



Hacettepe Üniversitesi

Bilgi İşlem Daire Başkanlığı

## MS TEAMS KURULUM KLAVUZU

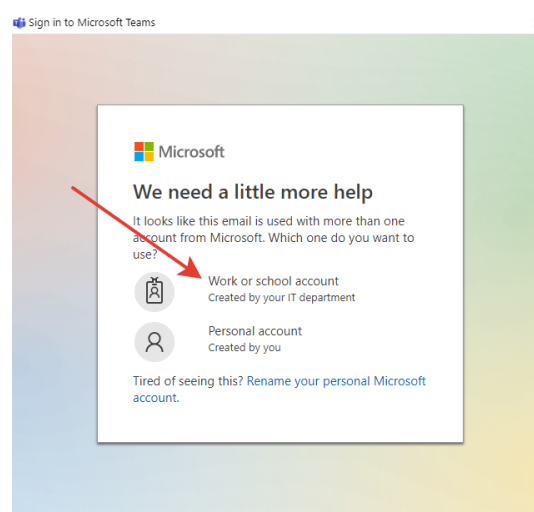
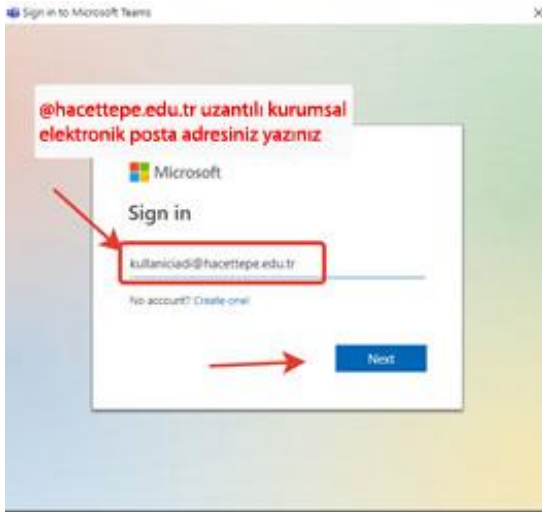


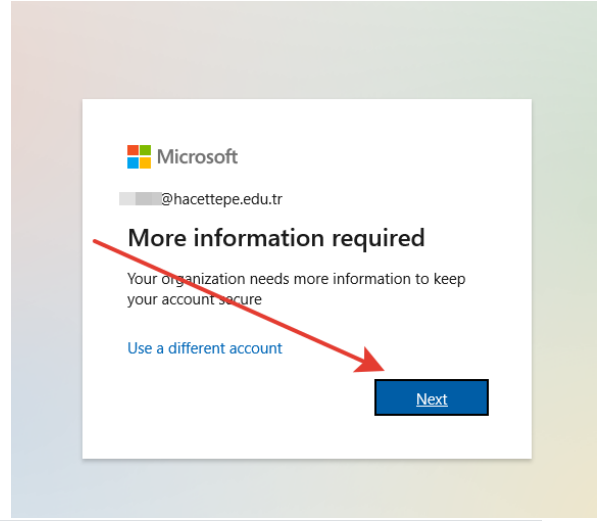
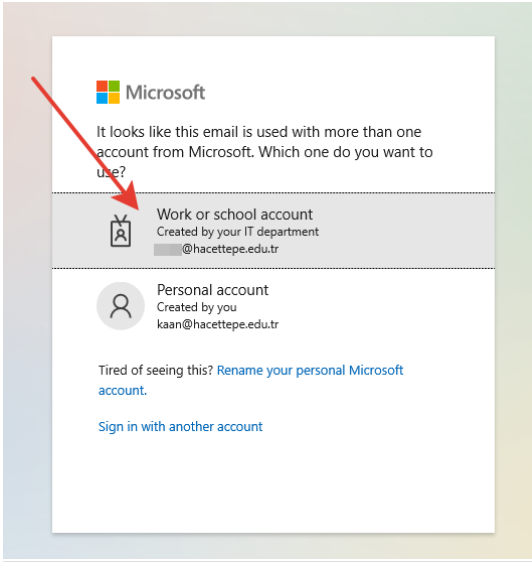
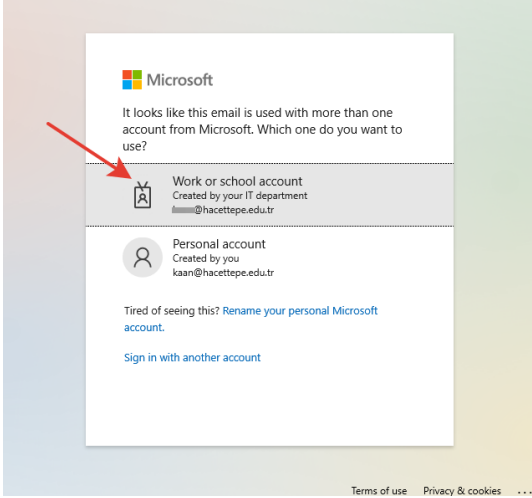
Microsoft Teams, Office 365'te ekip sohbetleri, aramalar, toplantılar ve özel iletiler için sohbet tabanlı çalışma alanı sunan bir merkezdir. Ortak belge üzerinde birlikte çalışmaktan, farklı konularda ekip içinde görüş paylaşmaya, grup konferans görüşmesi yapmaktan, toplantı notlarını paylaşmaya kadar farklı özellikleriyle öne çıkmaktadır.

