

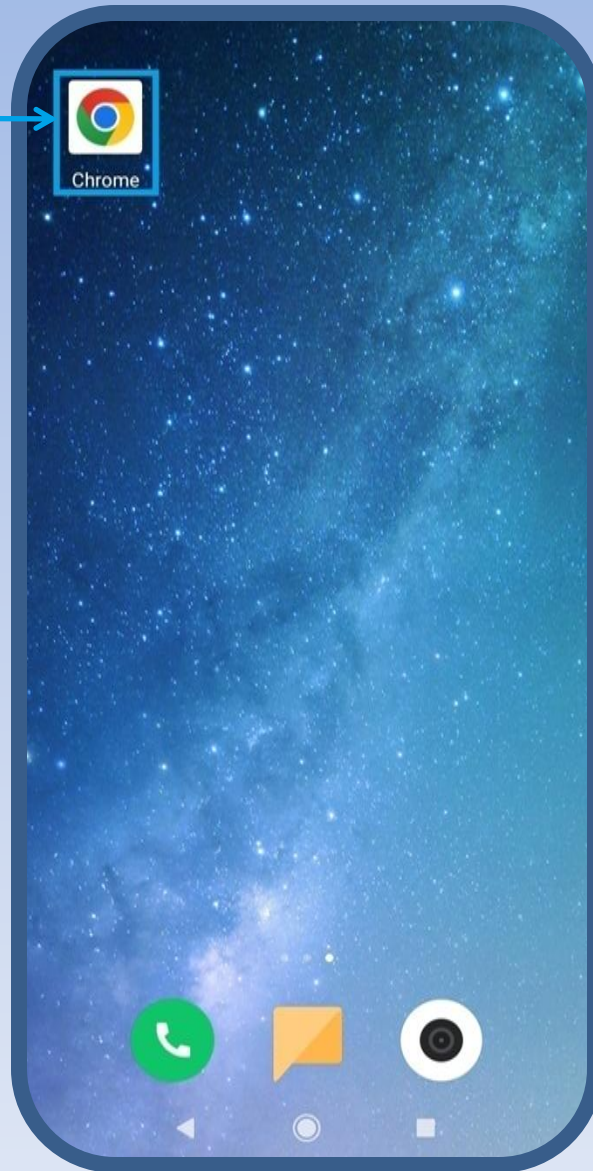
Akademija strukovnih studija Šumadija,
Odsek Aranđelovac



**Uputstvo za kreiranje i korišćenje
Microsoft naloga**

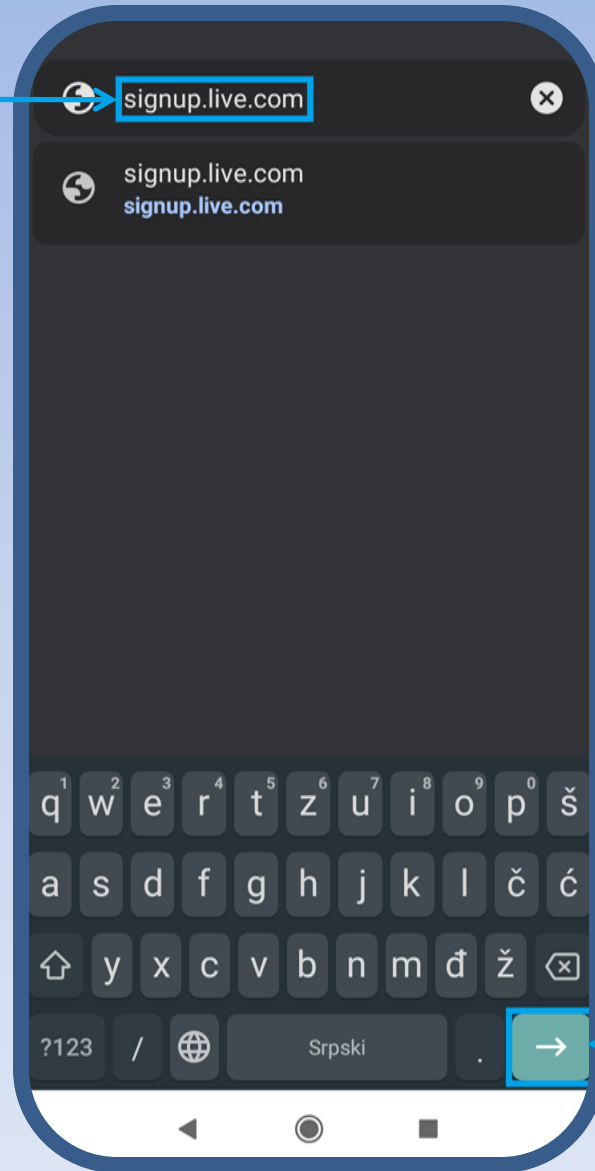
Kreiranje naloga

1. Pokrenuti pregledač
(*Chrome, Firefox, Edge ili drugi*)



Kreiranje naloga

2. Upisati adresu
signup.live.com



3. Kliknuti
Enter

Kreiranje naloga

4. Upisati mejl u formatu *ime.srednjeSlovo.prezime*

Microsoft
Create account

ime.s.prezime @outlook.com

Use your email instead

Next

Terms of use Privacy & cookies

5. Odabrati domen *@outlook.com*

6. Kliknuti *Next*

Kreiranje naloga

7. Upisati lozinku

8. Odčekirati opciju

9. Kliknuti *Next*

Microsoft

← ime.s.prezime@outlook.com

Create a password

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

.....

Show password

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

[Terms of use](#) [Privacy & cookies](#)

Kreiranje naloga

10. Upisati ime

11. Upisati prezime

12. Kliknuti *Next*

Microsoft

← ime.s.prezime@outlook.com

What's your name?

We need just a little more info to set up your account.

Ime

Prezime

Next

Terms of use Privacy & cookies

Kreiranje naloga

13. Odaberi region

14. Odaberi mesec, dan i godinu rođenja

Microsoft

← ime.s.prezime@outlook.com

What's your birthdate?

If a child uses this device, select their date of birth to create a child account.

Country/region

Serbia

Birthdate

January 1 2000

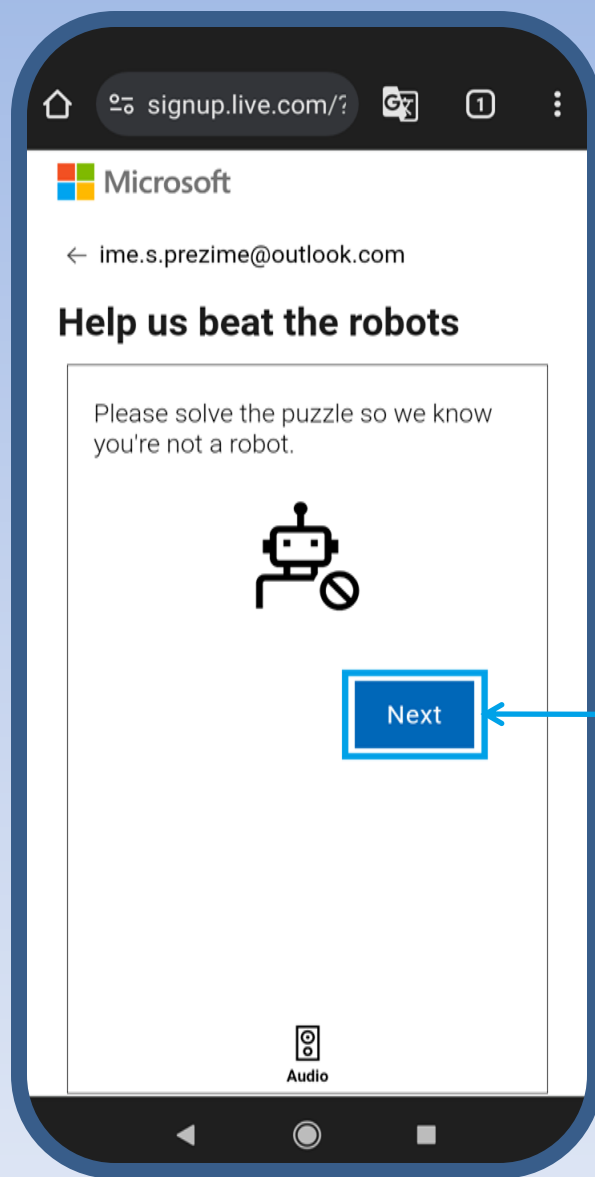
A child account enables you to enforce parental controls and impose usage limits for this device for reasons of privacy and safety. You can manage these settings using our Family Safety app. Learn more at <https://aka.ms/family-safety-app>

