



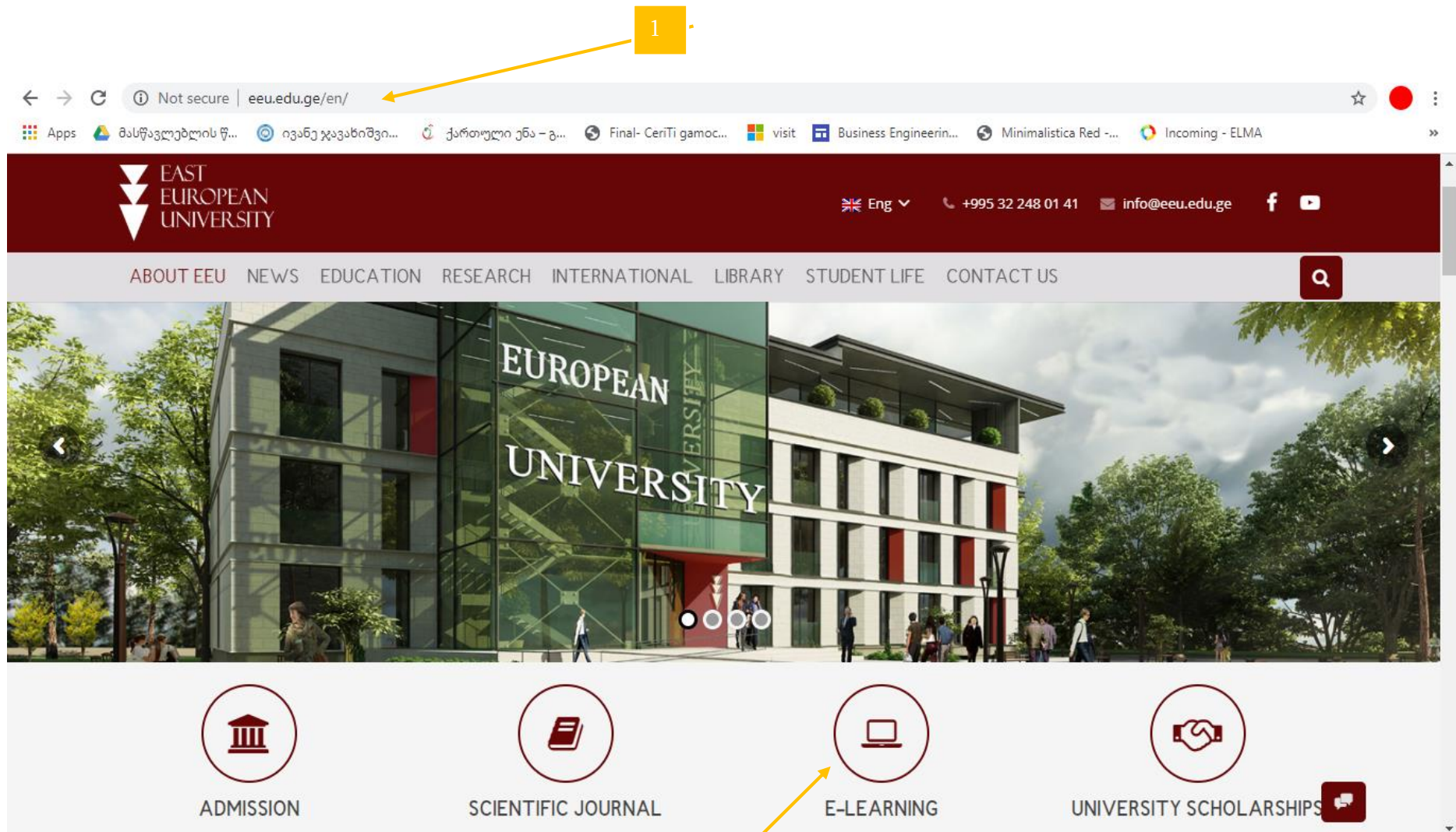
EAST
EUROPEAN
UNIVERSITY

Instruction

HOW TO LOGIN TO
MICROSOFT TEAMS

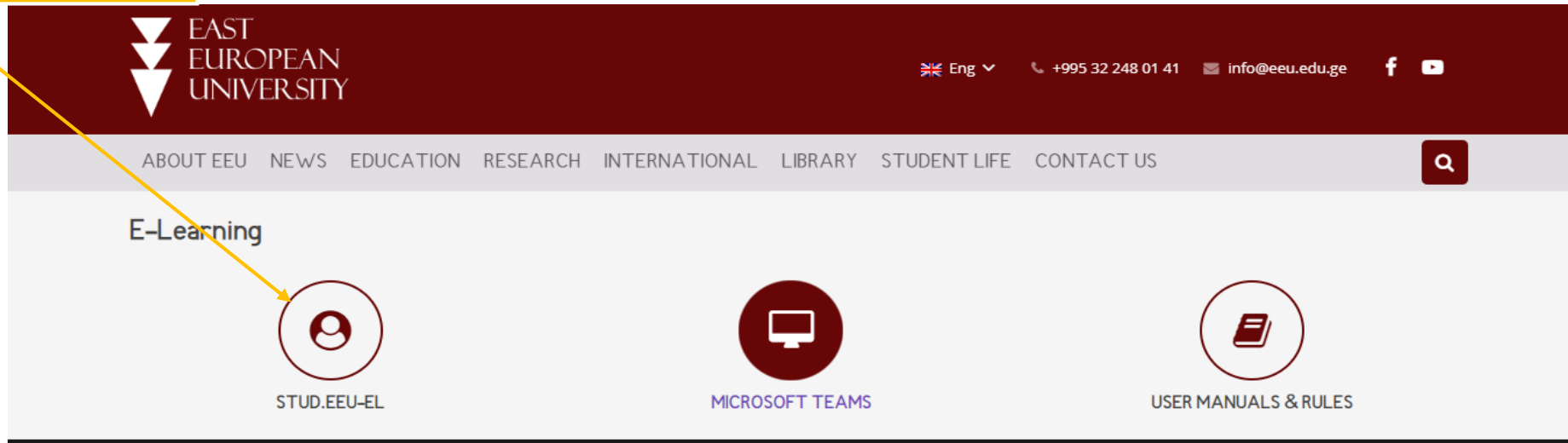
User: STUDENT

Step 1: Visit the official website of East European University: <http://eeu.edu.ge/en/> and click the button „E-LEARNING”