Microsoft Teams'i **masaüstü bilgisayarınızda, web'de, iOS'da, Android cihazınızda, tablette veya dizüstü** cihazınızda kullanabilirsiniz.

### 1) KURULUM (Masaüstü Cihazlar için)

- MS Teams uygulamasını masaüstü cihazlarda kullanmak için [tıklayınız...](#)
- Bilgisayarınıza indirdiğiniz kurulum dosyasını çalıştırınız.
- Kurulumu görseldeki adımları uygulayarak tamamlayınız.





## Don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

⚠ Authentication Phone is set to [redacted] Verify

⚠ Authentication Email is set to [redacted] m. Verify

looks good

cancel

**Bilgileriniz doğruysa  
"looks good" tıklayınız**

## Stay signed in to all your apps

Windows will remember your account and automatically sign you in to your apps and websites on this device. This will reduce the number of times you are asked to login.

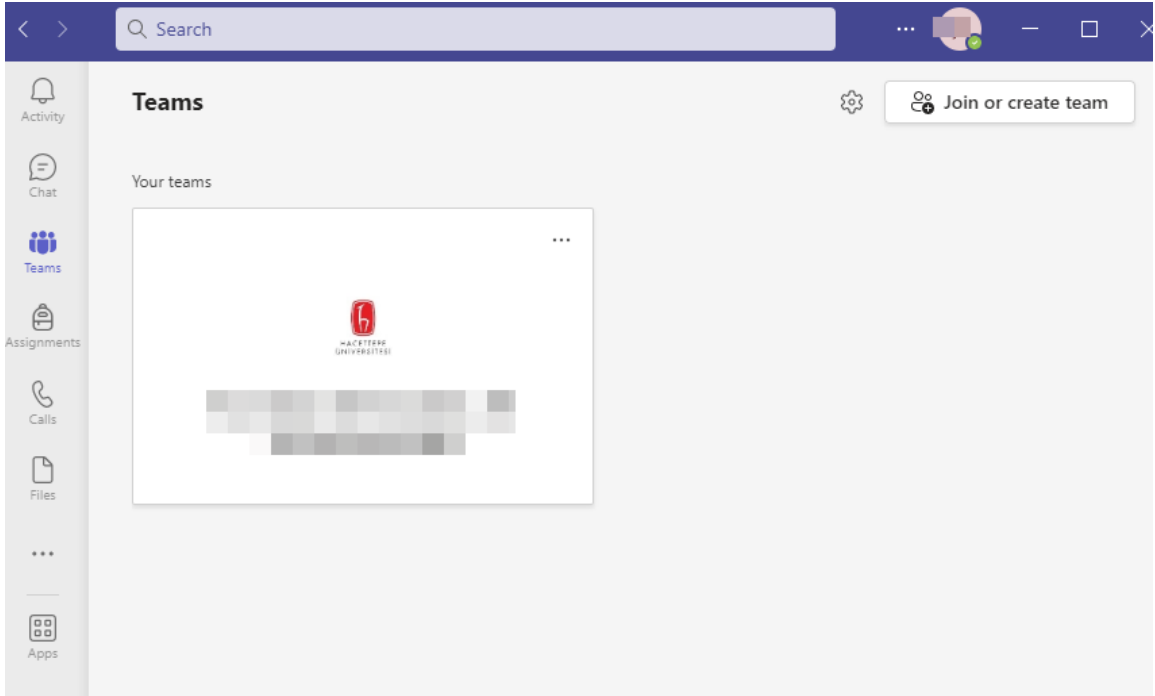


### Allow my organization to manage my device

ⓘ Selecting this option means your administrator can install apps, control settings, and reset your device remotely. Your organization may require you to enable this option to access data and apps on this device.

[No, sign in to this app only](#)

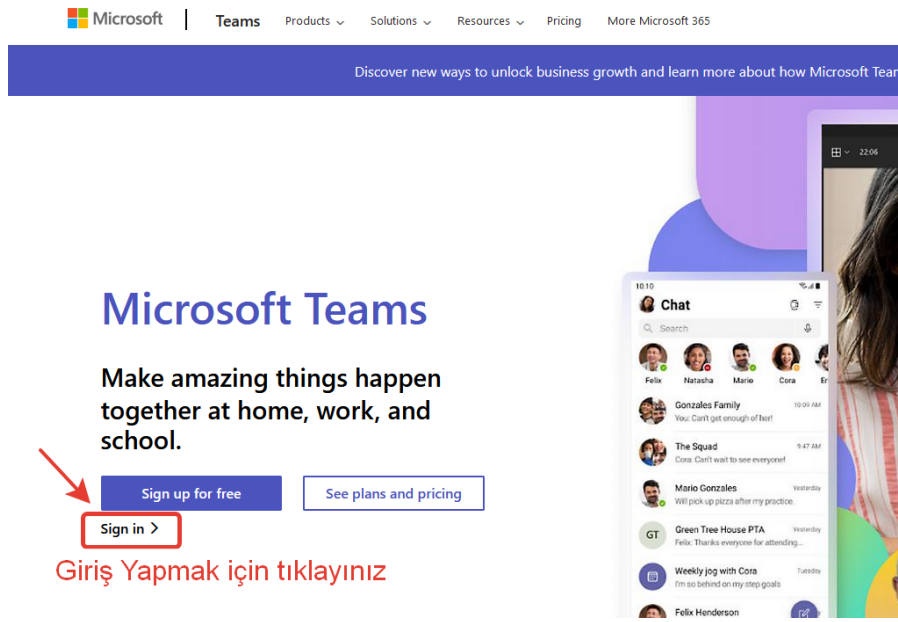
OK



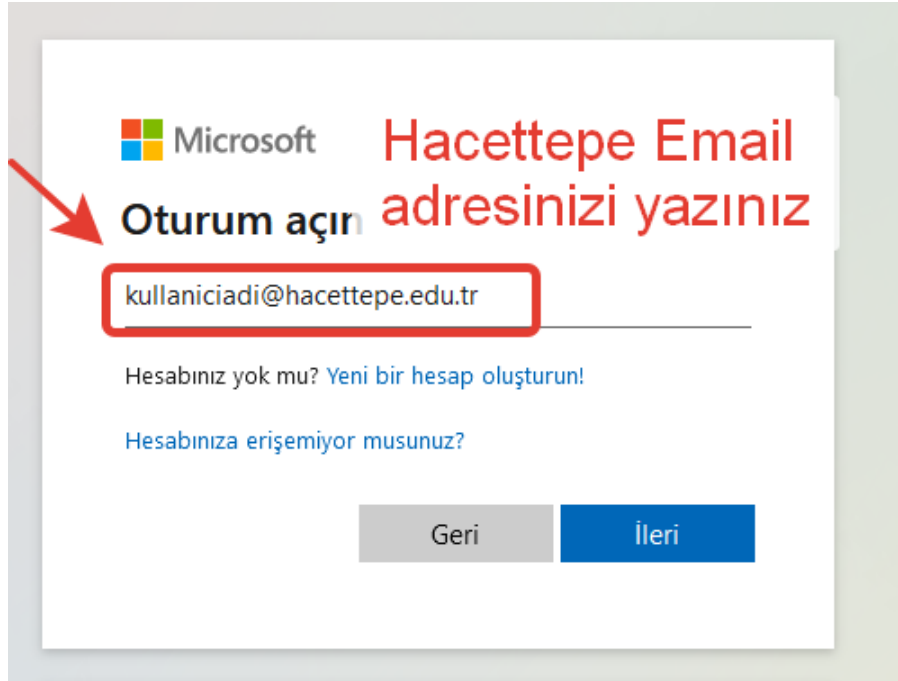
Kurulum tamamlanmıştır.

