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CERTIFICAZIONI LINGUISTICHE
Università per Stranieri di Perugia



ALTE 56th

Meeting and Conference

PERUGIA
THURSDAY 11TH
AND FRIDAY 12TH
NOVEMBER 2021



**Respecting diversity and bridging distances:
teaching and assessment of multi profiles -
From literacy to plurilingualism**

*Rispettare la diversità e creare ponti tra le distanze:
insegnare e valutare profili variegati –
dall’alfabetizzazione al plurilinguismo*

**MICROSOFT TEAMS USER MANUAL/
GUIDA ALL’USO DI MICROSOFT TEAMS**

Introduction

In this Guide, we will take you through all the steps that are required to take part in the 56th ALTE Meeting and Conference online.

We will be using Microsoft Teams for the entire duration of the event.

If you already use Microsoft Teams

If you have already used Microsoft Teams, and have access to an account, all you need to do is use the software through your existing account.

We recommend using the downloaded application, rather than the version that is accessible via a web browser.

If you have never used Microsoft Teams

If you have never used Microsoft Teams, and/or do not have access to an account, please go through the steps illustrated on the following pages.

Introduzione

In questa Guida, ti mostreremo tutti i passaggi necessari per prendere parte al 56th ALTE Meeting and Conference online.

Useremo Microsoft Teams per l'intera durata dell'evento.

Se hai già usato Microsoft Teams

Se hai già usato Microsoft Teams, e hai accesso a un account, puoi usare l'account esistente.

Consigliamo di usare l'applicazione scaricata su computer, piuttosto che la versione accessibile tramite web browser.

Se non hai mai usato Microsoft Teams

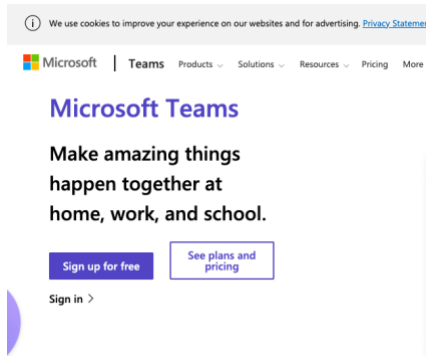
Se non hai mai usato Microsoft Teams, e/o non hai accesso a un account, ti invitiamo a seguire i passaggi illustrati nelle pagine successive.

Step 1

Click on the Microsoft Teams link contained in the e-mail that you received or, alternatively, go to <https://www.microsoft.com/en-us/microsoft-teams>

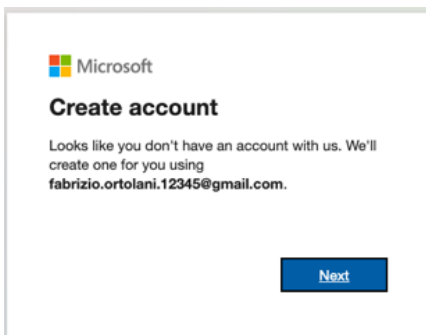
Step 2

Click on **Sign up for free**:



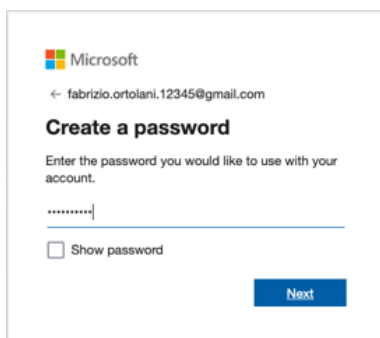
Step 3

Create an account:



Step 4

Create a password:

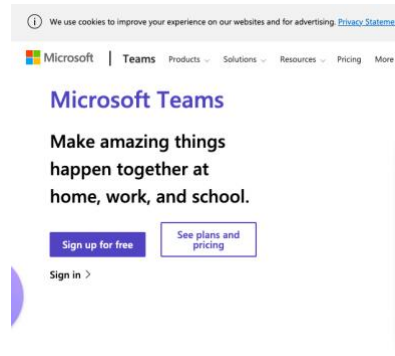


Passaggio 1

Clicca sul link di Microsoft Teams contenuto nella e-mail che hai ricevuto oppure, in alternativa, clicca su <https://www.microsoft.com/en-us/microsoft-teams>

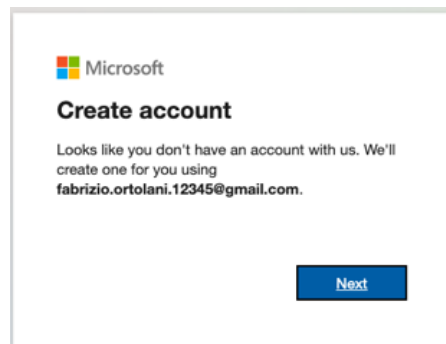
Passaggio 2

Clicca su **Sign up for free**:



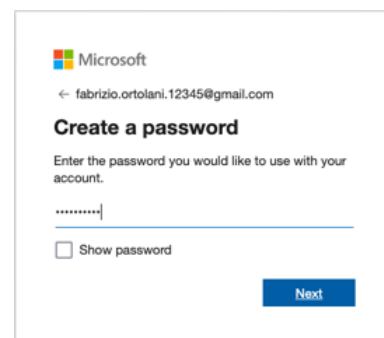
Passaggio 3

Crea un account:



Passaggio 4

Crea una password:



Step 5

Follow the prompts and visualise the following screens:

a)

Microsoft
← fabrizio.ortolani.12345@gmail.com

Create account

We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.

Country/region
Italy

Birthdate
September 6 1973

Next

b)

Microsoft
← fabrizio.ortolani.12345@gmail.com

Verify email

Enter the code we sent to **fabrizio.ortolani.12345@gmail.com**. If you didn't get the email, check your junk folder or try again.

5044

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.

Next

c)

Microsoft
← fabrizio.ortolani.12345@gmail.com

Create account

Please solve the puzzle so we know you're not a robot.

Next

d)

Microsoft
← fabrizio.ortolani.12345@gmail.com

Create account

Pick the mouse

Next

Passaggio 5

Segui le istruzioni, visualizzando le seguenti schermate:

a)

Microsoft
← fabrizio.ortolani.12345@gmail.com

Create account

We need just a little more info to set up your account. Your date of birth helps us to provide you with age-appropriate settings.

Country/region
Italy

Birthdate
September 6 1973

Next

b)

Microsoft
← fabrizio.ortolani.12345@gmail.com

Verify email

Enter the code we sent to **fabrizio.ortolani.12345@gmail.com**. If you didn't get the email, check your junk folder or try again.

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

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Next

c)

Microsoft
← fabrizio.ortolani.12345@gmail.com

Create account

Please solve the puzzle so we know you're not a robot.

Next

d)

Microsoft
← fabrizio.ortolani.12345@gmail.com

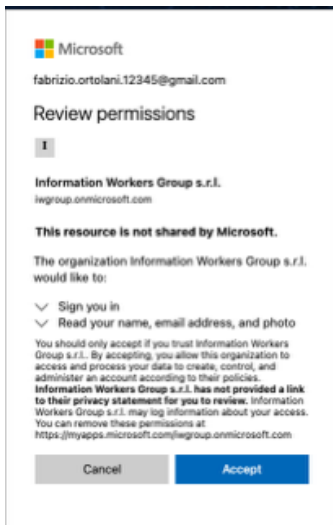
Create account

Pick the mouse

Next

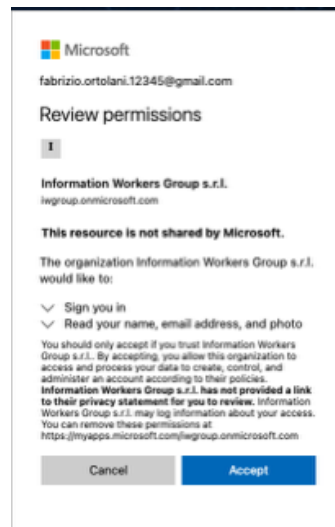
Step 6

Review permissions:



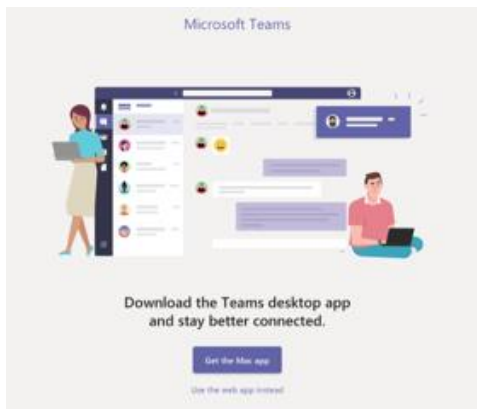
Passaggio 6

Accetta le condizioni di utilizzo:



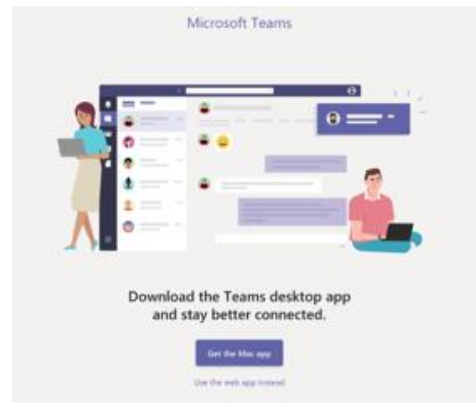
Step 7

Download the Microsoft Teams app:



Passaggio 7

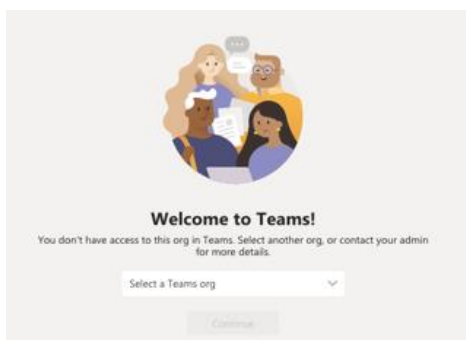
Scarica l'applicazione di Microsoft Teams:



Step 8

Visualise the teams you have been added to:

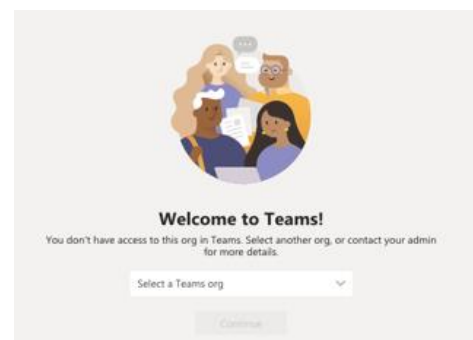
a)



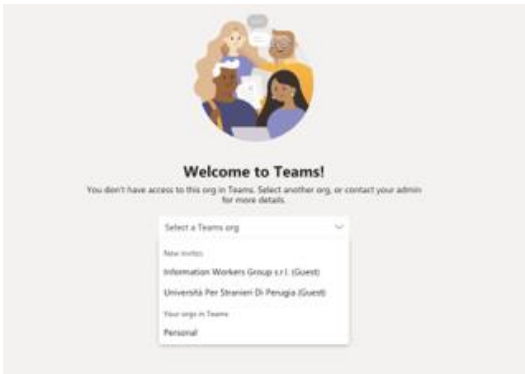
Passaggio 8

Visualizza i team di cui fai parte:

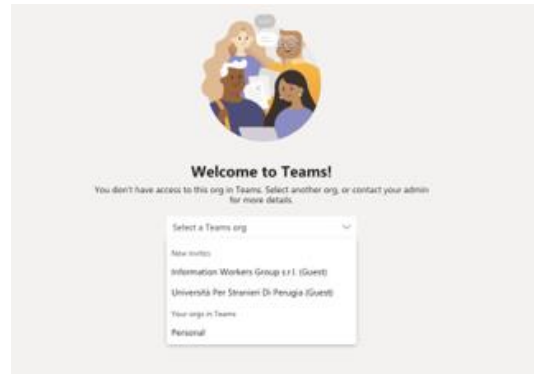
a)



b)



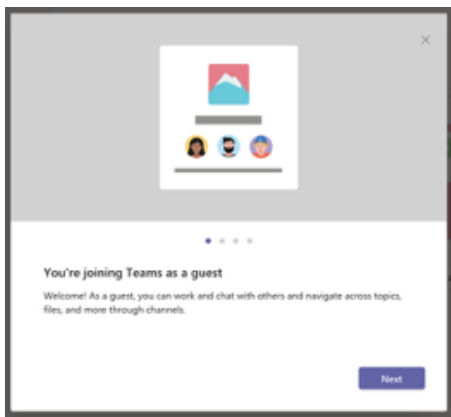
b)



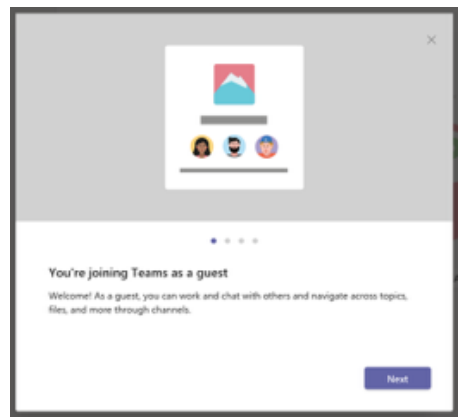
Step 9

Follow the brief guide to the main functionalities of Microsoft teams:

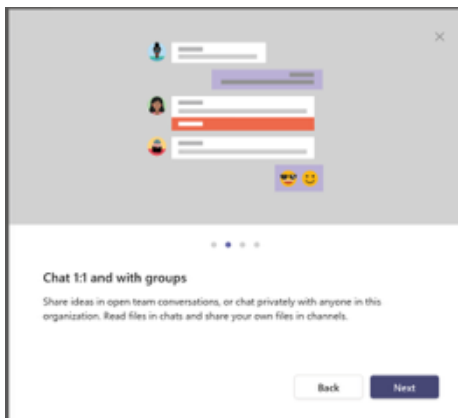
a)



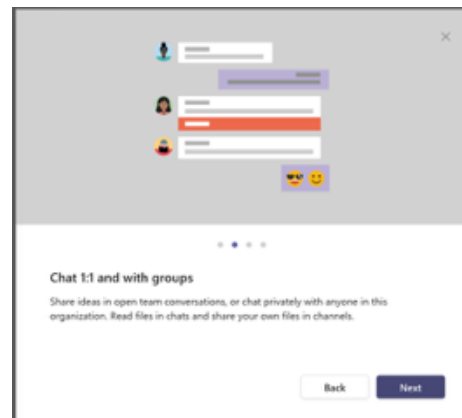
a)



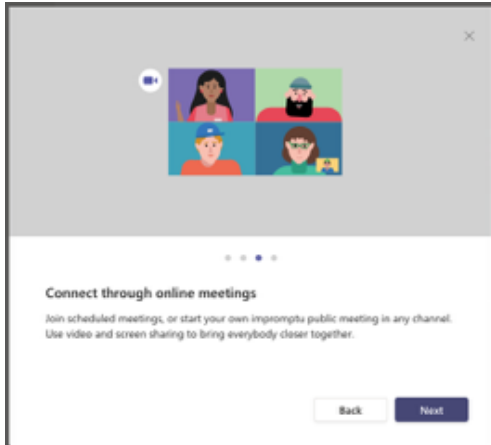
b)



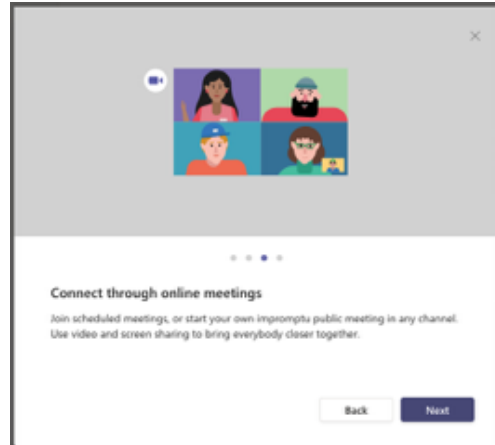
b)



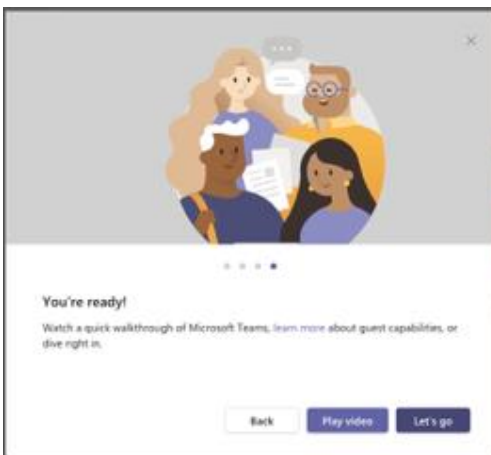
c)



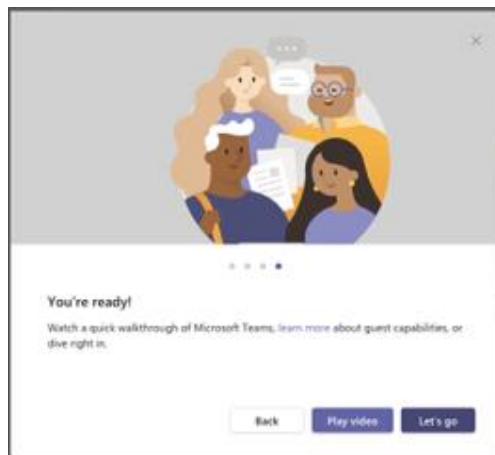
c)



d)



d)



Step 10

Enjoy the conference!

Should you experience any technical difficulties, please do not hesitate to contact us at infrastrutture.informatiche@unistrappg.it.

Passaggio 10

Buon convegno!

Qualora riscontrassi delle difficoltà, non esitare a contattarci all'indirizzo di posta elettronica: infrastrutture.informatiche@unistrappg.it.