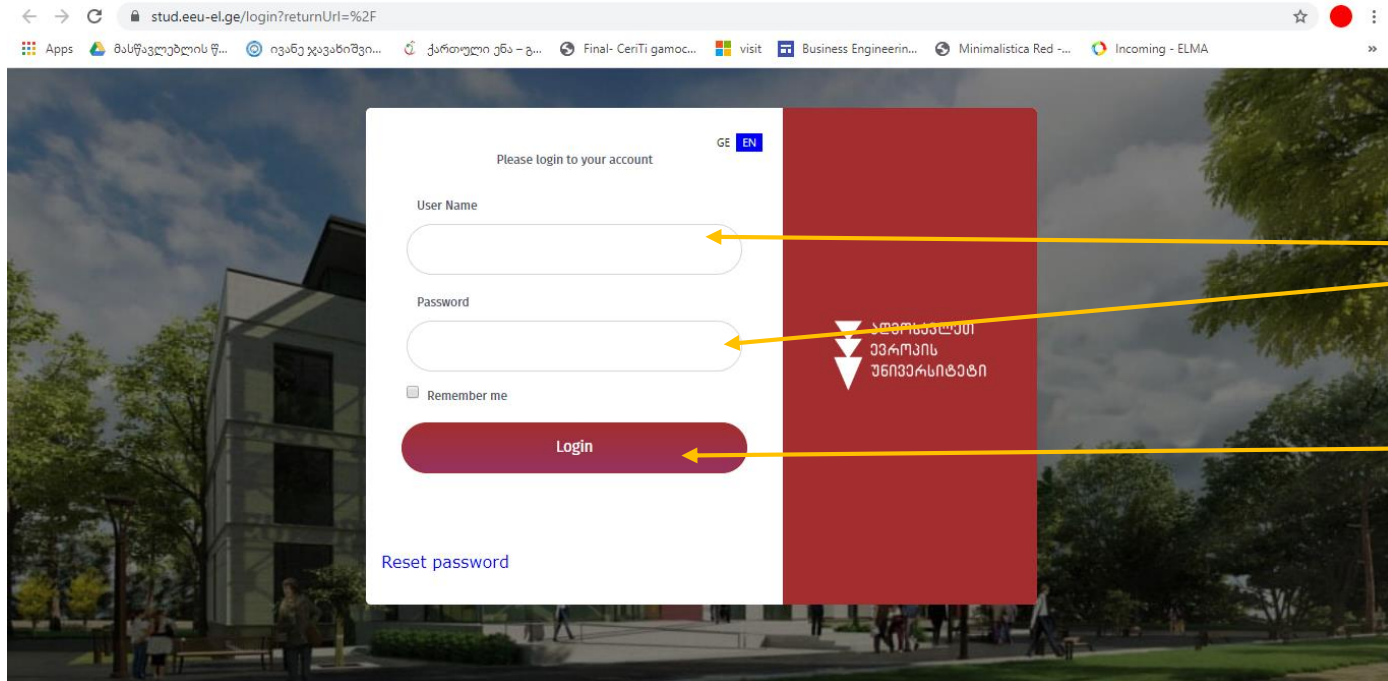
Step 2. How to open LMS of East European University (EEU-EL) and got the password and user for MICROSOFT TEAMS E-LEARNING PROGRAM?

1 – <http://stud.eeu-el.ge>



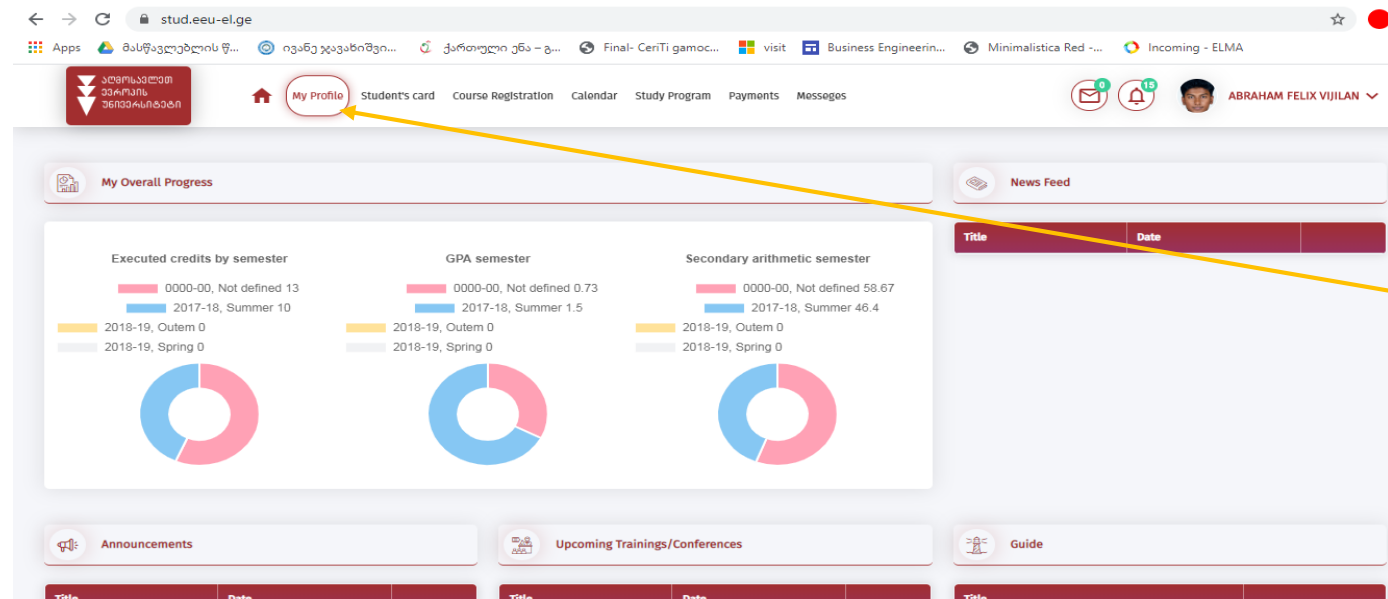
The screenshot shows the login page for the LMS. At the top, there is a language selector with 'GE' and 'EN' options. Below it, the text 'გთხოვთ, შეხვიდეთ თქვენს ანგარიშზე' (Please log in to your account) is displayed. There are two input fields: 'მომხმარებელი' (Username) and 'პაროლი' (Password). A checkbox labeled 'დამიმახსოვრე' (Remember me) is present. A red button labeled 'შესვლა' (Login) is at the bottom. A link 'პაროლის აღდგენა' (Forgot password) is located at the bottom left. On the right side, there is a dark red vertical bar with the university logo and name in Georgian: 'აღმოსავლეთ ევროპის უნივერსიტეტი' (East European University).

