

TEAMS – TUTORIEL

NOVEMBRE 2020

DOCUMENTS COMMERCIAUX

5 PVENTE

RECOMMANDATIONS

- Vous pouvez tester la connexion à la plateforme TEAMS à l'avance
- Trouve un endroit calme assis pour te connecter
- Pour le confort, si tu as à ta disposition des écouteurs avec micro, utilisez-les
- Veille à couper ton micro quand tu ne parles pas, cela diminuera les bruits parasites.

I. REJOINDRE LE TEAMS SUR BASE DE L'INVITATION ENVOYÉE À TON EMAIL

Cliquer sur Rejoindre Teams

Rejoindre Teams

Bonjour ramiah.torres@gmail.com,

geraldine (geraldine.torres@outlook.be) vous a invité à rejoindre l'organisation **STAGE** dans **Microsoft Teams**! Rejoignez maintenant et commencez à collaborer avec vos collègues.

Installer Microsoft Teams maintenant



iOS



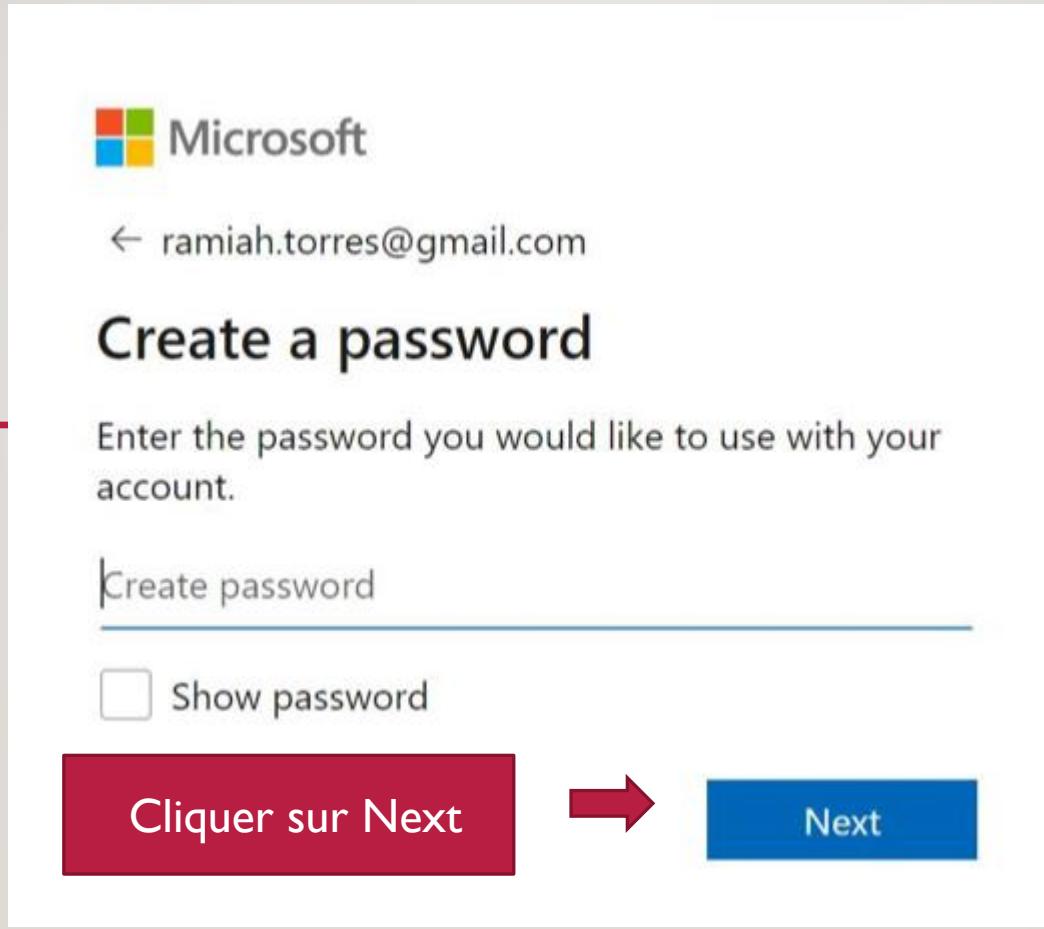
Android

Cet email a été envoyé à partir d'une messagerie non surveillée.