Next

Terms of use Privacy & cookies

15. Kliknuti *Next*

Kreiranje naloga



16. Kliknuti
Next

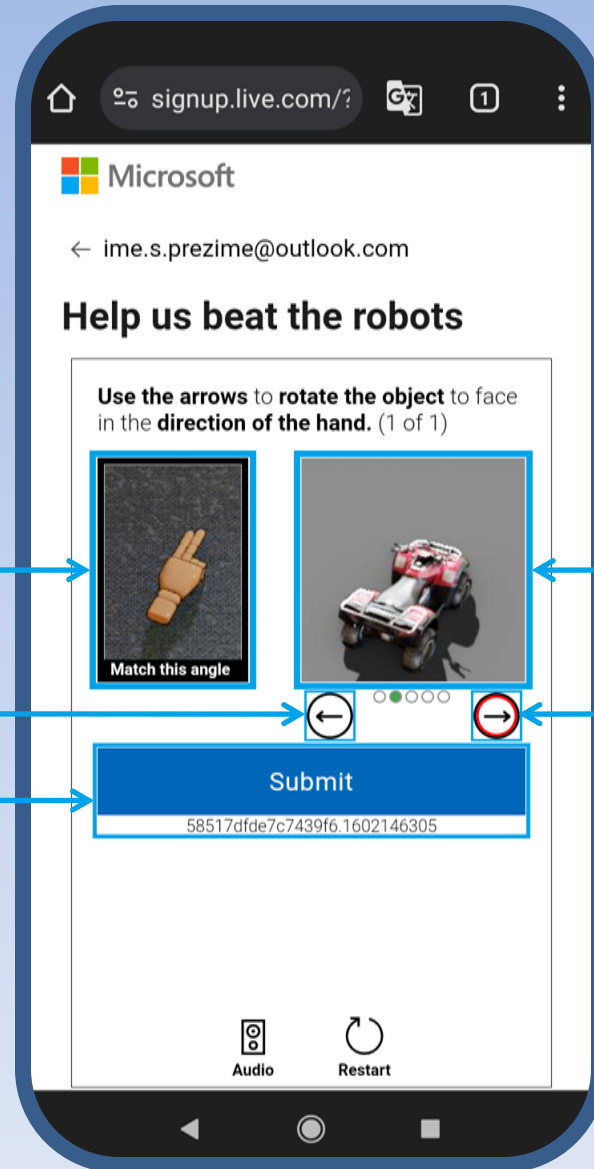
Kreiranje naloga

Klikom na Dugme 1 ili Dugme 2 postaviti da Slika 2 bude u položaju kao na Slici 1

