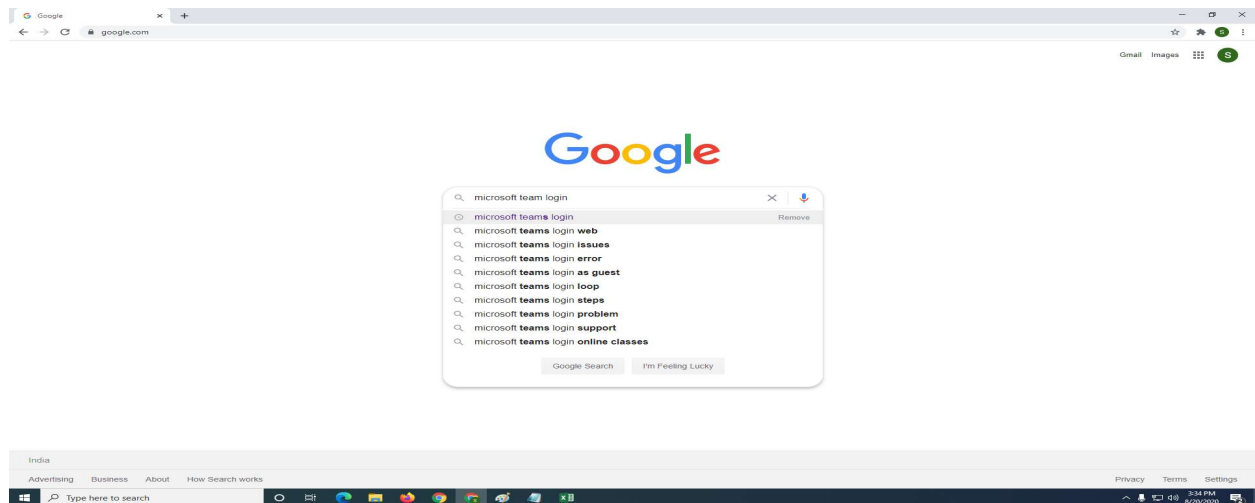


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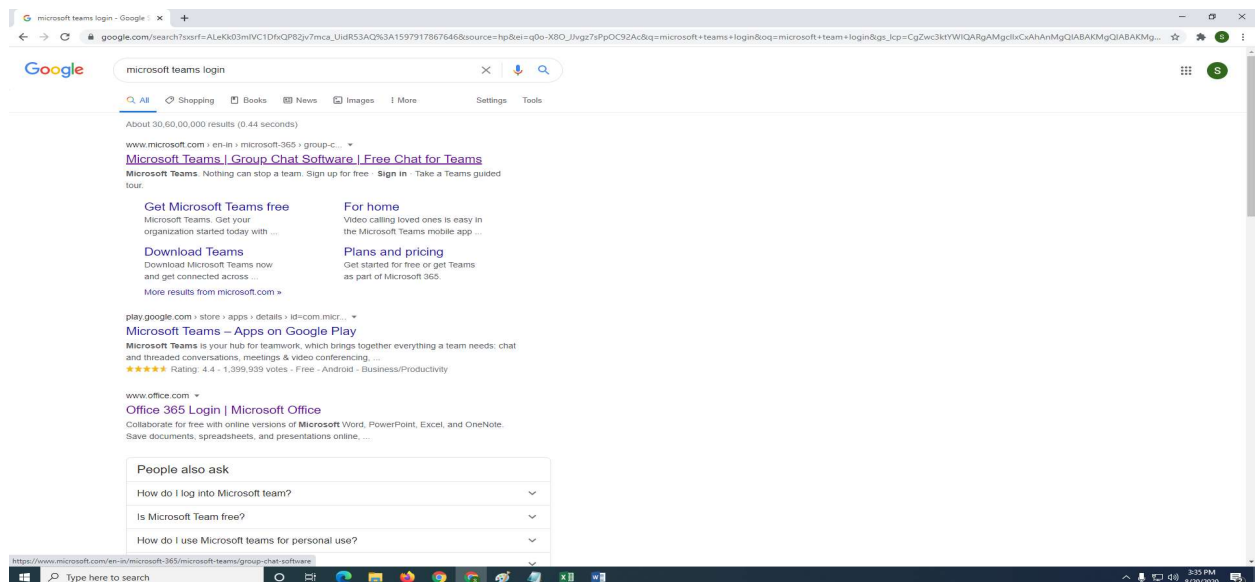
ONLINE CLASSES on MICROSOFT TEAM

(Suggestion: Do Not Download team apps, better use it with browser)