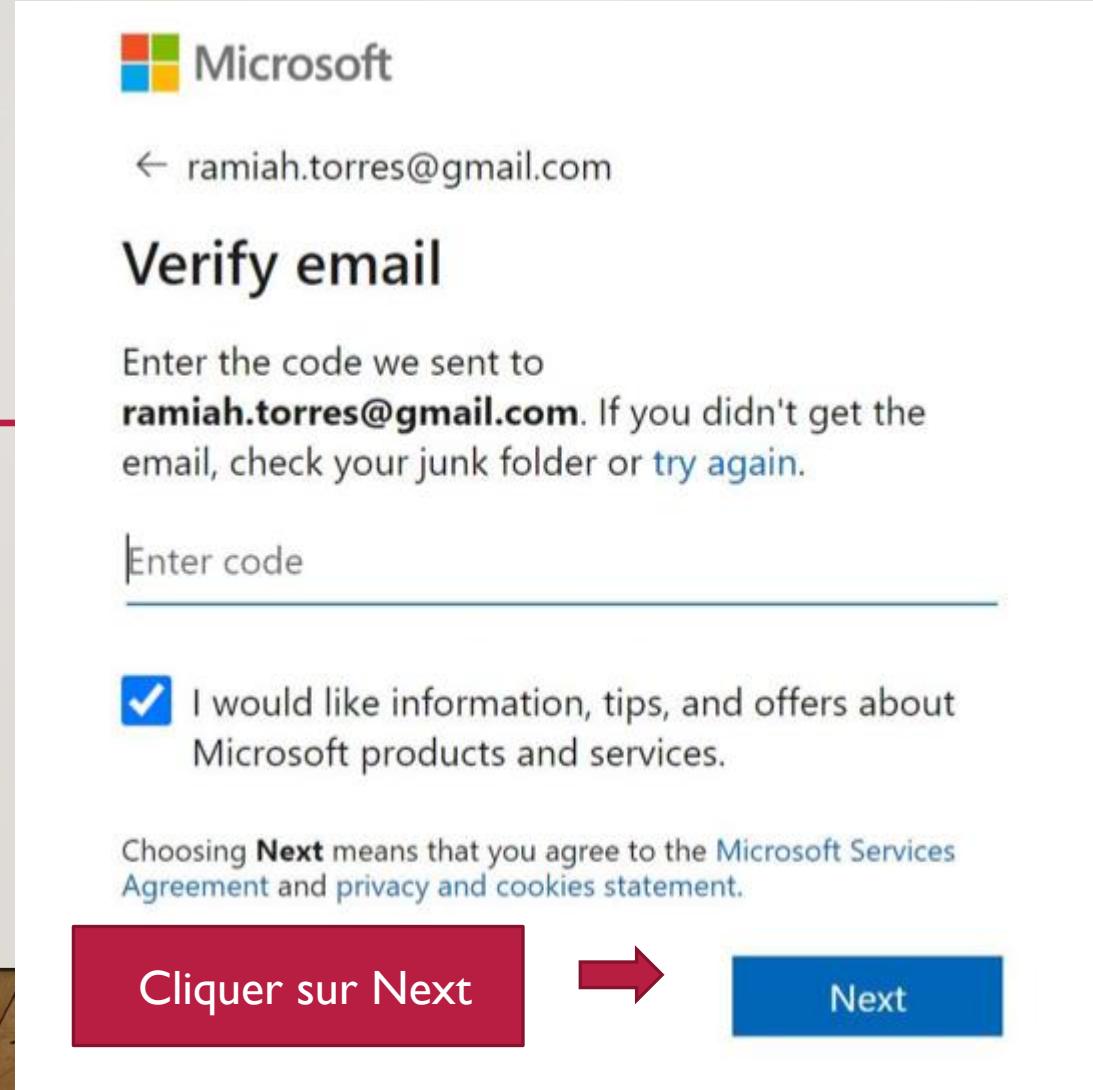
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2. CRÉER UN MOT DE PASSE