## 2) Kurulum Olmadan Kullanma (WEB)

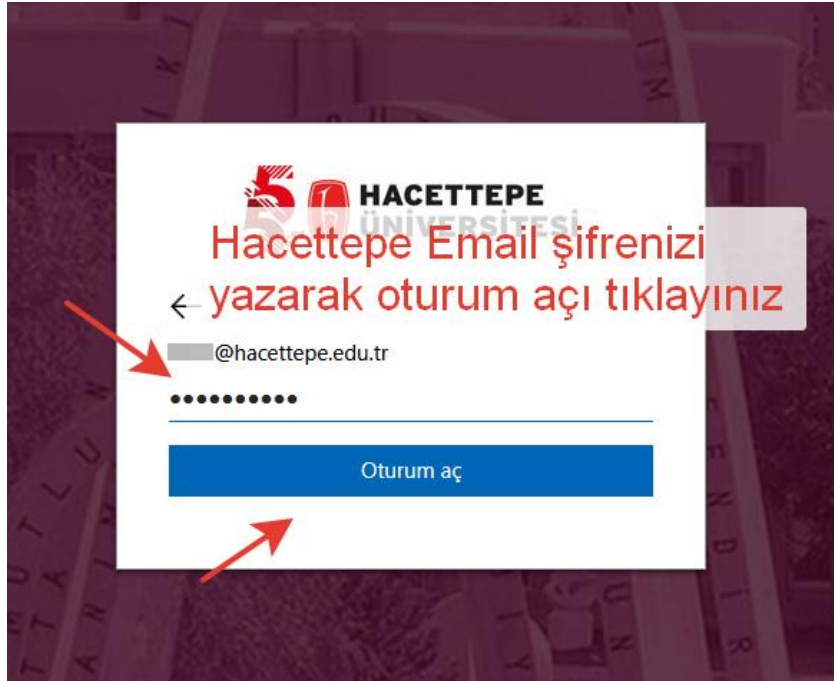
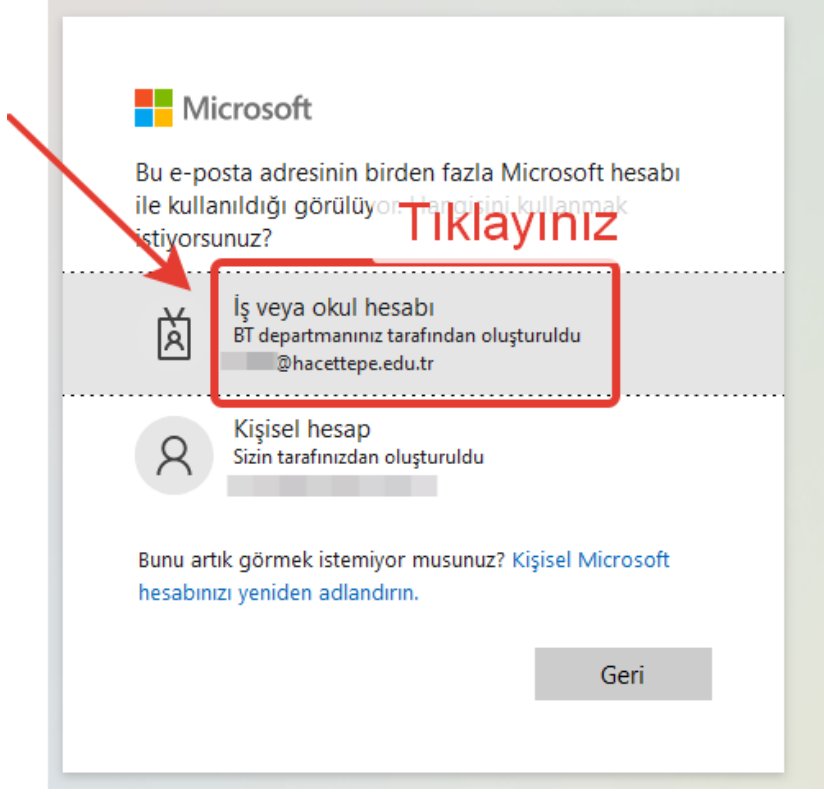
Kurulum olmadan WEB'de (tarayıcıda) kullanmak için **tıklayınız.**