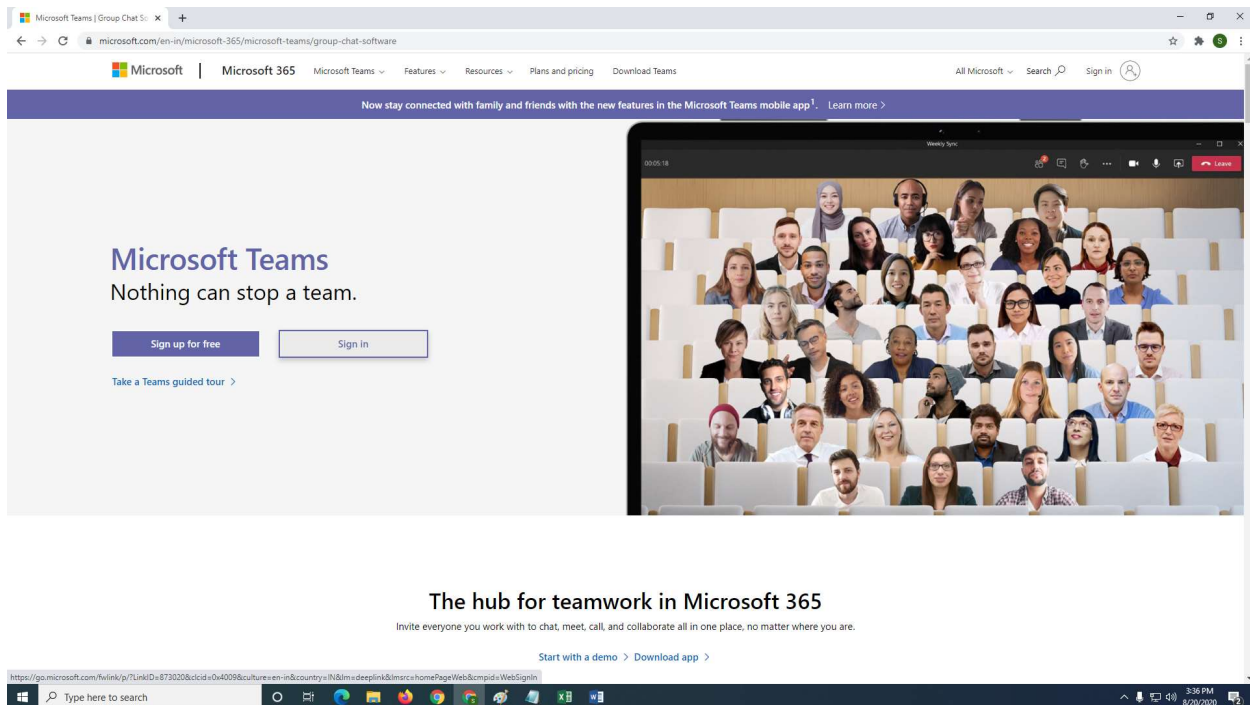
Step 1: Go to Google and search “Microsoft Team Login”



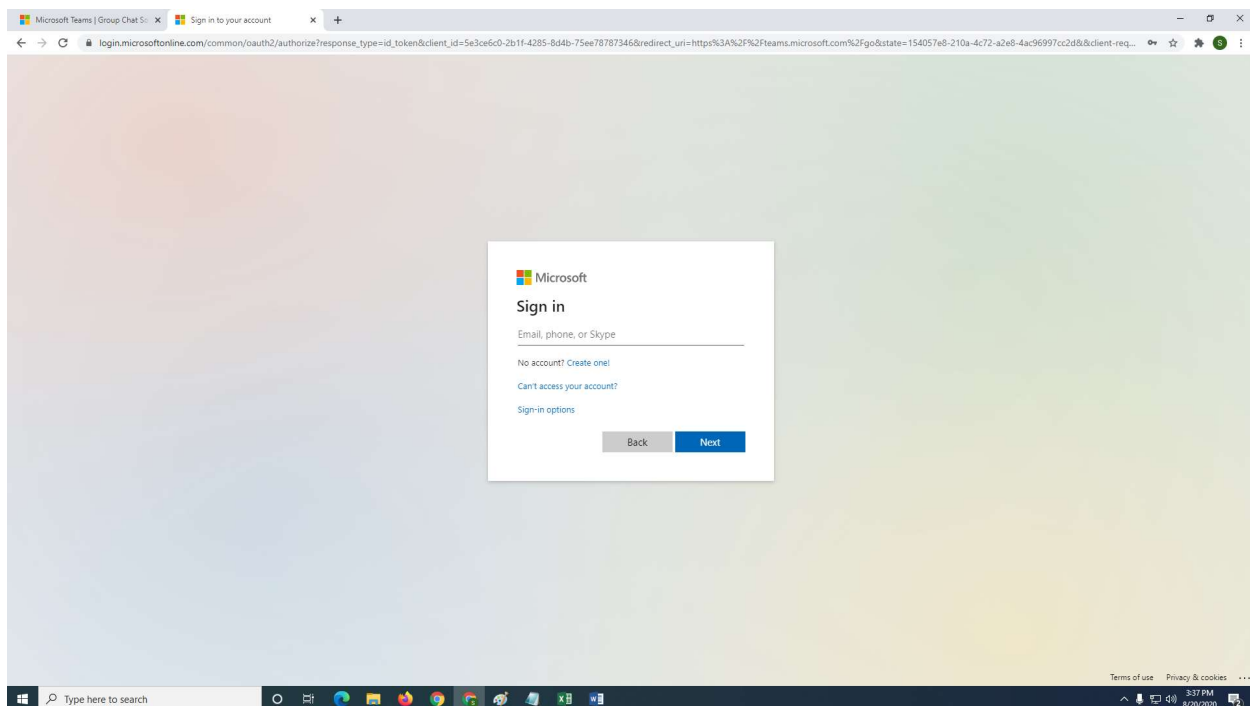
Step 2: You will see the link, click to first link.