17. Slika 1

19. Dugme 1

21. Kliknuti Submit

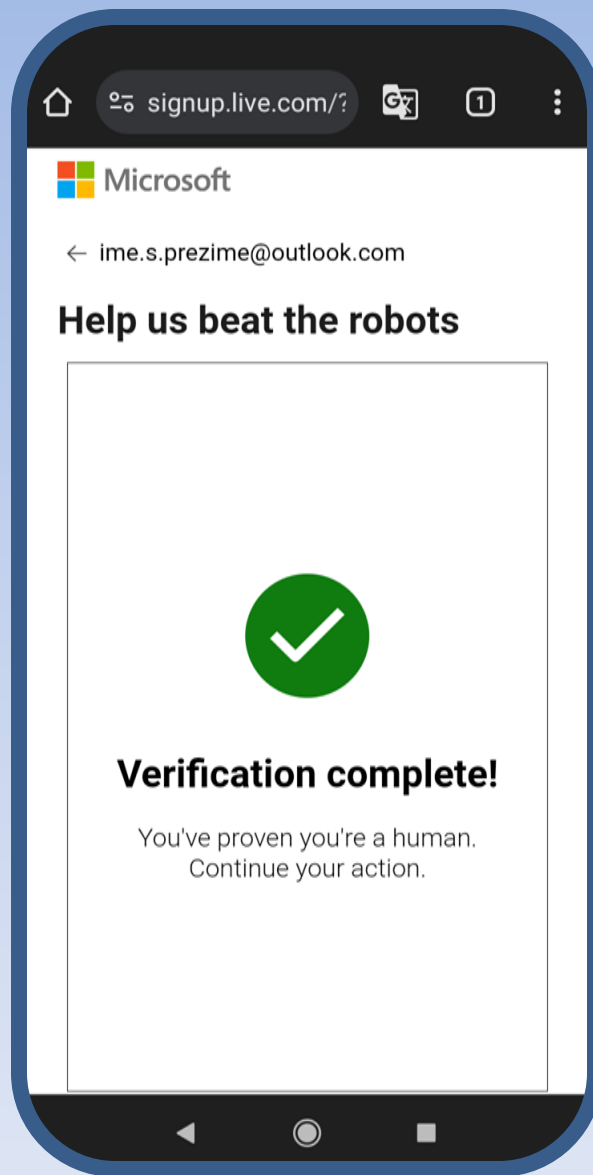


18. Slika 2

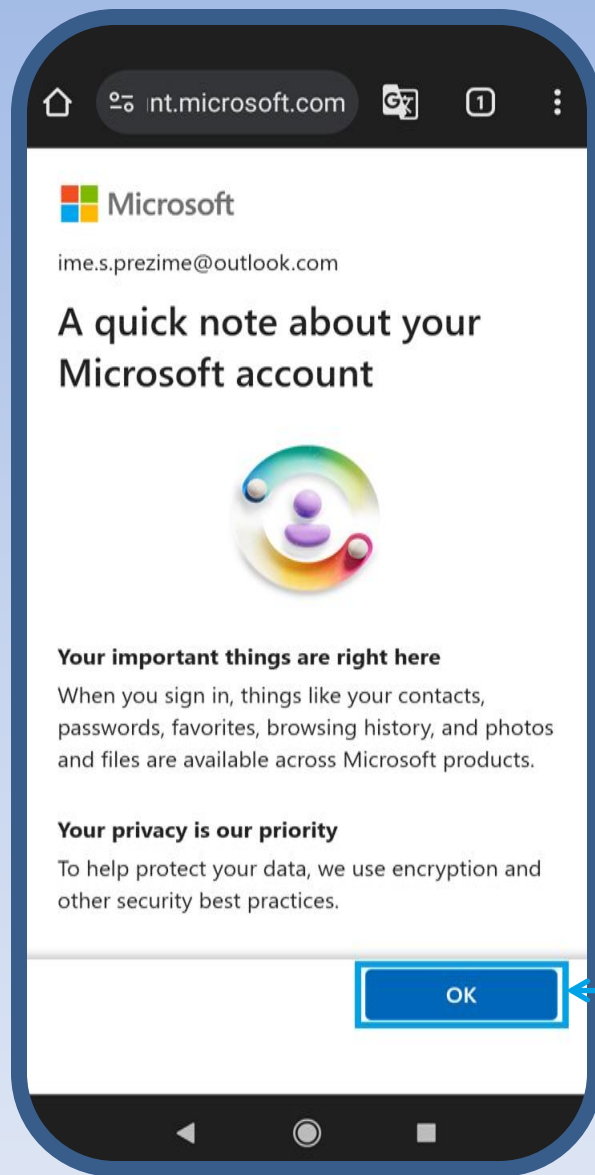
20. Dugme 2

Kreiranje naloga

*Sačekati par sekundi
da se verifikacija
dovrši*



Kreiranje naloga



22. Kliknuti
OK

Kreiranje naloga

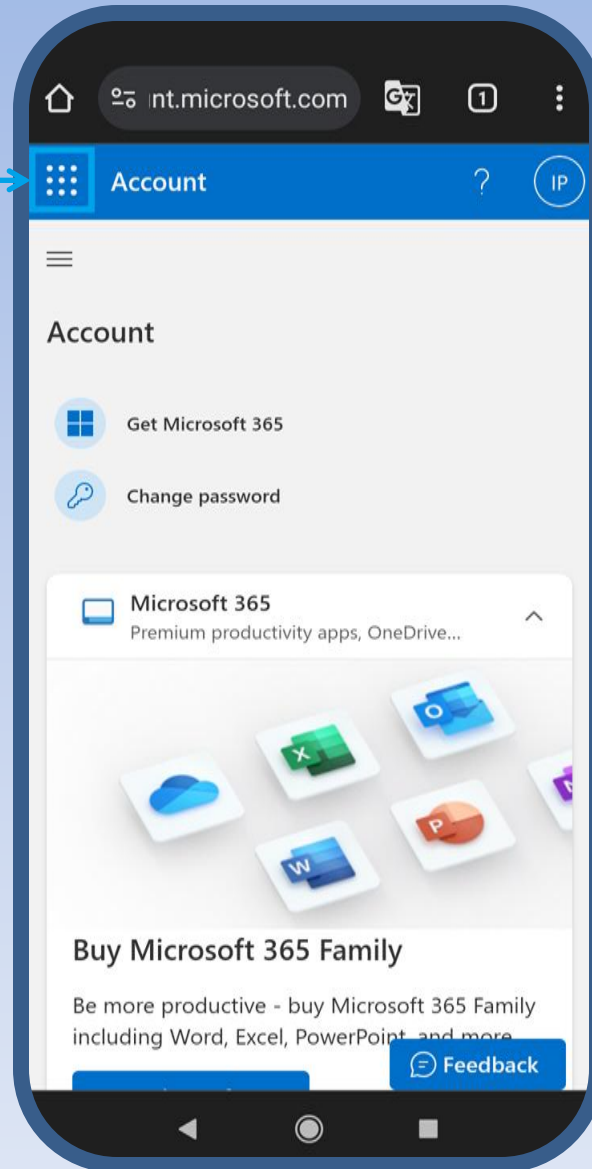
23. Čekirati opciju

24. Kliknuti *No*



Korišćenje naloga

1. Kliknuti na devet tačkica



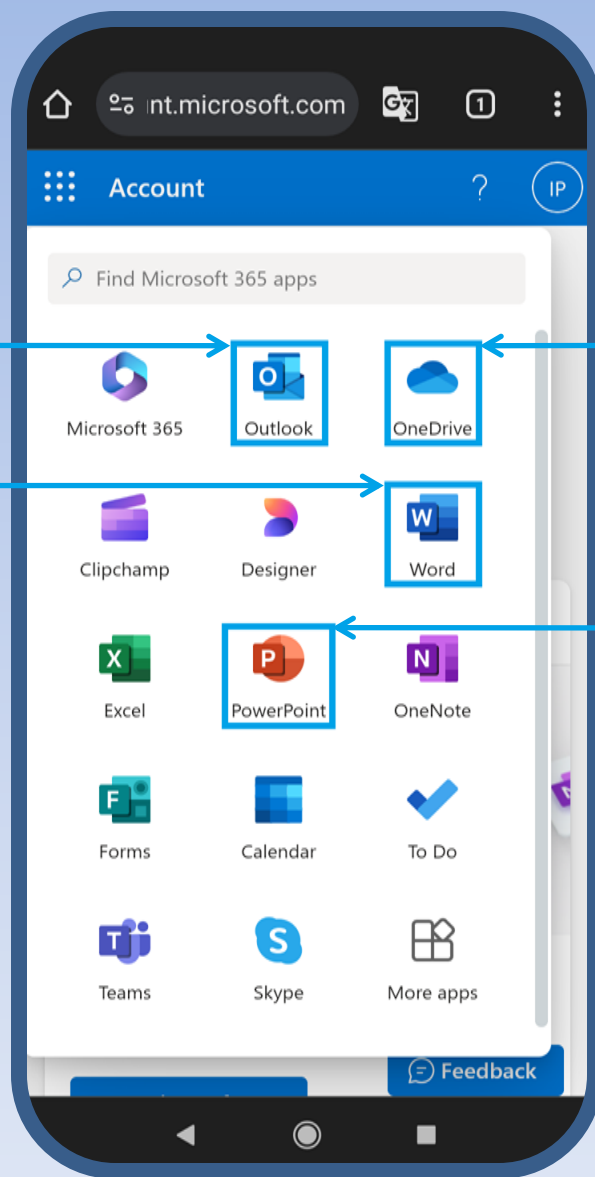
Korišćenje naloga

2. Za korišćenje mejla odabrati *Outlook*

4. Za uređivanje dokumenata odabrati *Word*

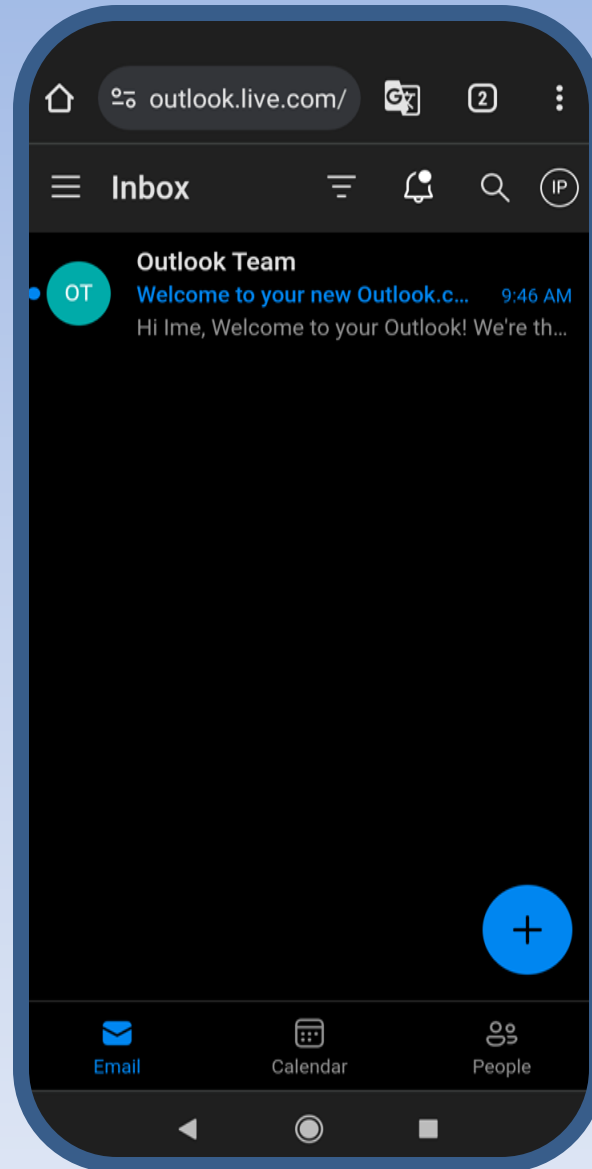
3. Za korišćenje klada odabrati *OneDrive*

