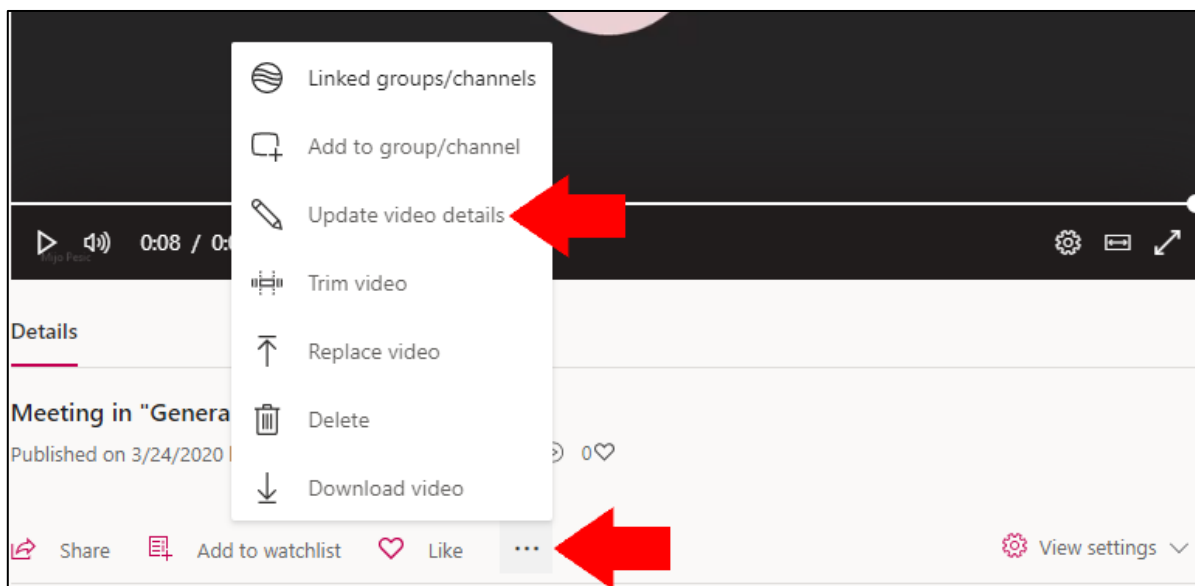
Otvori se HTML uređivač u koji je potrebno zalijepiti **Embed** kod videa (korak 8.)



## 5.5 Izmjena prava pristupa videu

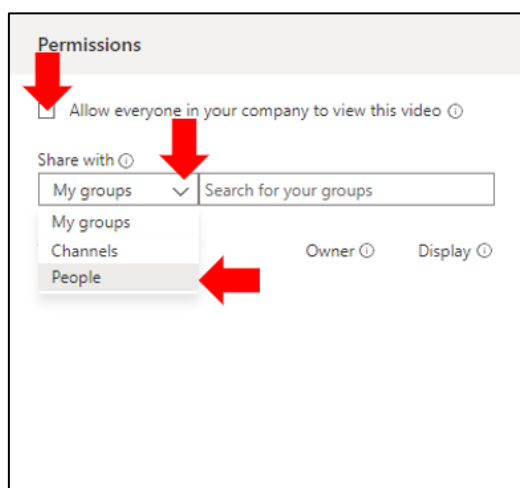
Niže je prikazan način kako unutar Microsoft Streama dodati drugim studentima prava ili kako dodati prava cijeloj organizaciji.

Ispod videa odaberite **Dodatne mogućnosti (\*\*\*)** i zatim **Update video details**.



Za dodavanje drugim studentima prava odaberite **My groups > People** i upišite ime i prezime studenta.

Za dodavanje prava cijeloj organizaciji odaberite **Allow everyone in your company to view this video**.

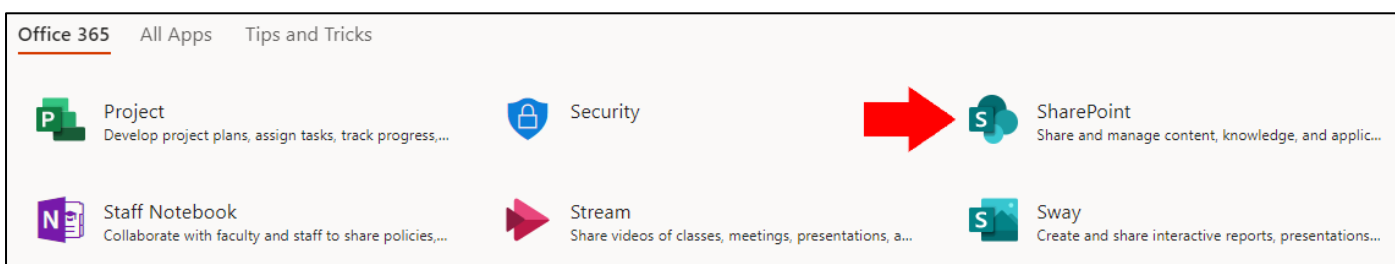
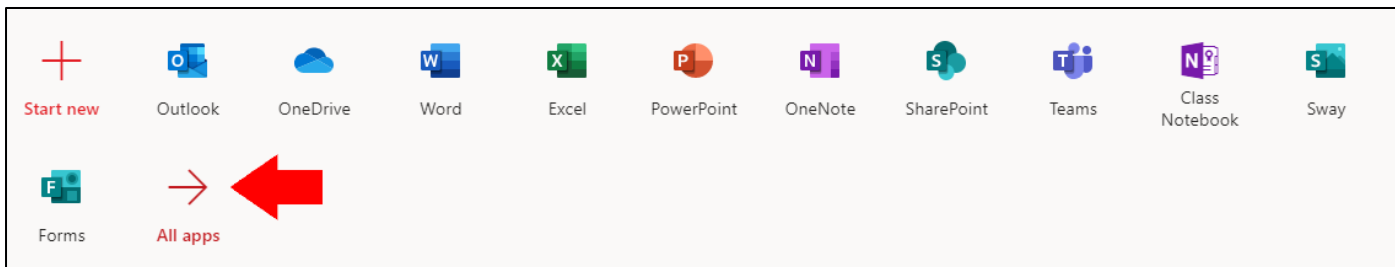