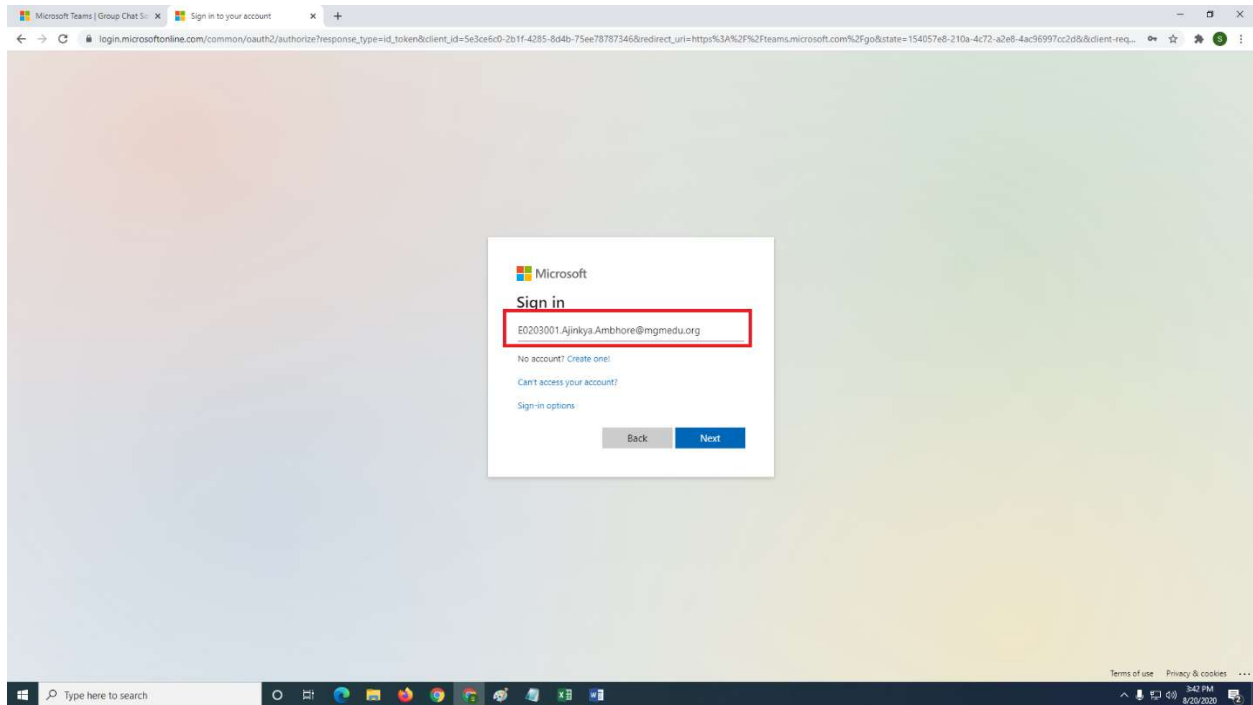
Step 3: After clicking, you will see the following Page: Click on “Sign In” button.



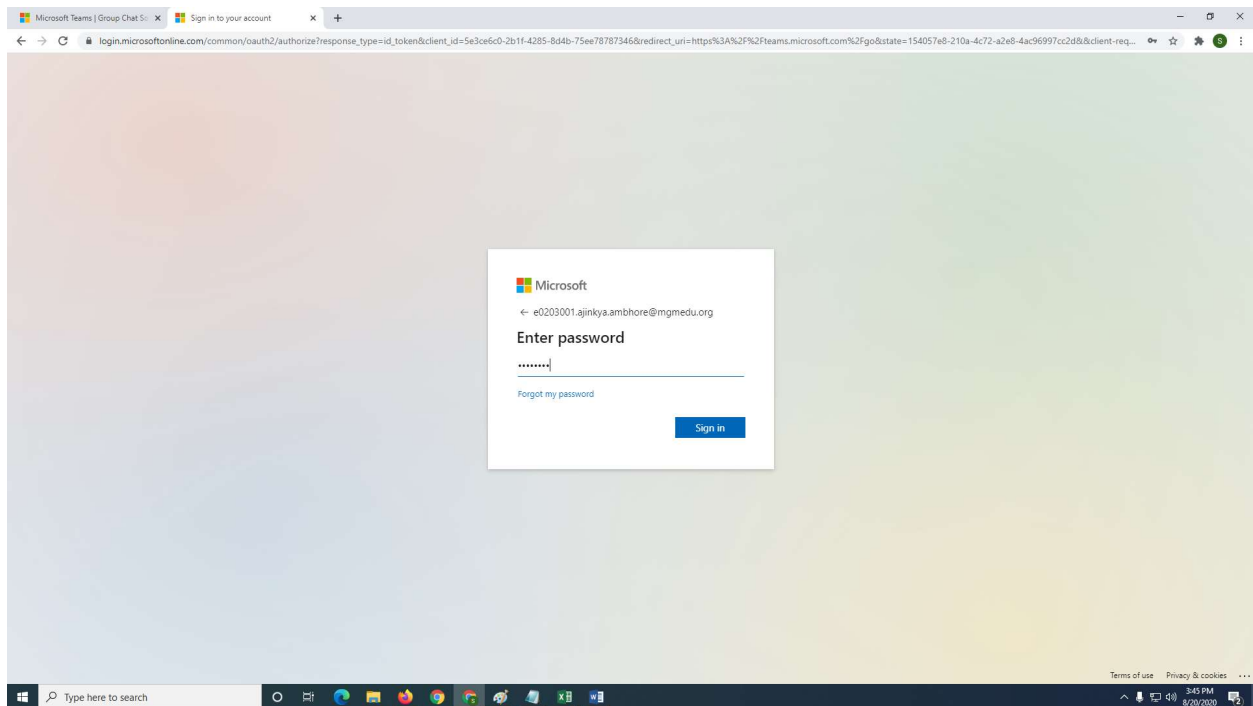
Step 4.1 From the Excel Sheet, find your credentials & Use it to Login:



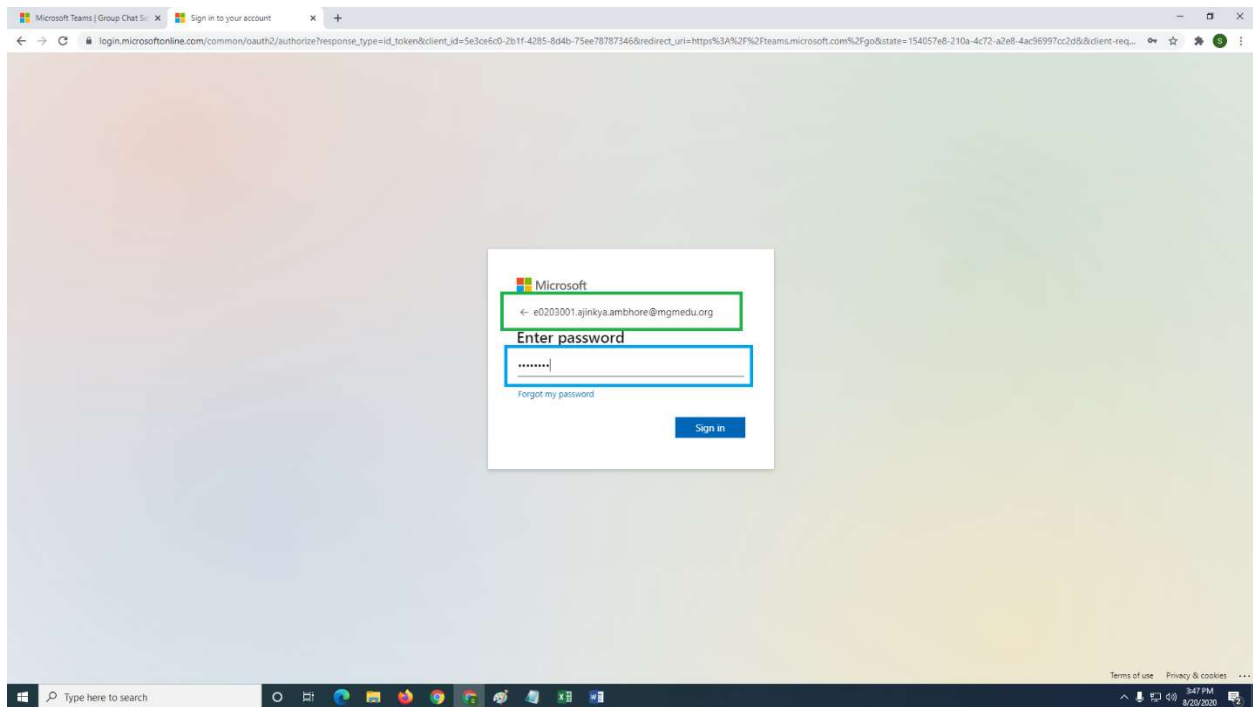
Step 5: Username as shown in the Excel File.