2. Change the language



3. your username and password are your passport number.

Enter your passport number and click the button: „login”



4. from the main menu choose the button „my profile”

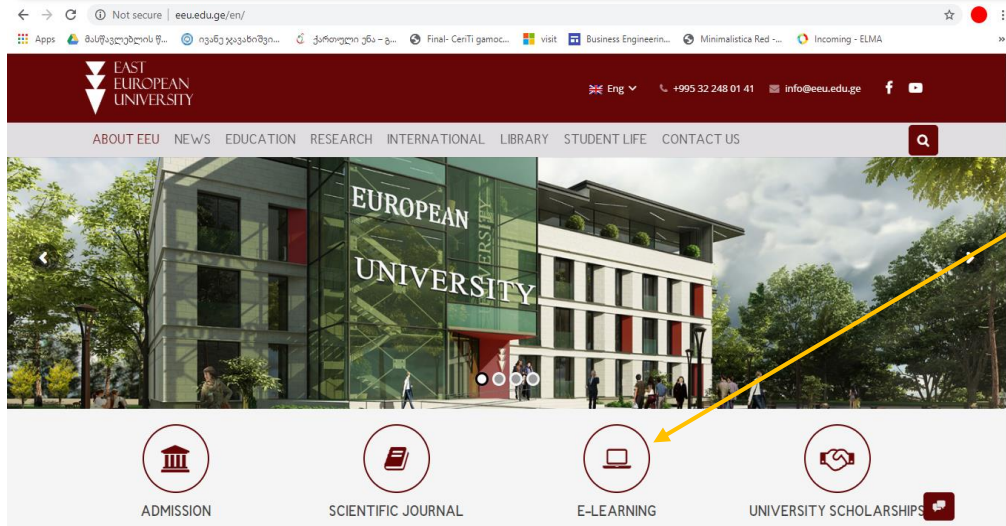
Here are your user and password for distance learning program - MS teams

The screenshot shows a web application interface for a student profile. The top navigation bar includes a home icon, 'My Profile' (circled in red), 'Student's card', 'Course Registration', 'Calendar', 'Study Program', 'Payments', and 'Messages'. On the right, there are icons for messages (8), notifications (15), and a user profile picture. The left sidebar contains menu items: Profile, contact information (highlighted), Education / Activities, Orders, and Documents. The main content area is titled 'My Profile' and contains a table of contact information. The table has columns for '#', 'Category', 'Description', 'Language', and 'Delete'. The data rows are as follows:

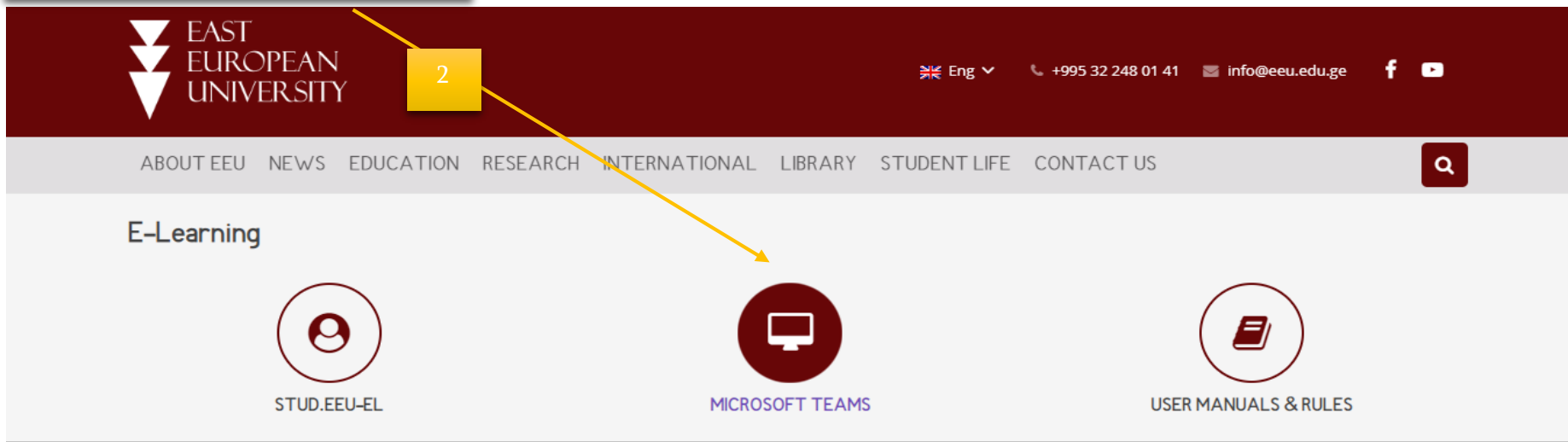
#	Category	Description	Language	Delete
0	The actual address			Delete
1	mobile			Delete
2	e-mail			Delete
3	Email (for distance learning)	lan@eeu.edu.ge		Delete
4	Password (for distance learning)	Hom		Delete

Step 3: HOW TO DOWNLOAD MICROSOFT TEAMS PROGRAM

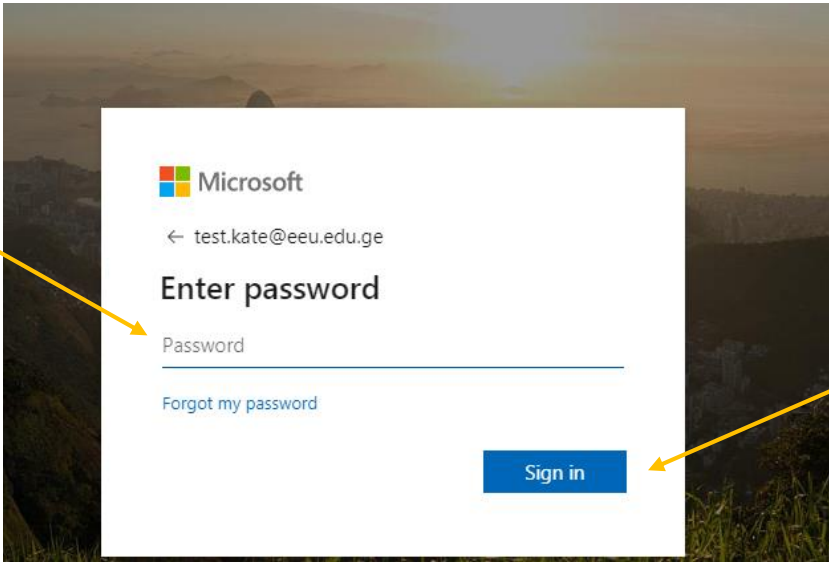
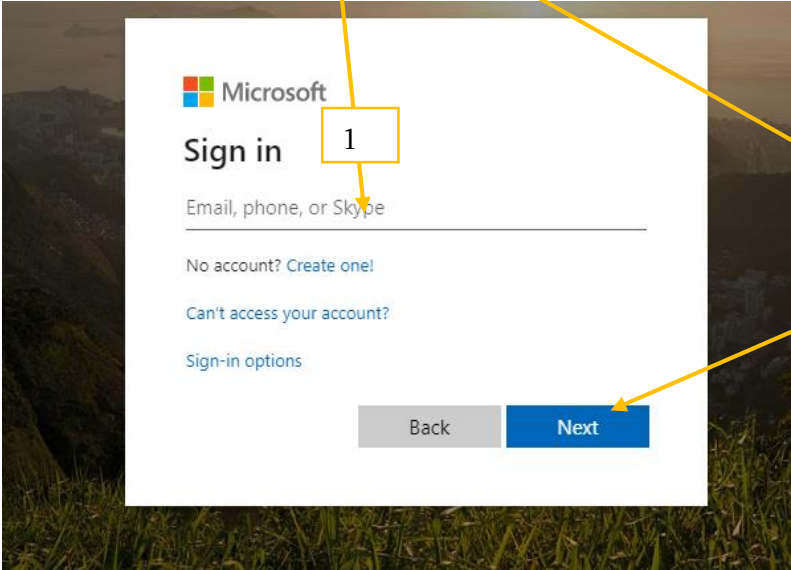
A) Visit the official website of East European University: <http://eeu.edu.ge/en/> and click the button „E-LEARNING”