3. ENTRER LE CODE QUE VOUS AVEZ REÇU DANS VOTRE BOÎTE EMAIL



The image shows a screenshot of a Microsoft verification page. At the top left is the Microsoft logo. Below it is an email address: ramiah.torres@gmail.com. The main title is "Verify email". A sub-instruction says: "Enter the code we sent to ramiah.torres@gmail.com. If you didn't get the email, check your junk folder or try again." Below this is a text input field labeled "Enter code". Underneath the input field is a checked checkbox next to the text: "I would like information, tips, and offers about Microsoft products and services." At the bottom, a note states: "Choosing Next means that you agree to the Microsoft Services Agreement and privacy and cookies statement." At the very bottom are two buttons: a red one on the left labeled "Cliquer sur Next" and a blue one on the right labeled "Next".

Microsoft

← ramiah.torres@gmail.com

Verify email

Enter the code we sent to **ramiah.torres@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).

Enter code

I would like information, tips, and offers about Microsoft products and services.

Choosing **Next** means that you agree to the Microsoft Services Agreement and [privacy and cookies statement](#).

Cliquer sur Next → Next

4. RECOPIER LES LETTRES DANS LA BOÎTE VIDE

 Microsoft

← ramiah.torres@gmail.com

Create account

Before proceeding, we need to make sure a real person is creating this account.



