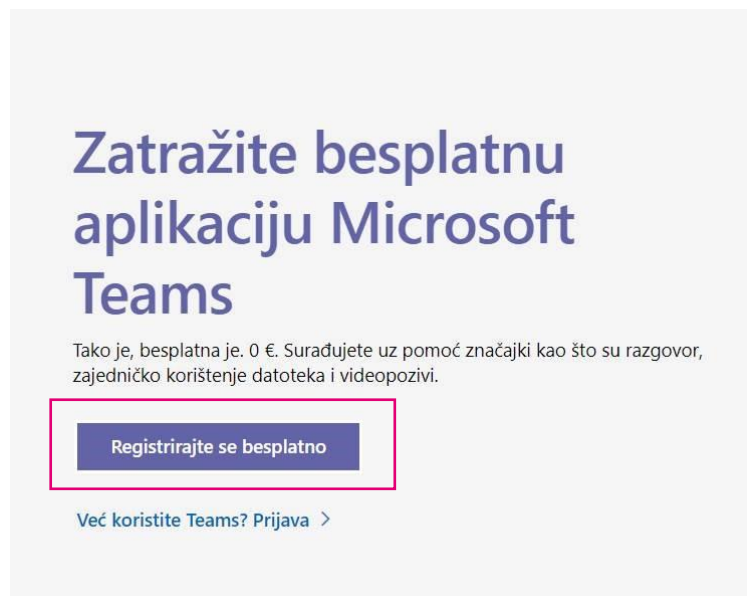
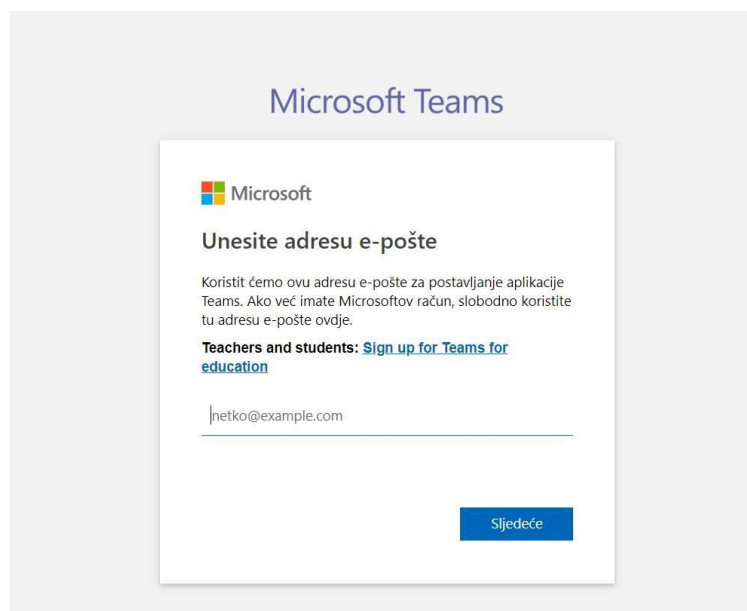


Aktivacija Microsoft Teams Exploratory Experience-a (koji sadrži i besplatne Teamse) za postojeće Office 365 korisnike

Za aktivaciju Microsoft Teams Exploratory Experience-a potrebno je da posjetite stranicu: <https://products.office.com/hr-hr/microsoft-teams/free>, odaberete gumb "Registrijte se besplatno".



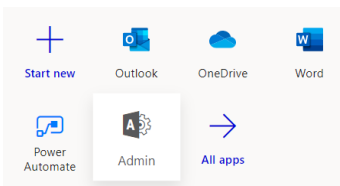
Nakon toga otvoriti će se prozor u kojem treba unijeti **postojeće Office 365** korisničko ime i lozinku uz koje želite dodati ove besplatne dodatne licence.



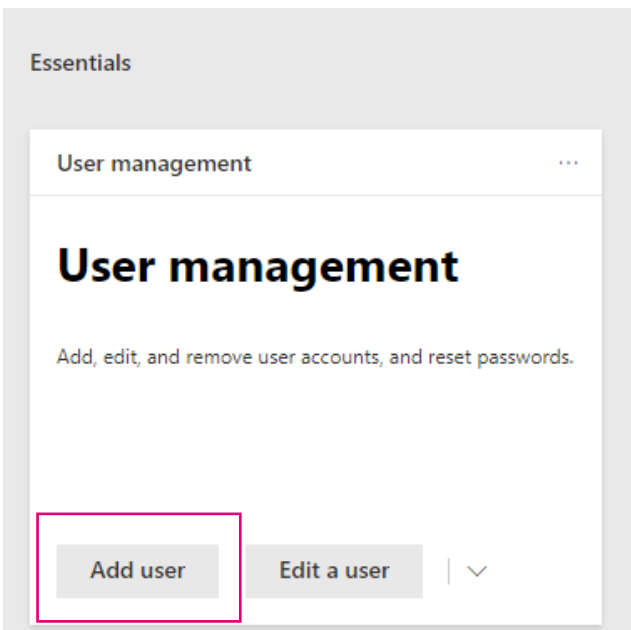
Nakon toga će na razini kompanije biti dodijeljene Microsoft Teams Exploratory Experience licence koje administrator može dalje dodjeljivati na korisnike (usere).

Dodjela licenci se dalje odrađuje kao i bilo koja druga dodjela licenci putem office portala i administratorskog sučelja.

Potrebno je da administrator posjeti office.com, prijavi se sa svojim korisničkim imenom i lozinkom te odabere ikonu „Admin“.



Kako bi dodali Microsoft Teams Exploratory Experience licencu na novog korisnika, potrebno je prvo kreirati korisnika (user-a) preko Admin centra. Novi korisnik se kreira tako da se na početnoj stranici admin centra, na prozoru „User management“ odabere gumb „Add user“.