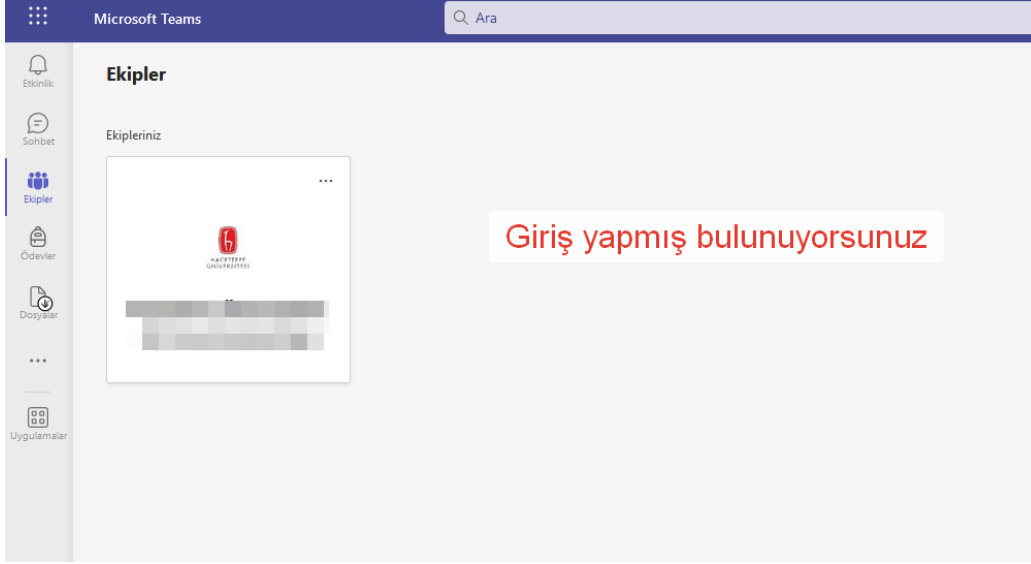


The screenshot shows the Microsoft Teams website. At the top, there is a navigation bar with the Microsoft logo and links for Teams, Products, Solutions, Resources, Pricing, and More Microsoft 365. Below the navigation bar, there is a blue banner with the text "Discover new ways to unlock business growth and learn more about how Microsoft Team". The main content area features the heading "Microsoft Teams" and the sub-heading "Make amazing things happen together at home, work, and school." Below this, there are two buttons: "Sign up for free" and "See plans and pricing". A red arrow points to the "Sign in >" link, which is highlighted with a red box. Below the "Sign in >" link, there is a red text label "Giriş Yapmak için tıklayınız". To the right of the main content, there is a vertical image showing a mobile phone screen displaying a chat interface with various contacts and messages.



The screenshot shows the Microsoft Teams sign-in page for Hacettepe University. At the top, there is the Microsoft logo and the text "Hacettepe Email adresinizi yazınız". Below this, there is a red arrow pointing to the "Oturum açın" button. The email address "kullaniciadi@hacettepe.edu.tr" is entered in the input field. Below the input field, there are two links: "Hesabınız yok mu? Yeni bir hesap oluşturun!" and "Hesabınıza erişemiyor musunuz?". At the bottom, there are two buttons: "Geri" and "İleri".





### 3) IOS ve Android Kurulum

- **IOS kullanıcıları için;** APPSTORE dan MS TEAMS uygulamasını yükleyerek, Hacettepe e-posta adresinizle giriş yapmanız yeterlidir.
- **Android kullanıcıları için;** PLAY STORE'dan MS TEAMS uygulamasını yükleyerek Hacettepe e-posta adresiniz ile giriş yapmanız yeterlidir.