5. Za uređivanje prezentacija odabrati *PowerPoint*

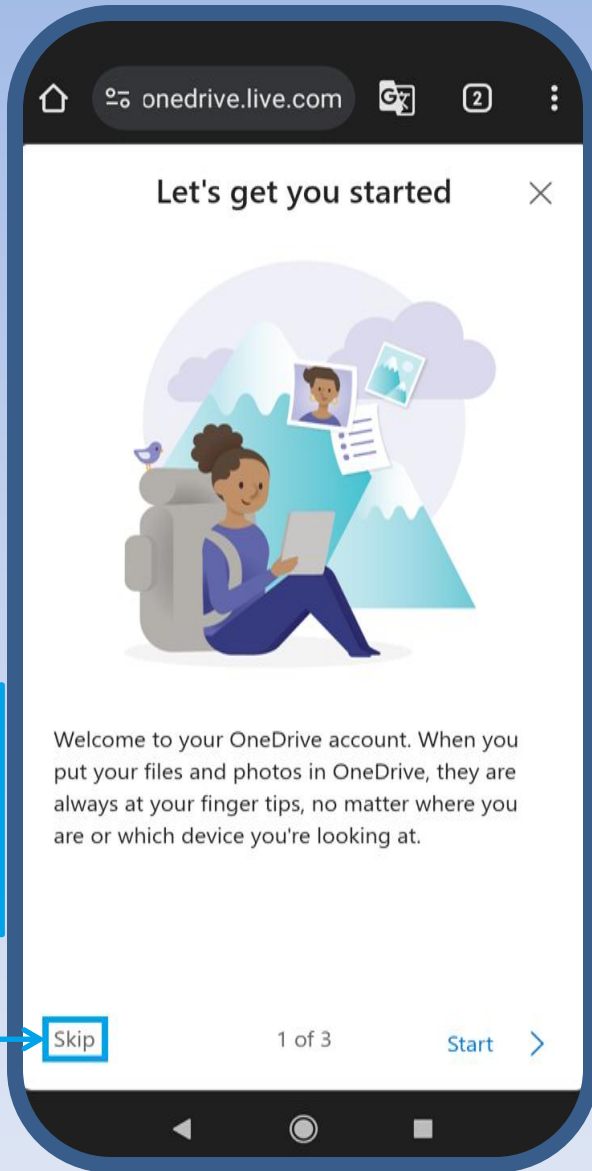


Interfejs Outlook aplikacije

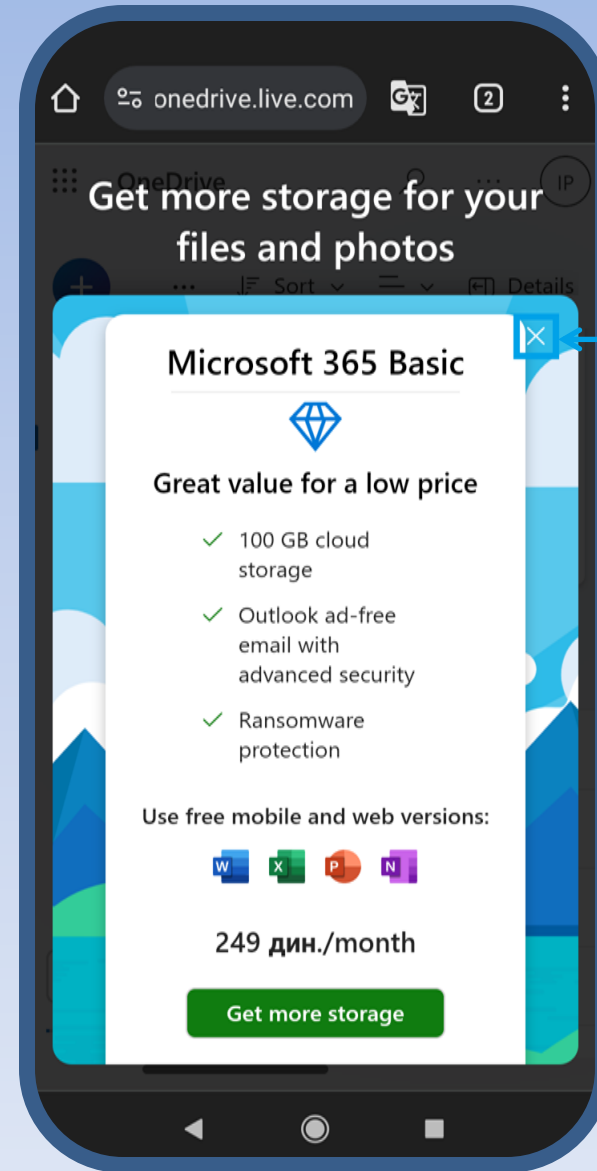
*Prikaz primljenih
mejlova u inboksu*



Interfejs OneDrive aplikacije

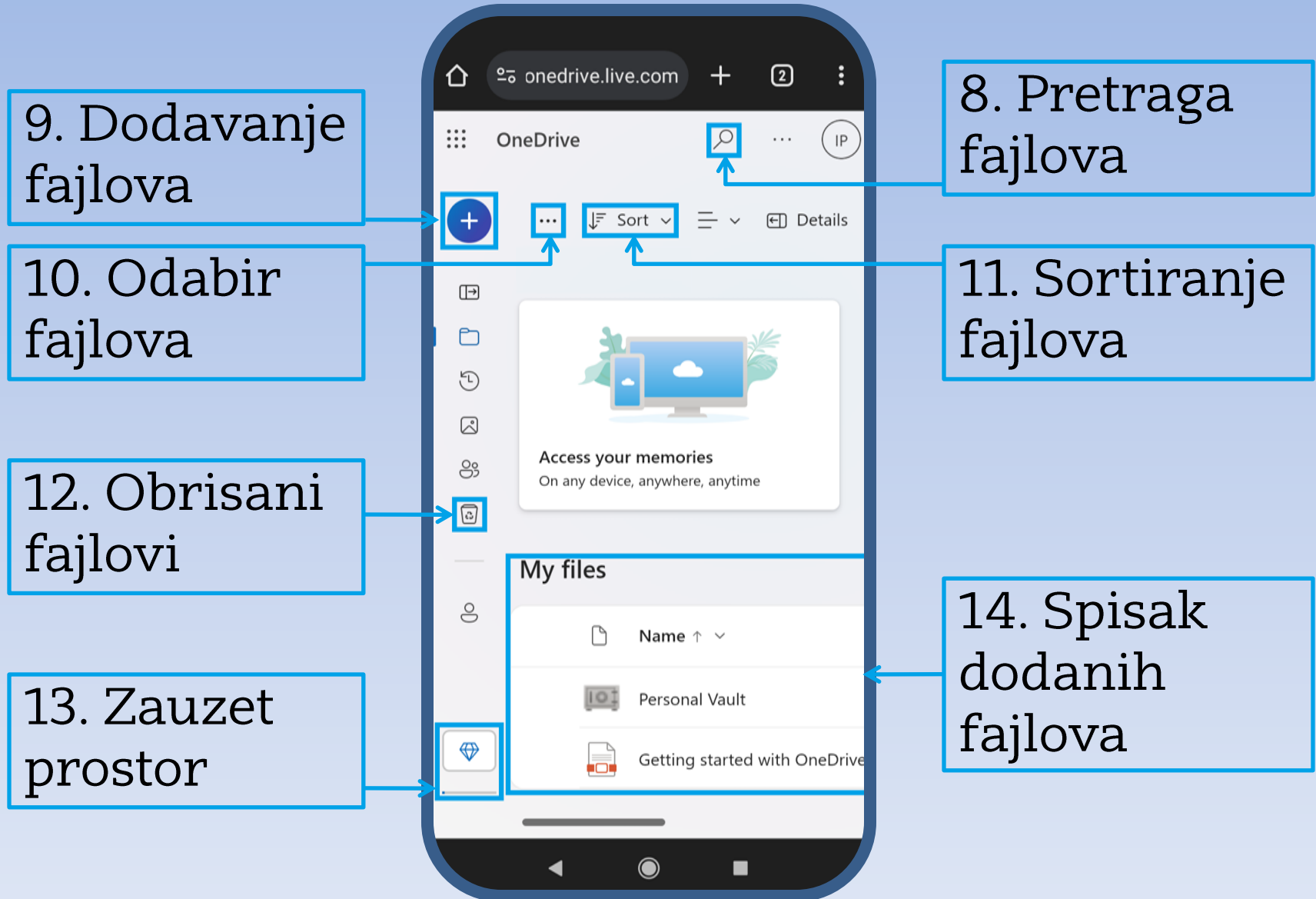


6.
Kliknuti
Skip



7.
Kliknuti
X