Step 6: Password Same as Given in Excel File

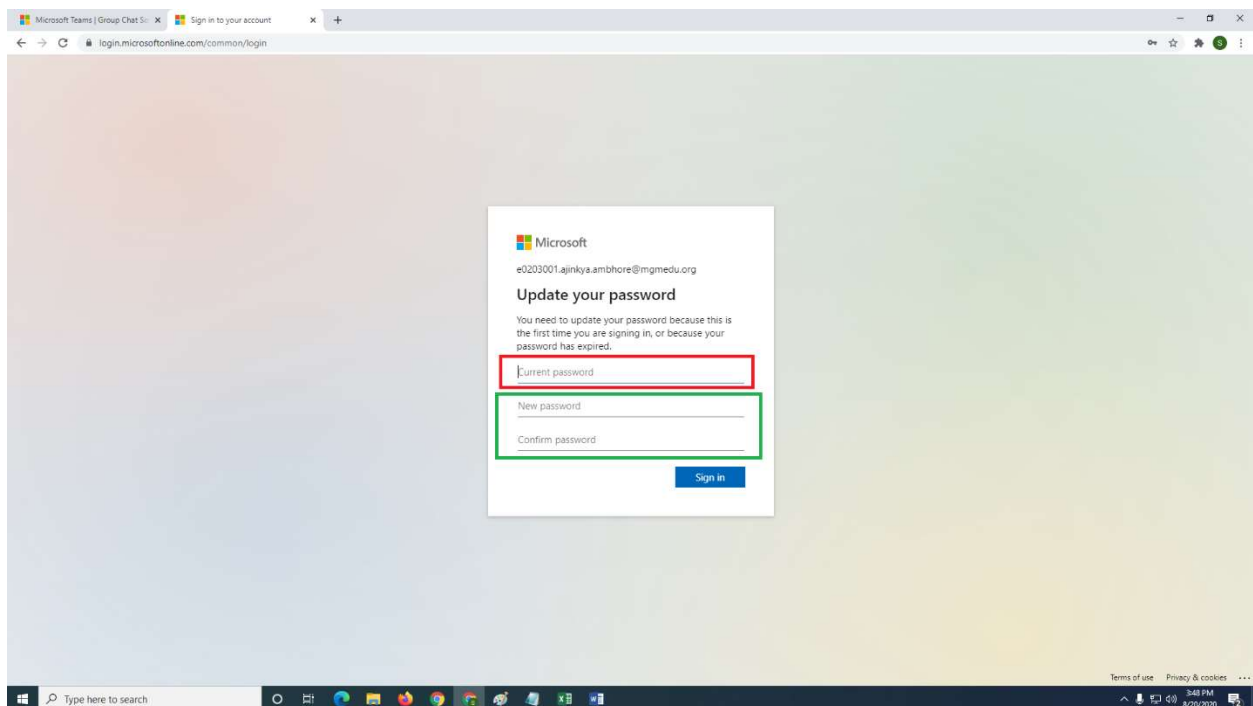


Step 7: Once you Enter the Username & Password Correctly. Click on Sign In Button

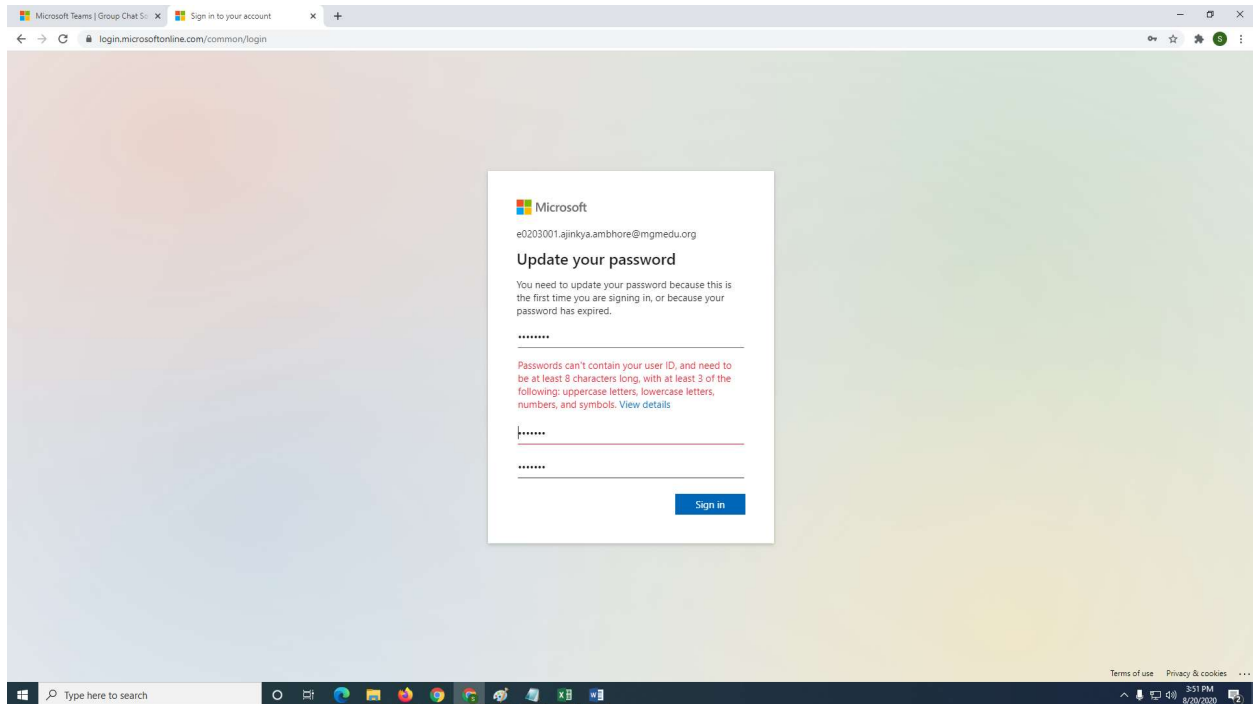


Step 8: Now you will be asked to change the password.