Kako bi spremili promjene odaberite na vrhu stranice **Apply**.



## 6. SharePoint

Možete ga koristiti kao sigurno mjesto za pohranu, organiziranje, dijeljenje i pristup informacijama s bilo kojeg uređaja. Sve što trebate je web preglednik.

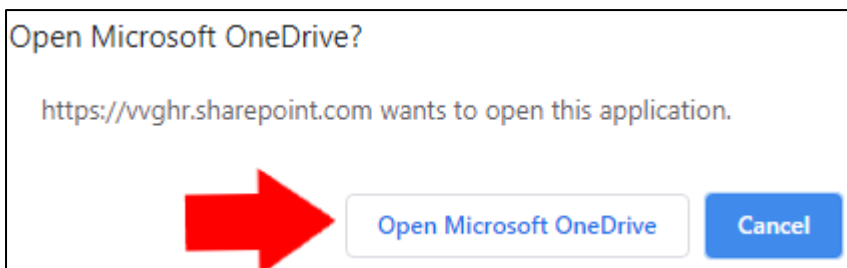


### 6.1 Sinkronizacija

Za sinkroniziranje dokumenata odaberite **Sync**.



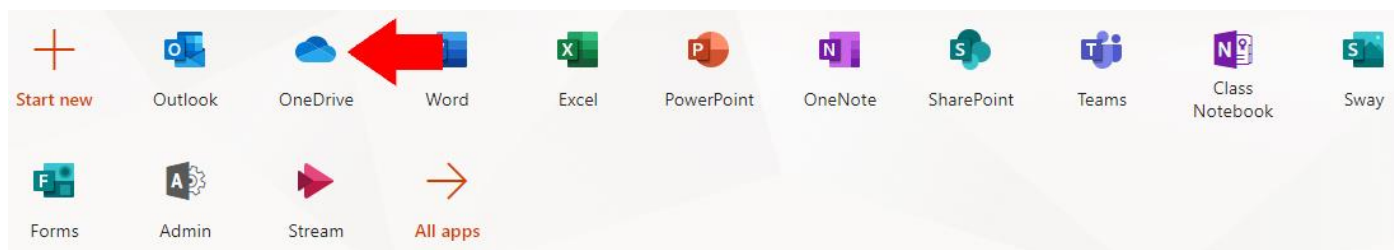
Odaberite **Open Microsoft OneDrive**.



## 7. OneDrive

**OneDrive** omogućuje pohranu osobnih datoteka na jedno mjesto, njihovo zajedničko korištenje s drugim korisnicima i pristup s bilo kojeg uređaja povezanog s internetom.

