Univerzitet "Džemal Bijedić" u Mostaru





"Džemal Bijedić" University of Mostar

University Information Center (UnIC)

Microsoft 365

student.unmo.ba

(Office paket, Outlook, OneDrive , Microsoft Teams)





Univerzitetski informacijski centar (UnIC)



"Džemal Bijedić" University of Mostar

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Šta je @STUDENT.unmo.ba accont?

Svaki student Univerziteta "Džemal Bijedić" u Mostaru ima dostupan svoj studentski account (račun) koji mu nudi niz mogućnosti u pogledu korištenja različitih platformi.

@STUDENT.unmo.ba account ima format:

- Email: Broj-Indeksa@student.unmo.ba
- Password: JMBG

Pristup Microsoft 365 (Office paket)

Korištenjem studentske email adrese možete pristupiti Microsoft 365 (Office 365) platformi. Preuzimanje Office paketa možete izvršiti preko adrese: <u>https://portal.microsoft.com</u>



Nakon unosa podataka svog studentskog računa STUDNET.unmo.ba, preuzimanju kompletnog Office paketa pristupate putem opcije **Install Office** u desnom uglu. Nakon toga odaberete **Office 365 Apps** kako bi preuzeli i pokrenuli instalaciju.

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Na vaš računar biti će spašena aplikacija za instalaciju Microsoft Office 365. Instalacija Microsoft Office 365 moguća je na Windows i MacOS, te na svim tablet i mobitel platformama.

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		 Click Run 	2 Say "yes"	3 Stay online
		Click the Setup file at the bottom of the screen.	Click Yes to start installing.	After installation, start Office and sign in with the account you use for Office 365: Administrator@unmo.ba.
	OneDrive			
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٥	OfficeSetup.exe			

Nakon pruzimanja instalacije Microsoft Office 365 aplikacije, potrebno je istu pokrenuti kako bi se izvršila instalacija.

Napomena: Prije pokretanja instalacije Microsoft Office 365, potrebno je da uklonite postojeći Office paket sa vašeg računara.

U ovom Office paketu pored standardnih office programa dobijete i desktop aplikacije OneDrive i Outlook, čiju upotrebu ćemo kasnije detaljno objasniti.



Instalaciju novog Microsoft Office 365 moguće je izvršiti isključivo dok ste povezani na Internet, jer se radi o On-line verziji instalacije.



Aktiviaciju licencce Microsoft Office 365 programskog paketa izvršiti ćete sa vašim @STUDENT.unmo.ba.

Napomena: Microsoft Office 365 će automatski vršiti nadogradnju aplikacije, te ćete uvijek imati aktuelnu veziju Microsoft Office paketa alata.

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Pristup studentskom eMail (Outlook)

Studentski account je eMail adresa kojoj možete pristupiti putem Outlook platforme. Pristupiti Outlooku možete putem web pretraživača na adresi: https://outlook.microsoft.com. Nakon toga odaberete dugme Sign In u desnom gornjem uglu stranice.



Za pristup vašem eMail obavezno koristite vaš @STUDENT.unmo.ba.

Također moguće je i preuzeti **desktop aplikaciju Outlook** unutar paketa Microsoft 365 (Office paket) što možete vidjeti u upustvu za preuzimanje navedenog paketa.

Pored ovoga moguće je i preuzimanje **mobilne aplikacije Outlook** koja je dostupna za Android i iOS uređaje.

Outlook za Andorid: <u>https://play.google.com/store/apps/details?id=com.microsoft.office.outlook&hl=en</u>

Outlook za iOS: https://apps.apple.com/us/app/microsoft-outlook/id951937596

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Pristup OneDrive platformi

Microsoft OneDrive platfromi za online skladištenje podataka također možete pristupiti putem studentskog računa. OneDrive platformi pristupate putem adrese:

https://onedrive.microsoft.com

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Za pristup vašem OneDrive obavezno koristite vaš @STUDENT.unmo.ba.

*Korištenjem OneDrive putem studentskog accounta imate dostupno 1TB prostora za skladištenje.

OneDrive desktop aplikaciju također dobijete unutar Microsoft 365 paketa ili ukoliko koristite Windows 10 operativni sistem aplikacija je već instalirana.

Moguće je i preuzimanje Microsoft OneDrive mobilne aplikacije koja je dostupna za Android i iOS uređaje.

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Pristup Microsoft Teams platformi

Microsoft Teams platformu moguće je koristiti putem:

- Desktop aplikacije (za računare/laptope)
- Mobilne aplikacije
- Web pretraživača

Microsoft Temas Desktop aplikaciju možete preuzeti: <u>https://www.microsoft.com/en/microsoft-365/microsoft-teams/download-app</u>



Za pristup vašem eMail obavezno koristite vaš @STUDENT.unmo.ba.

Napomena: Ako ste već izvršili instalaciju Microsoft Office 365 programskog paketa, nije potrebna dodatna instalacija Microsoft TEAMs aplikacije, jer je ista sastavni dio Microsoft Office 365 paketa.