New

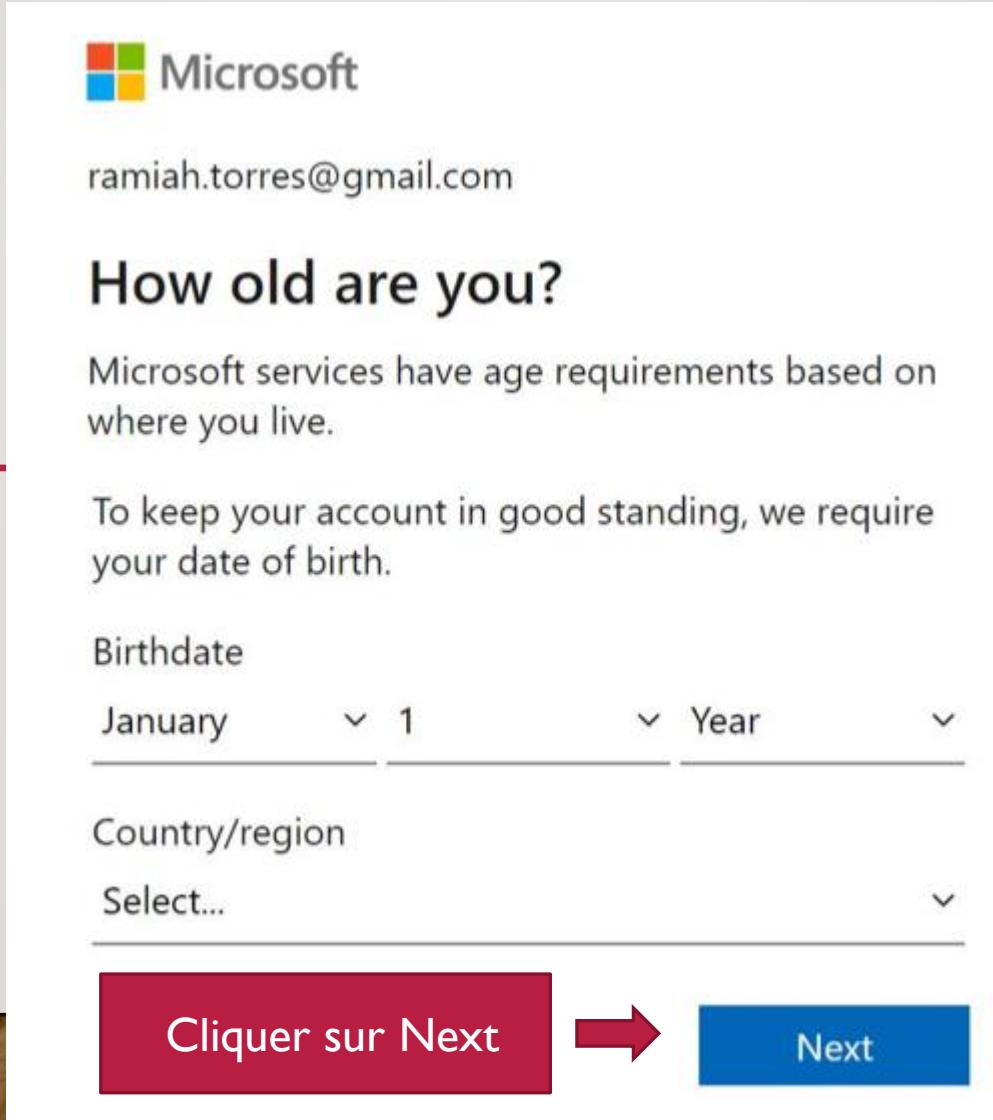
Audio

Enter the characters you see

|

Cliquer sur Next → 

5. RÉPONDRE AUX DEUX QUESTIONS



The image shows a Microsoft account creation interface. At the top left is the Microsoft logo and the email address "ramiah.torres@gmail.com". Below this, the question "How old are you?" is displayed. A note states: "Microsoft services have age requirements based on where you live. To keep your account in good standing, we require your date of birth." Below this, there are dropdown menus for "Birthdate" (set to "January 1 Year") and "Country/region" (set to "Select..."). At the bottom, a red button contains the text "Cliquer sur Next" with a red arrow pointing to a blue "Next" button.

Microsoft

ramiah.torres@gmail.com

How old are you?

Microsoft services have age requirements based on where you live.

To keep your account in good standing, we require your date of birth.