Korišćenje OneDrive aplikacije

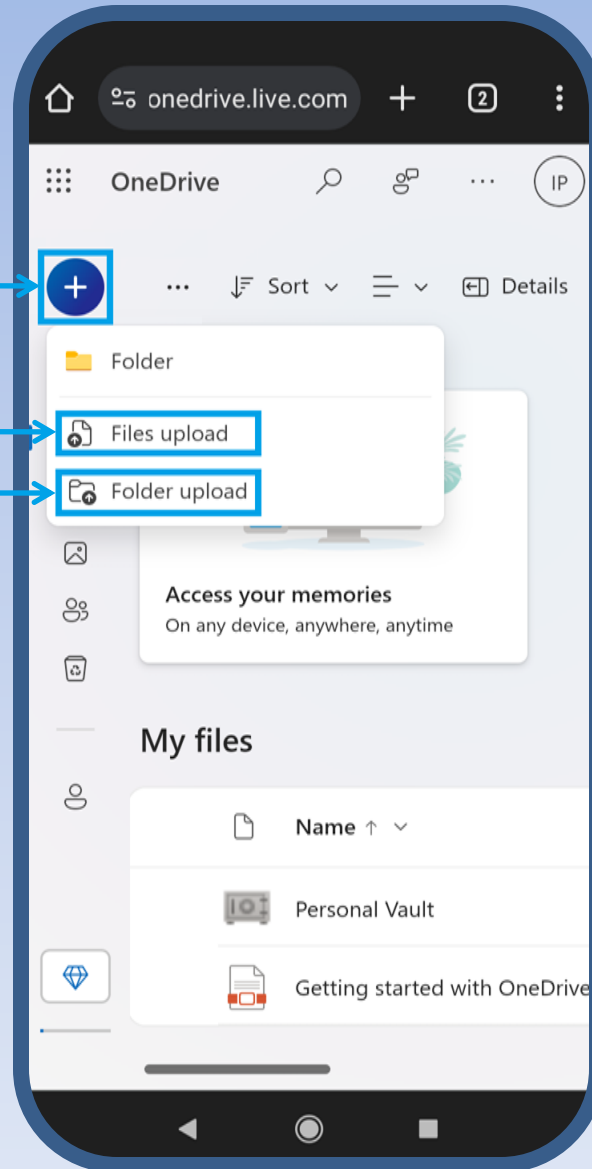


Dodavanje fajlova/foldera

15. Kliknuti +

16. Dodavanje fajlova

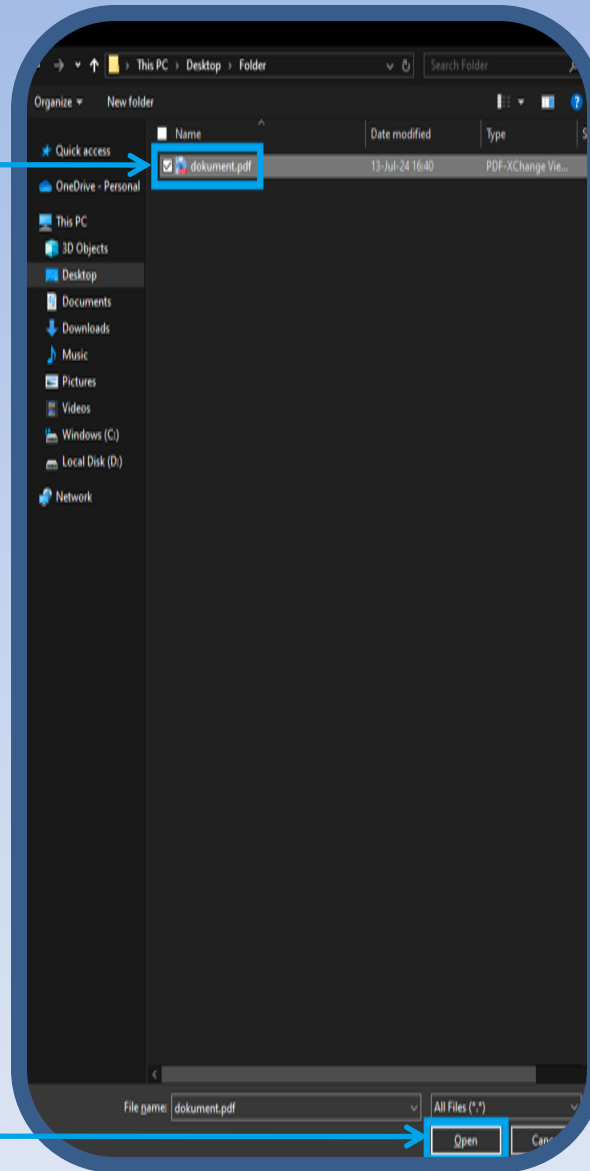
17. Dodavanje foldera



Kada se radi sa računara, u klad folder se fajlovi prebacuju tako što se mišem "dovuku" iz lokalnog foldera