Nakon toga će se otvoriti prozor za kreiranje korisnika te je prvo potrebno popuniti osnovne podatke i kliknuti „Next“.

A screenshot of the 'Add user' form in the Microsoft Admin center. The form is titled 'Add user' and has a close button (X) in the top right corner. On the left side, there is a navigation menu with four items: 'Basics' (selected), 'Product licenses', 'Optional settings', and 'Finish'. The main content area is titled 'Set up the basics' and contains the following fields and options:

- First name: Text input field with 'Test' entered.
- Last name: Text input field with 'Test' entered.
- Display name *: Text input field with 'Test Test' entered.
- Username *: Text input field with 'testt' entered, followed by a dropdown menu for domain selection.
- Password settings:
 - Auto-generate password
 - Let me create the password
 - Require this user to change their password when they first sign in
 - Send password in email upon completion
- Email the new password to the following recipients *: Text input field for email addresses.

At the bottom of the form, there is a blue 'Next' button, which is highlighted with a red rectangular box.

Nakon toga će se pojaviti prozor za dodjelu licence za korisnika kojeg se kreira. Potrebno je **označiti** kvačicom kako je prikazano na slici kako bi se dodijelila Microsoft Teams Exploratory licenca.

Add user

Basics
Product licenses
Optional settings
Finish

Assign product licenses

Assign the licenses you'd like this user to have.

Select location *

Croatia

Licenses (1) *

Assign user a product license

- Microsoft 365 Business**
You don't have any licenses available. To purchase additional licenses, please contact your partner(s).
- Microsoft Power Automate Free**
9959 of 10000 licenses available
- Microsoft Teams Commercial Cloud (User Initiated)**
Unlimited licenses available
- Microsoft Teams Exploratory**
61 of 100 licenses available
- Office 365 E3**
11 of 345 licenses available
- Power BI (free)**
Unlimited licenses available
- Project Plan 5**
2 of 4 licenses available
- Visio Plan 2**
You don't have any licenses available. To purchase additional licenses, please contact your partner(s).

Create user without product license (not recommended)
They may have limited or no access to Office 365 until you assign a product license.

Back Next

Ukoliko se želi dodati samo neke servise uključene u Microsoft Teams Exploratory licencu (npr. samo Teams-e ili samo Teamse i Office for the web), potrebno je na istom ekranu, ispod popisa licenci pronaći stavku „**Apps**“ te kliknuti na nju kako bi se razlistale aplikacije uključene u tu licencu te **maknuti** kvačicu s onih servisa koje se želi isključiti.

Apps (19) ^

Show apps for:

All licenses v

- Exchange Online (Plan 1)**
Microsoft Teams Exploratory
- Flow for Office 365**
Microsoft Teams Exploratory
- Insights by MyAnalytics**
Microsoft Teams Exploratory
- Microsoft Forms (Plan E1)**
Microsoft Teams Exploratory
- Microsoft Planner**
Microsoft Teams Exploratory
- Microsoft Search**
Microsoft Teams Exploratory
This app is assigned at the organization level. It can't be assigned per user.
- Microsoft StaffHub**
Microsoft Teams Exploratory
- Microsoft Stream for O365 E1 SKU**
Microsoft Teams Exploratory
- Microsoft Teams**
Microsoft Teams Exploratory
- Microsoft Teams**
Microsoft Teams Exploratory
- Mobile Device Management for Office 365**
Microsoft Teams Exploratory
This app is assigned at the organization level. It can't be assigned per user.
- Office Mobile Apps for Office 365**
Microsoft Teams Exploratory
- Office for the web**
Microsoft Teams Exploratory
- PowerApps for Office 365**
Microsoft Teams Exploratory
- SharePoint Online (Plan 1)**
Microsoft Teams Exploratory
- Sway**
Microsoft Teams Exploratory
- To-Do (Plan 1)**
Microsoft Teams Exploratory
- Whiteboard (Plan 1)**
Microsoft Teams Exploratory
- Yammer Enterprise**
Microsoft Teams Exploratory

Back Next

Nakon što se klikne na „Next“ na prethodnom ekranu, pojaviti će se ekran za odabir dodatnih postavki poput toga želi li se tom korisniku dodijeliti neka od administratorskih licenci ili popuniti profil s osobnim podacima za lakšu sistematizaciju djelatnika unutar kompanije. Ukoliko želite, podatke na ovom koraku ne morate popunjavati odmah već ih možete popuniti kasnije.

- ✓ Basics
- ✓ Product licenses
- Optional settings
- Finish

Optional settings

You can choose what role you'd like to assign for this user, and fill in additional profile information.

Roles (User: no administration access) ▾

Profile info ▾

Klikom na gumb „**Next**“ pojaviti će se zadnji ekran za kreiranje novog korisnika sa sumarnim prikazom odabranih postavki na prethodnim ekranima.

- ✓ Basics
- ✓ Product licenses
- ✓ Optional settings
- Finish

You're almost done - review and finish adding

Assigned Settings

Review all the info and settings for this user before you finish adding them.

Display and username

Test Test

[Edit](#)

Password

Type: Auto-generated

Send To:

[Edit](#)

Product licenses

Location: Croatia

Licenses: Microsoft Teams Exploratory

[Edit](#)

Roles (default)

User (no admin center access)

[Edit](#)

[Back](#)

[Finish adding](#)

Klikom na gumb „**Finish adding**“ kreirali ste novog korisnika te mu je poslan mail s korisničkim imenom i lozinkom. Korisnik odmah po primitku podataka može početi s korištenjem dodijeljenih mu servisa.

Napomena: Prilikom prve prijave na office.com korisnik će biti zatražen da promijeni početno dodijeljenu lozinku.