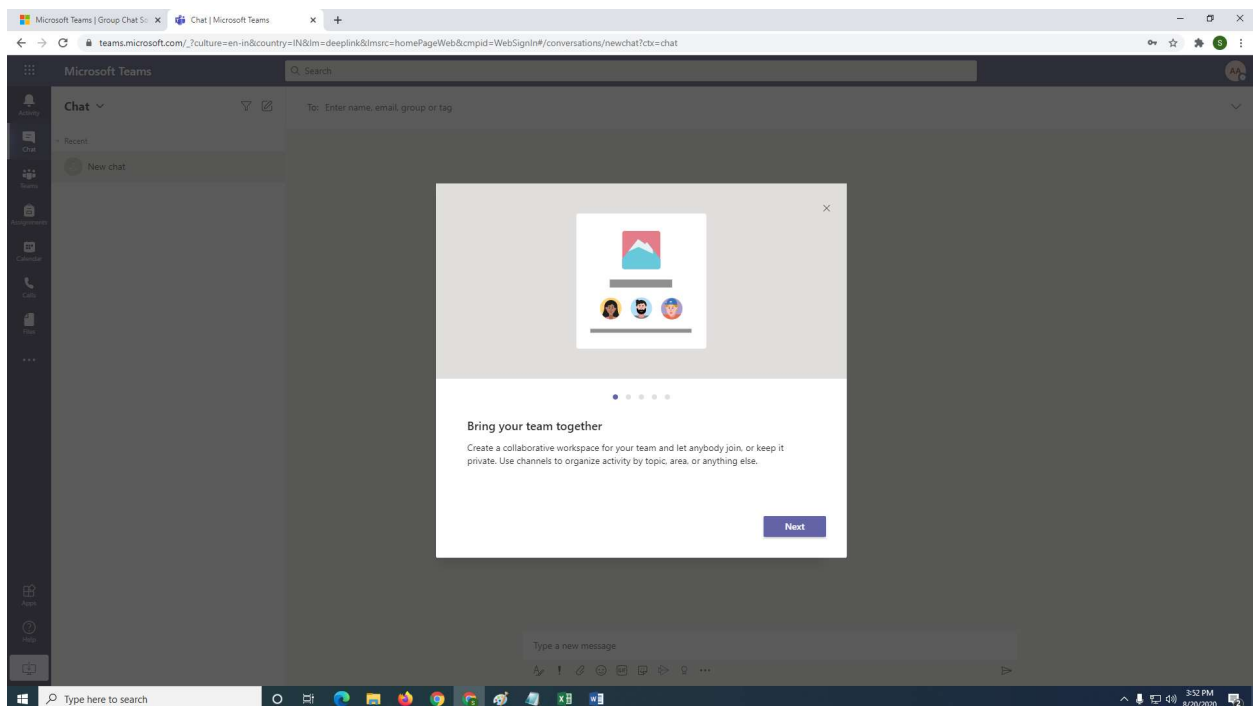
Note: Make Sure you write down and save the new password properly. No students will be entertained for loss or forget password enquiry to office.



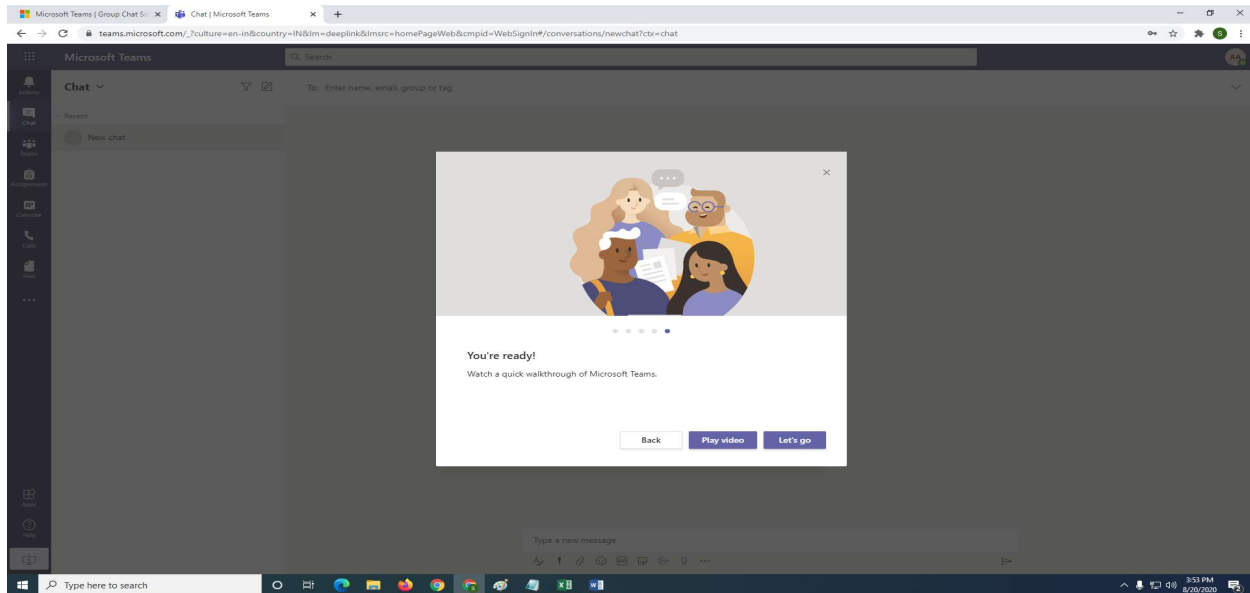
Step 9 : Make Sure You are writing the new password , with minimum 8 character, mix of Uppercase , lowercase, numbers and Special Characters too.




