

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

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.

Rejoindre Teams

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



← ramiah.torres@gmail.com

Create a password

Enter the password you would like to use with your account.

Create password

☐ Show password

Cliquer sur Next



Next

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



← 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



← 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



Next

5. RÉPONDRE AUX DEUX QUESTIONS



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 v 1 v Year v

Country/region

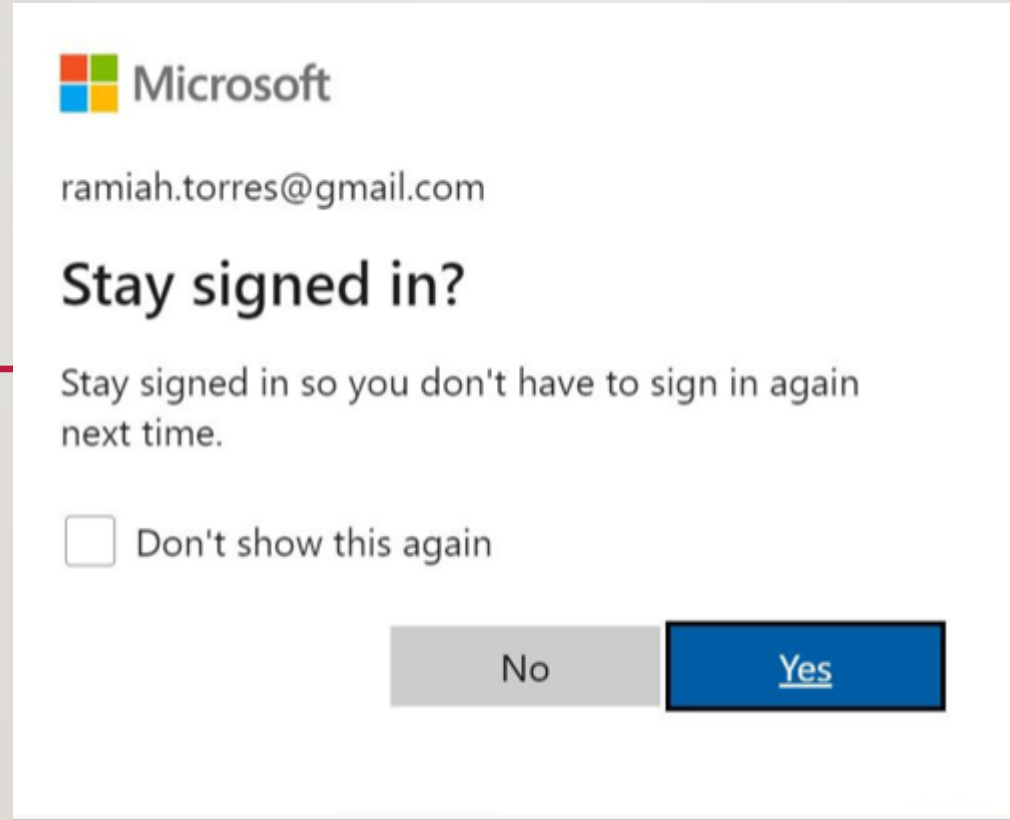
Select... v

Cliquer sur Next



Next

6. APPUYER SURYES



A Microsoft sign-in dialog box is centered on the screen. It features the Microsoft logo and the email address 'ramiah.torres@gmail.com'. The main heading is 'Stay signed in?'. Below this, a message states: 'Stay signed in so you don't have to sign in again next time.' There is an unchecked checkbox labeled 'Don't show this again'. At the bottom, there are two buttons: a grey 'No' button and a blue 'Yes' button. A red arrow points from the bottom of the dialog box towards the bottom of the screen.

Microsoft

ramiah.torres@gmail.com

Stay signed in?

Stay signed in so you don't have to sign in again next time.

☐ Don't show this again

No Yes

8. APPUYER SUR « ACCEPT »



ramiah.torres@gmail.com

Review permissions

S STAGE STAGE579.onmicrosoft.com

This resource is not shared by Microsoft.

The organization STAGE would like to:

- ✓ Sign you in
- ✓ Read your name, email address, and photo

You should only accept if you trust STAGE. By accepting, you allow this organization to access and process your data to create, control, and administer an account according to their policies. Contact geraldine.torres@outlook.be regarding privacy. STAGE may log information about your access. You can remove these permissions at <https://myapps.microsoft.com/STAGE579.onmicrosoft.com>

Cancel



Accept

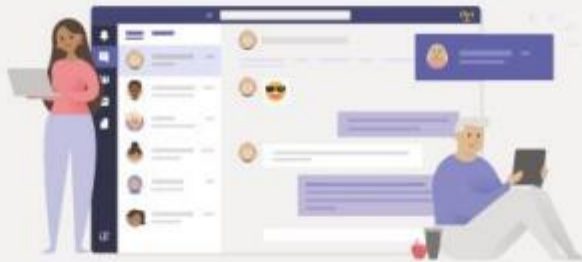
9. REJOINDRE L'ÉQUIPE GÉNÉRAL

The screenshot displays the Microsoft Teams application interface. On the left, a dark blue sidebar contains navigation icons and labels: 'Activité' (bell icon), 'Conversation' (speech bubble icon), 'Équipes' (group of people icon), 'Réunions' (calendar icon), 'Appels' (phone icon), and 'Fichiers' (document icon). The main content area is divided into two panes. The left pane, titled 'Équipes', shows a list of teams under the heading 'Vos équipes'. The first team is 'Documents commerciaux - 5PVente' with an orange icon and a three-dot menu. The second team, 'Général', is highlighted. The right pane shows the details of the 'Général' team, with tabs for 'Général' (selected), 'Publications', 'Fichiers', and 'Wiki'. A large yellow circular graphic is overlaid on the bottom right of the 'Général' team view, featuring a green square with a white plus sign and two profile pictures labeled 'Maxine' and 'ky'.

I0. 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



Gardez le contact grâce à l'application de bureau Teams

Télécharger l'application Windows

Utiliser l'application web à la place

Vous avez déjà l'application Teams ? [Lancer maintenant](#)

1

II. REJOINDRE L'ÉQUIPE GÉNÉRAL

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I 2. CLIQUER SUR REJOINDRE UNE RÉUNION