### 7.1 Pristup



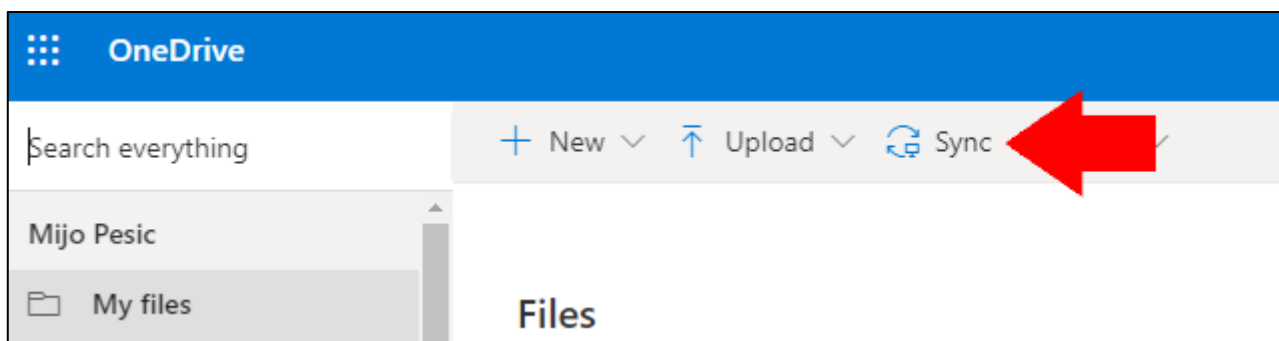
### 7.2 Instalacija

**OneDrive** možete preuzeti i na sljedećoj poveznici kao desktop ili mobilnu aplikaciju:

<https://products.office.com/en-us/onedrive/download>

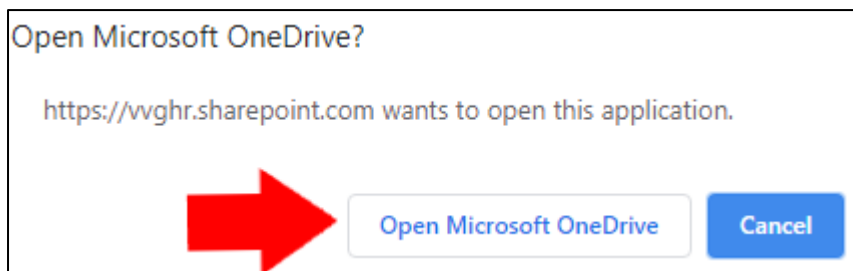
### 7.3 Sinkronizacija

Za sinkroniziranje dokumenata odaberite **Sync**.





Odaberite **Open Microsoft OneDrive**.



OneDrive se sinkronizira kada je logo kao na slici:

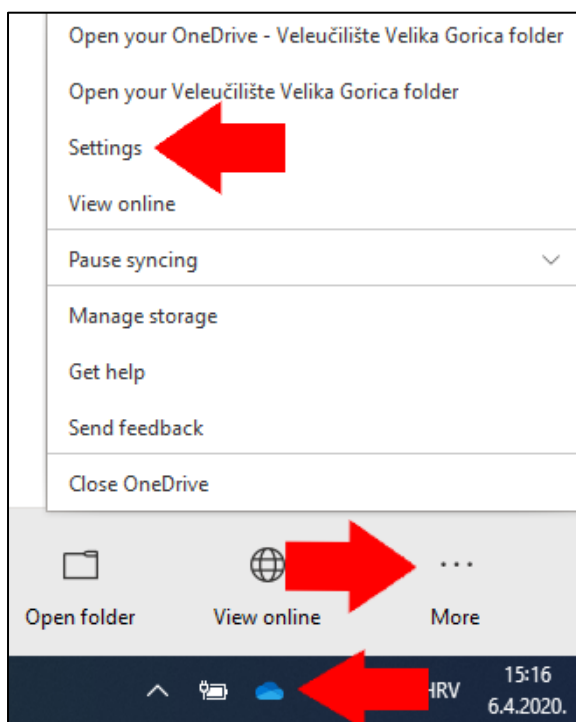


OneDrive se ne sinkronizira kada je logo kao na slici:

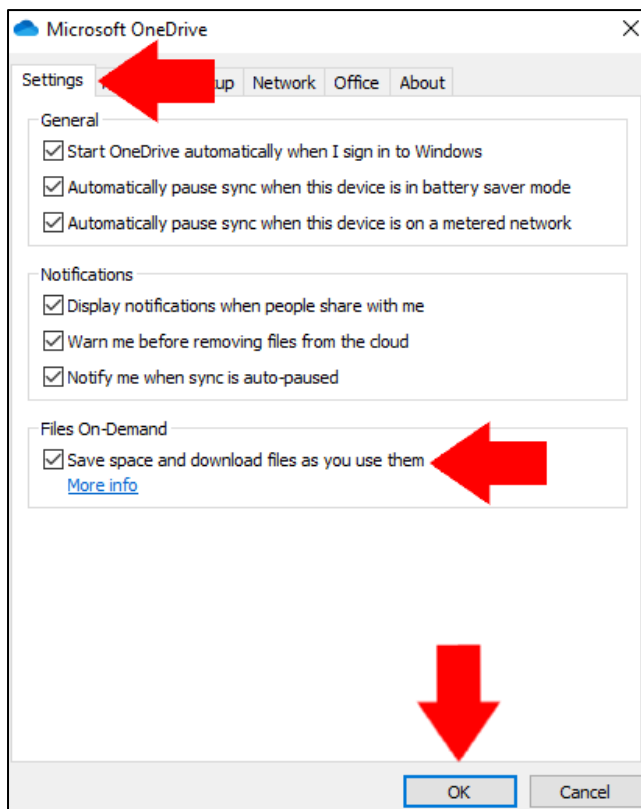


## 7.4 Spremanje dokumenata na računalo

Za uštedu prostora i preuzimanje datoteka dok ih koristite odaberite **OneDrive > Dodatne mogućnosti (\*\*\*) > Settings**



Zatim odaberite **Settings** i označite **Save space and download files as you use them** te odaberite **OK**.



## 8. Podrška

Služba za informatičku podršku:

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mob: 099 264 0216

VPN: 241