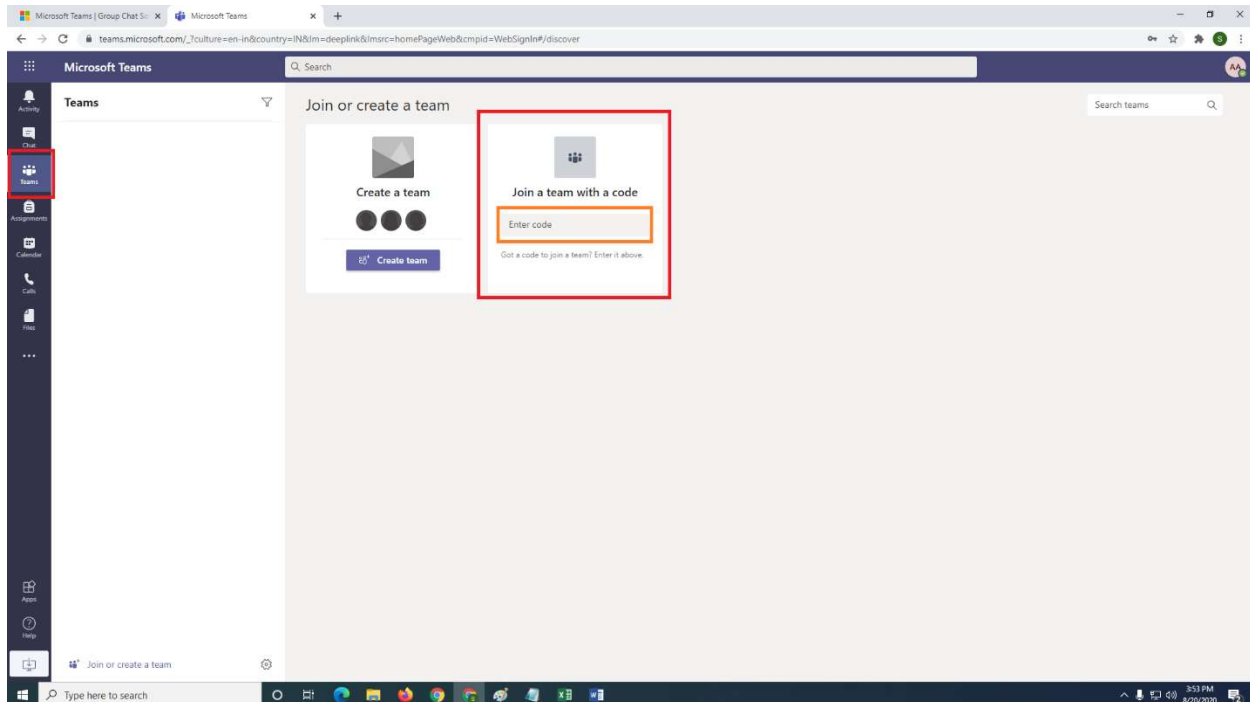
Step 10: Once you successfully change the password, you will see the following. Try to discover the Microsoft team