Dodavanje fajlova

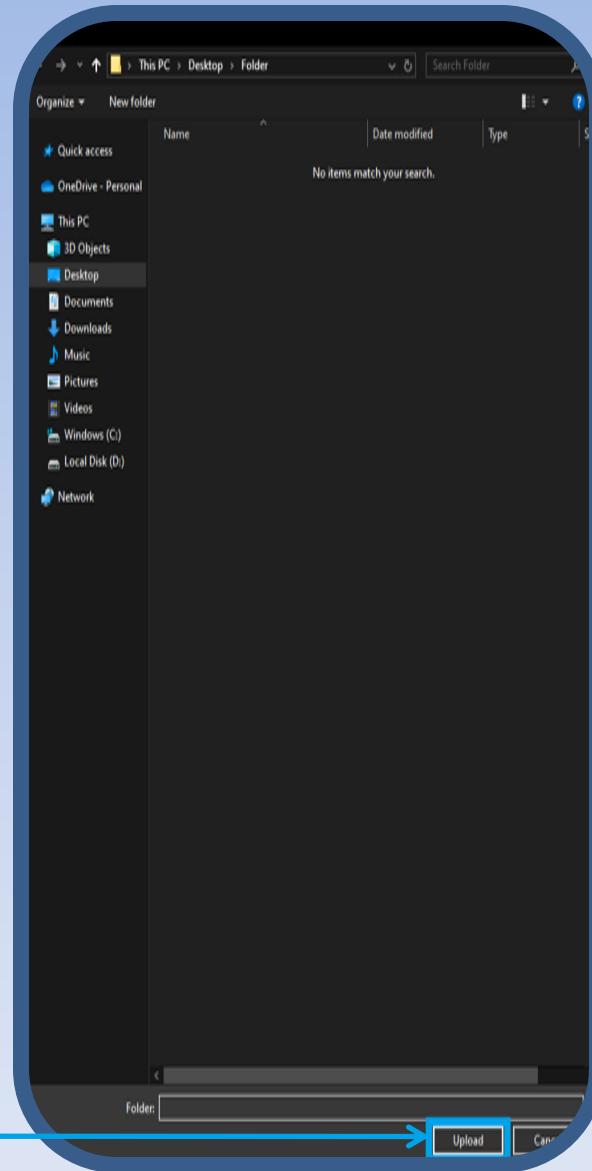
18. Odabrati
fajl



19. Kliknuti
Open

Dodavanje foldera

*Odabrati folder za
aploudovanje*



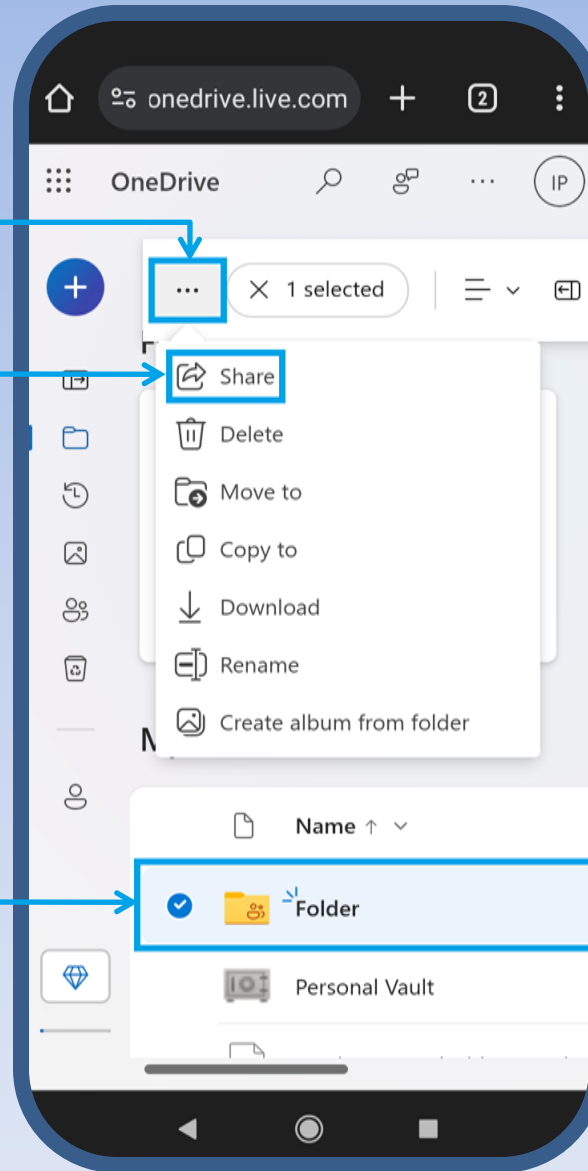
20. Kliknuti
Upload

Deljenje fajlova/foldera

22. Kliknuti na tri tačkice

23. Kliknuti *Share*

21. Odabrati fajl/folder



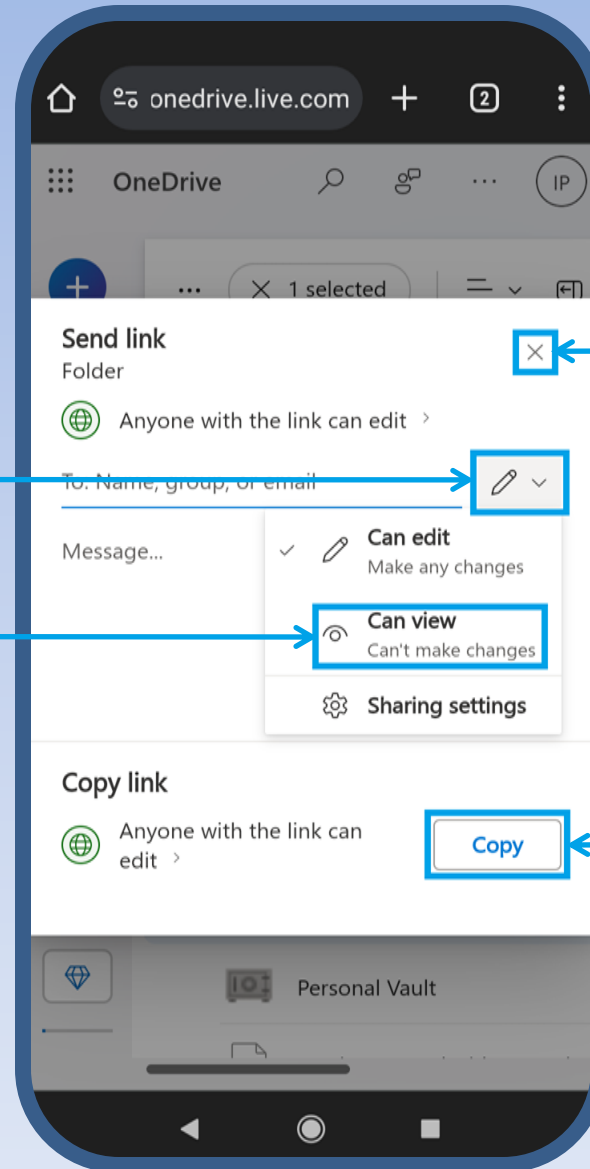
Kreiranje linka za pristup fajlu/folderu