Click the button „Microsoft TEAMS”



B) Enter your user and password which are shown on your LMS: <http://stud.eeu-el.ge>



C) Update your password and create new password to make it harder for others to guess the password. New password must contain complex character. Add complex characters such as numbers, capital letters, and symbols like \$,% and #

Microsoft
test.kate@eeu.edu.ge

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

1

2

3

Microsoft
test.kate@eeu.edu.ge

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Enter your phone number

Microsoft Test.kate@eeu.edu.ge | ?

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 1 of the options below.

- ! Authentication Phone is not configured. [Set it up now](#)
- ! Authentication Email is not configured. [Set it up now](#)

finish cancel

D) Select your country and enter your phone number to get a verification code. Fill in the verification code which you received to your phone and click „veiffy” and finally click „finish”

Microsoft

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

text me call me

back

Microsoft

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

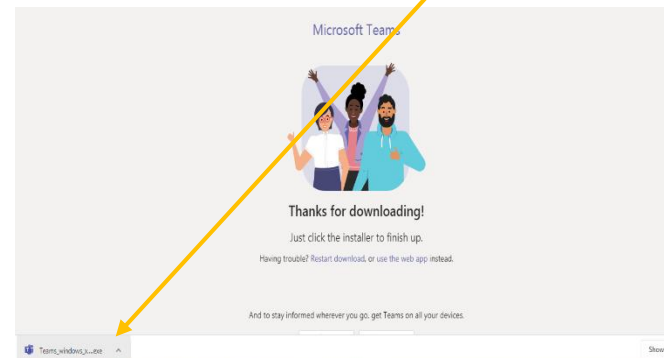
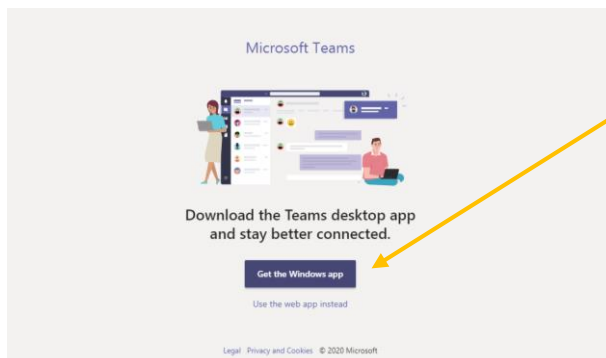
text me call me

We've sent a text message containing a verification code to your phone.

verify

back

E) Download „Microsoft teams” program. Click the button: „ get the windows app” and then click the installer to finish



F) open downloaded program and enter e-mail (provided by university) and password created by yourself