Birthdate

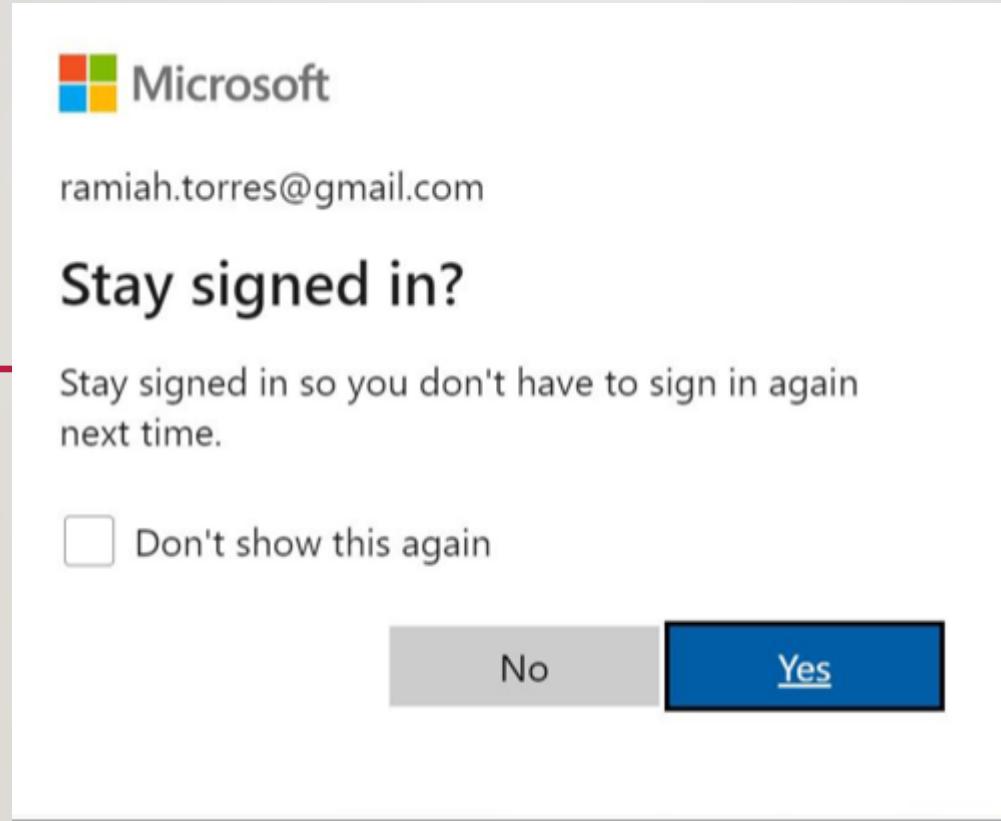
January 1 Year

Country/region

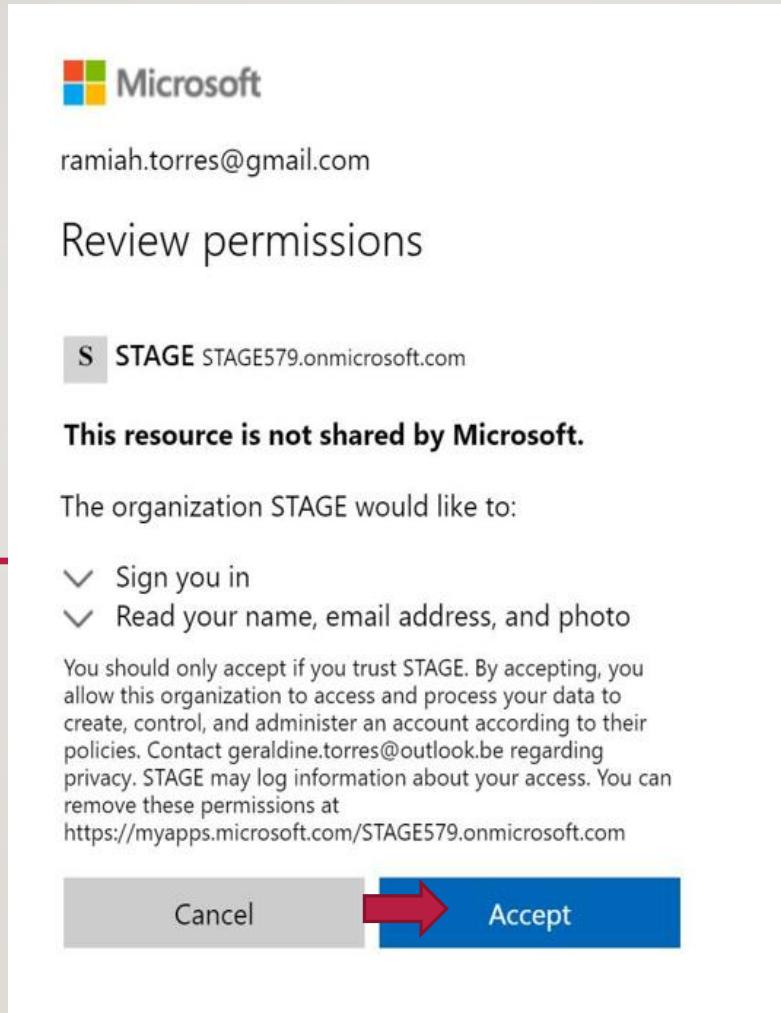
Select...