24. Kliknuti na olovku

25. Odabrati *Can view*

27. Kliknuti X

26. Kliknuti *Copy*

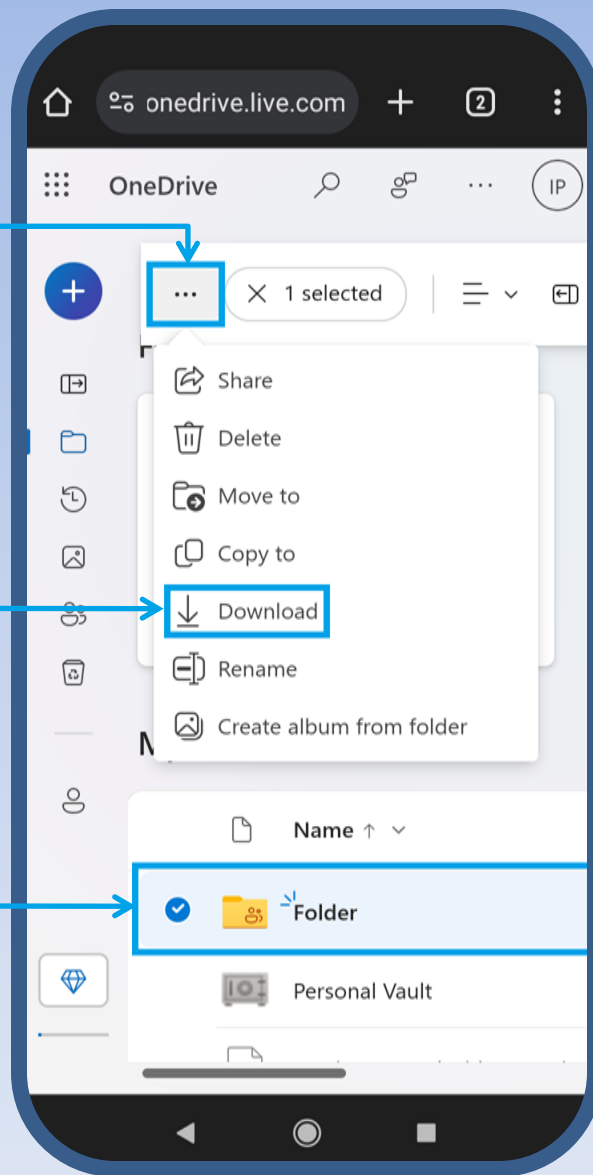


Preuzimanje fajlova/foldera

29. Kliknuti na tri tačkice

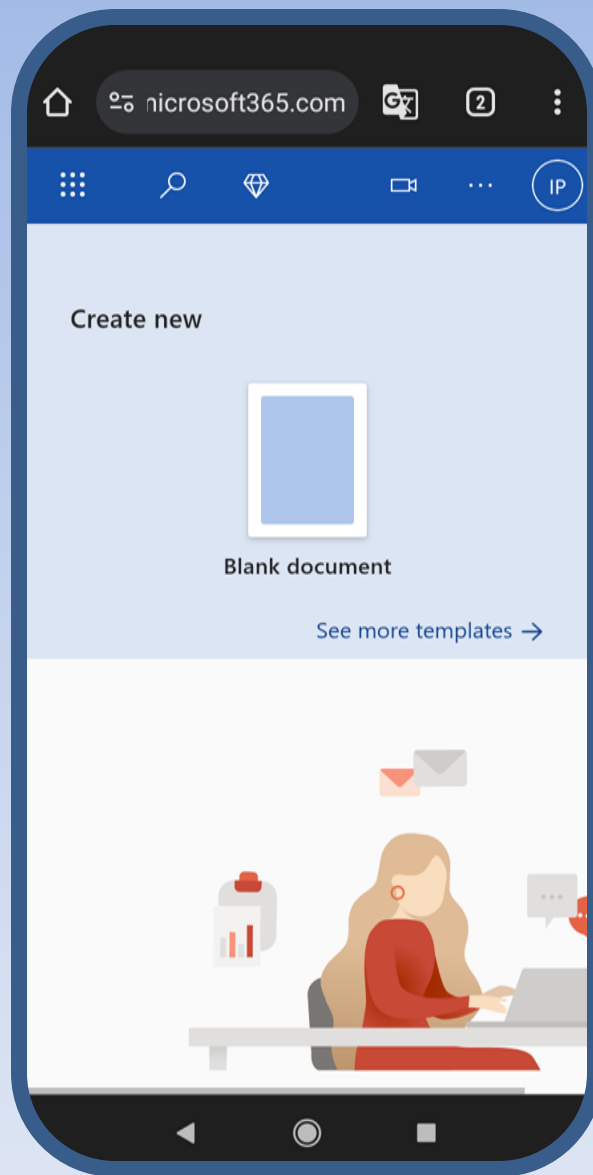
30. Kliknuti *Download*

28. Odabrati fajl/folder



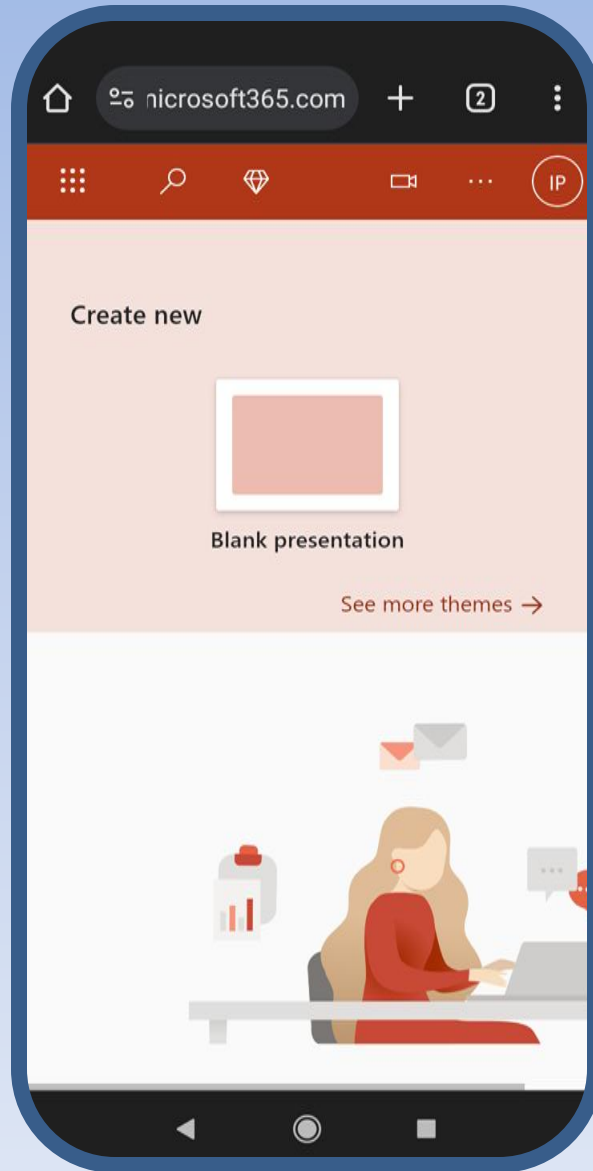
Interfejs Word aplikacije

Odabрати templejt po želji

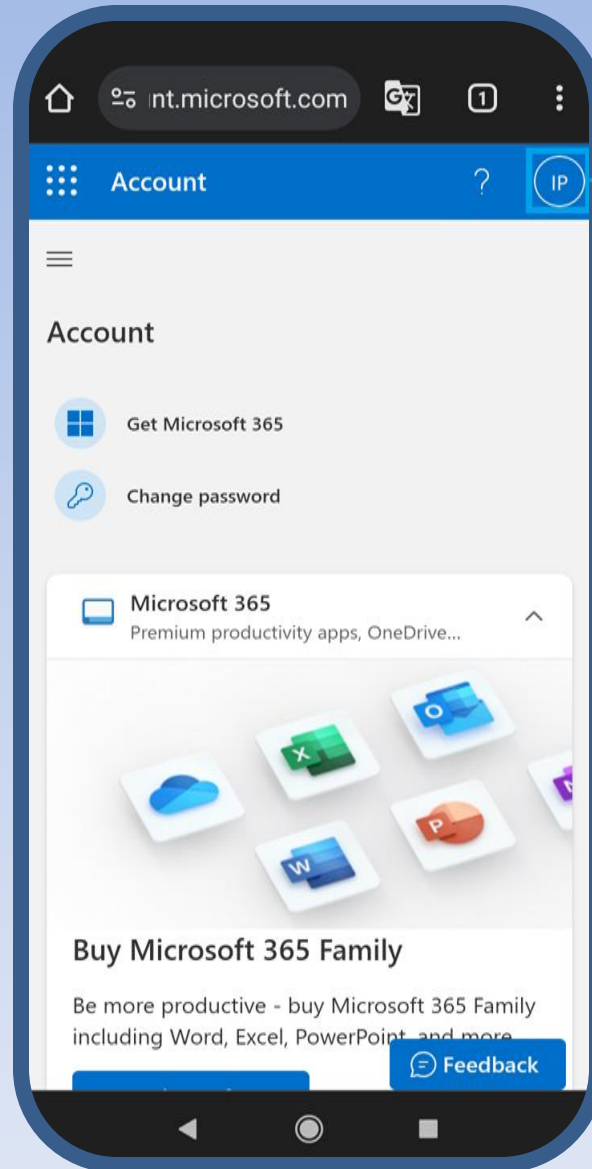


Interfejs PowerPoint aplikacije

Odabrati temu po želji