Cliquer sur Next → Next

6. APPUYER SUR YES



8. APPUYER SUR « ACCEPT »

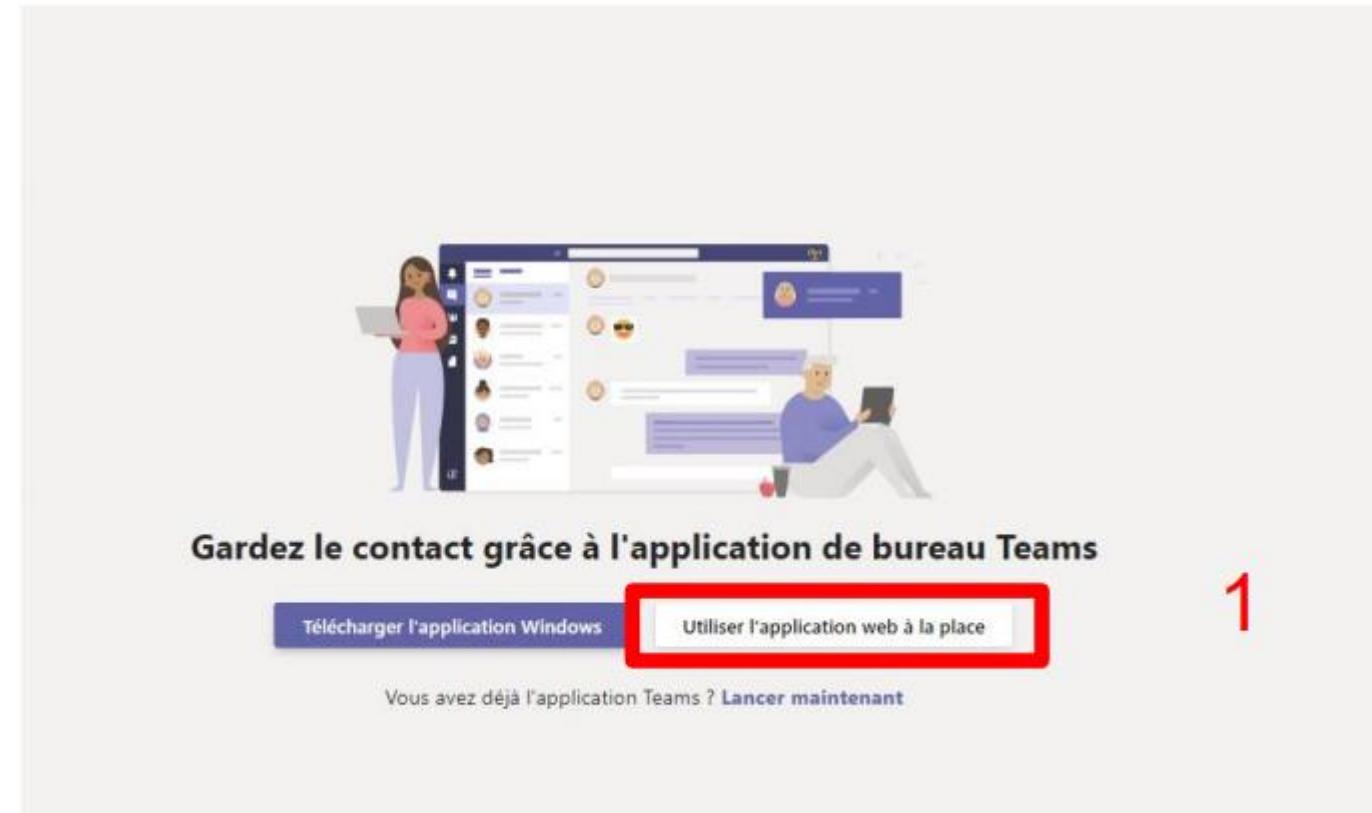


9. REJOINDRE L'ÉQUIPE GÉNÉRAL

The screenshot shows the Microsoft Teams interface. On the left, there's a vertical sidebar with icons for Activité, Conversation, Équipes (selected), Réunions, Appels, Fichiers, and three dots. The main area is titled "Équipes" and shows "Vos équipes". It lists two channels: "Documents commerciaux - 5PVENTE" (selected, indicated by an orange square with a white 's') and "Général". At the top right, there are tabs for "Général" (selected), Publications, Fichiers, Wiki, and a plus sign. A large yellow circle in the bottom right contains three user profile cards: Maxine (female), a plus sign, and Ky (male).

10. ENSUITE, QUAND VOUS CONNECTEZ SUR TEAMS

La page suivante s'ouvre, vous proposant de télécharger l'application ou d'utiliser la version web.



1. Cliquer sur la version web
2. Entrer votre mot de passe
3. Sélectionner STAGE comme organisation, vous arrivez ensuite sur Teams

II. REJOINDRE L'ÉQUIPE GÉNÉRAL

Activité

Conversation

Équipes

Réunions

Appels

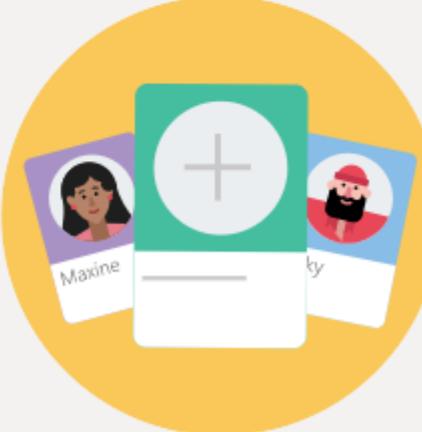
Fichiers

...

Équipes

Vos équipes

		...
	Documents commerciaux - 5PVENTE	
Général		



Général

Publications

Fichiers

Wiki

+

12. CLIQUER SUR REJOINDRE UNE RÉUNION