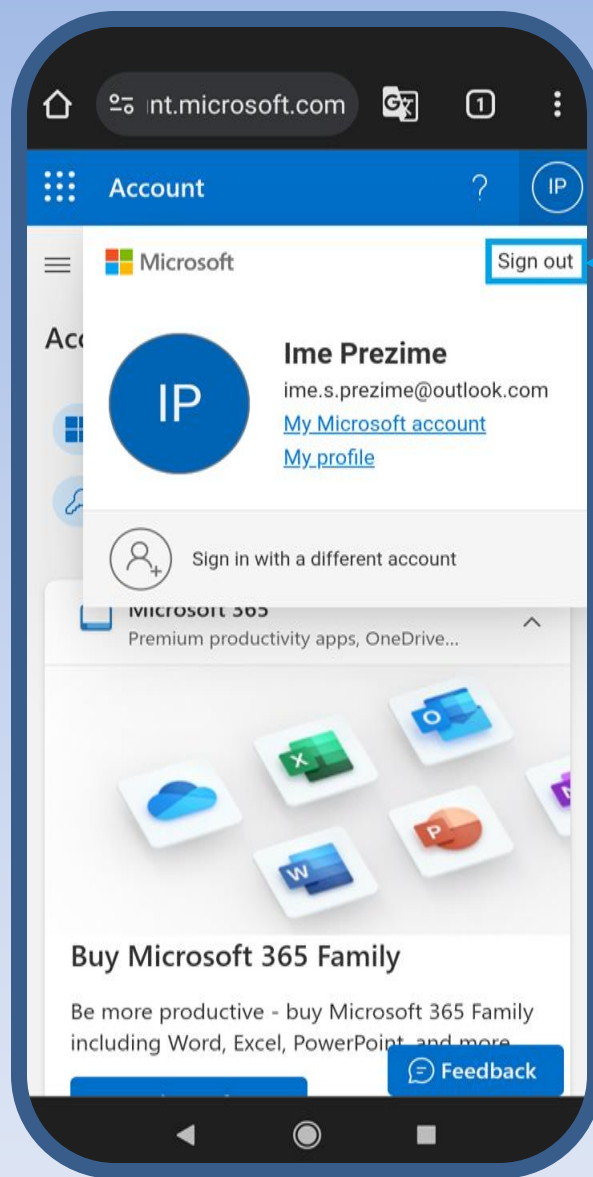
Odjavljivanje sa naloga



1. Kliknuti
na inicijale

Odjavljivanje sa naloga

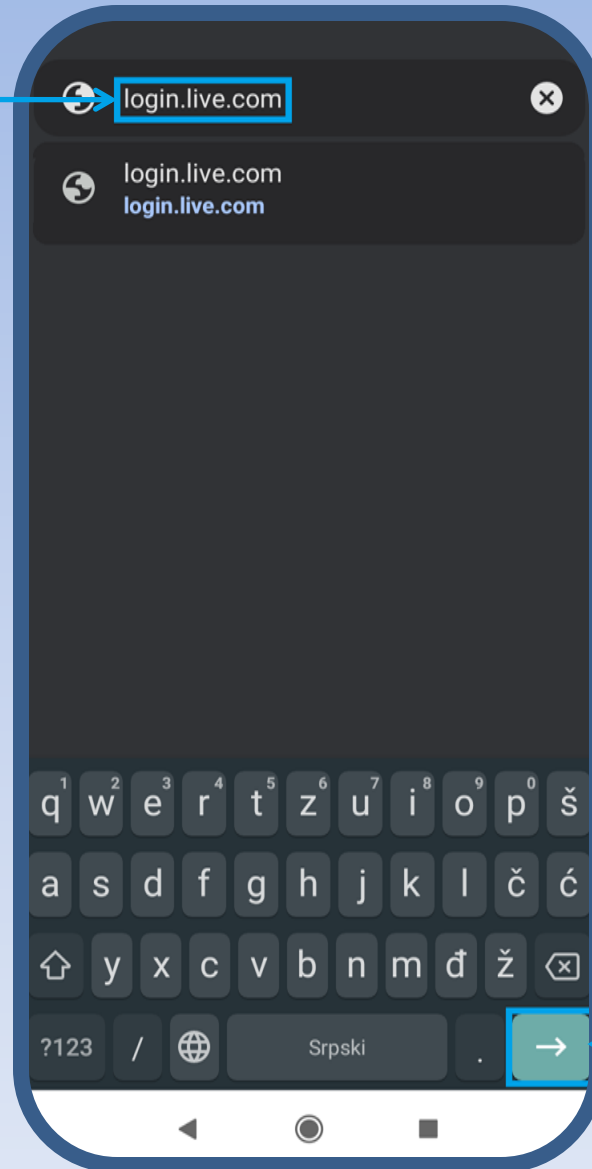
*Nakon odjavljivanja
zatvoriti pregledač*



*2. Kliknuti
Sign out*

Prijavljivanje na nalog

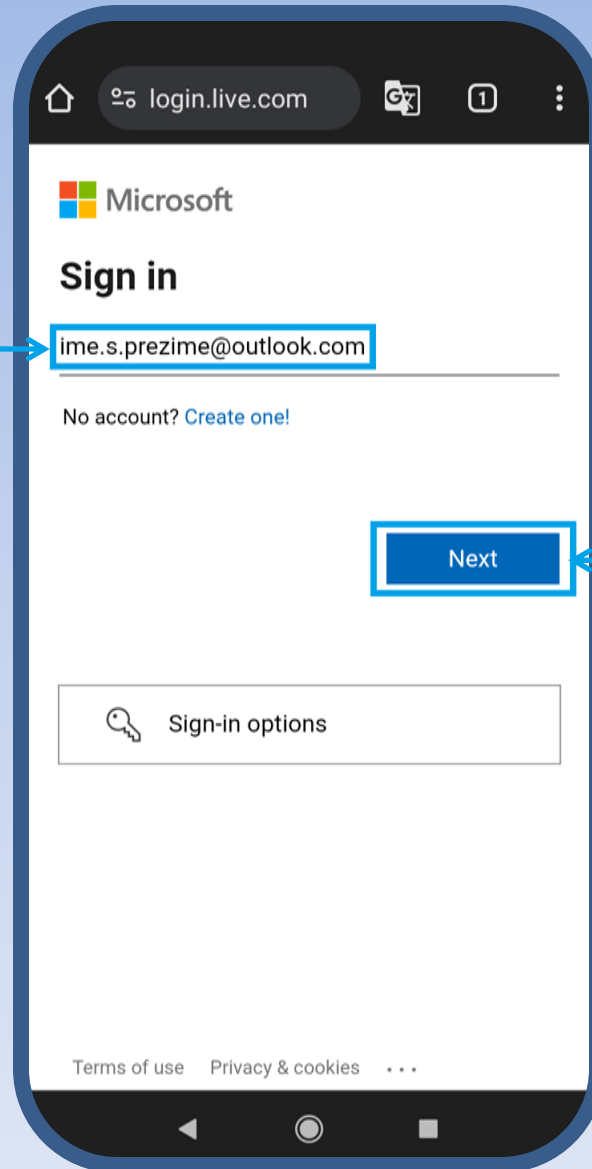
1. Upisati adresu
login.live.com



2. Kliknuti
Enter

Prijavljivanje na nalog

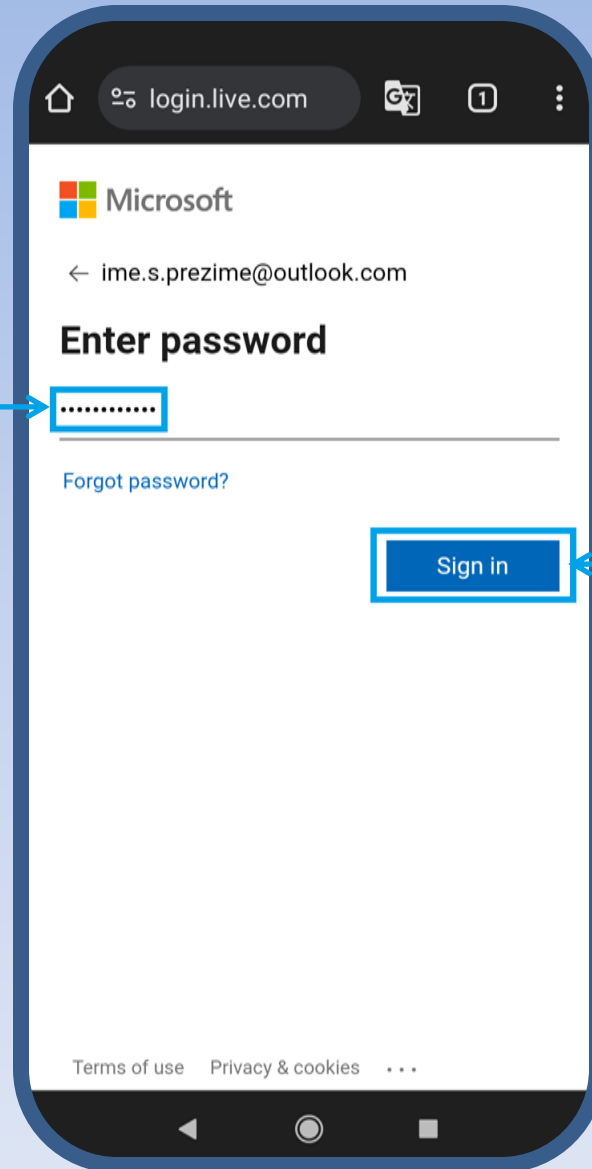
3. Upisati
mejl



4. Kliknuti
Next

Prijavljivanje na nalog

5. Upisati lozinku



6. Kliknuti
Sign in