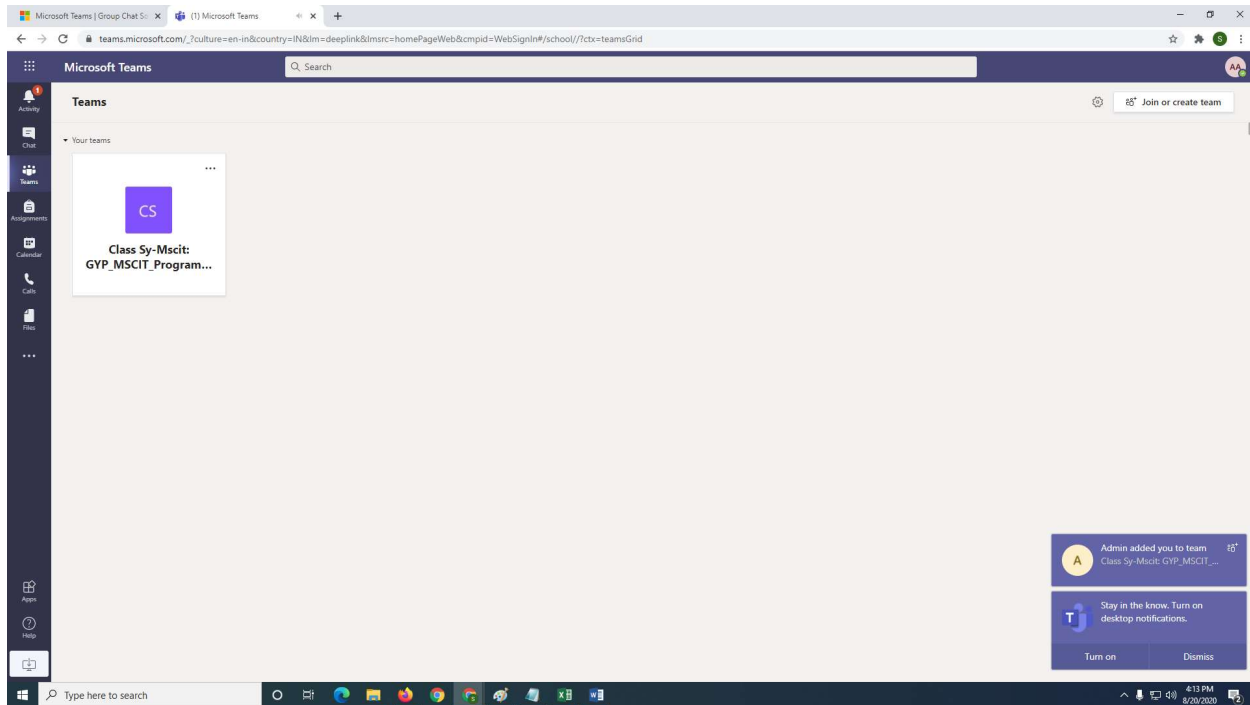
Step 11: Discover the Microsoft team, Even you will be able to see video for how to use Microsoft Team .Click on X button to close the pop-up window.



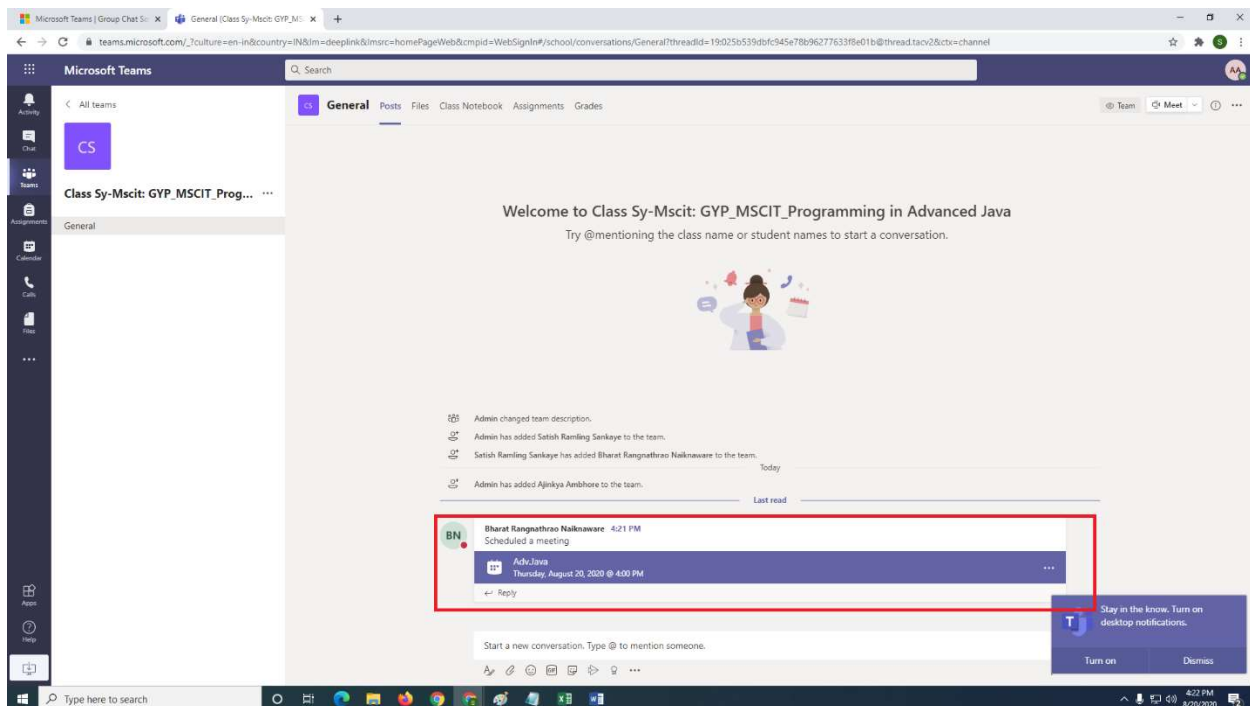
Step 12: On the Left hand Side, you will see the team  button, Click on it. Now select the **Join a team with code as shown below. The code will be provided to all the students by concerned teachers.**



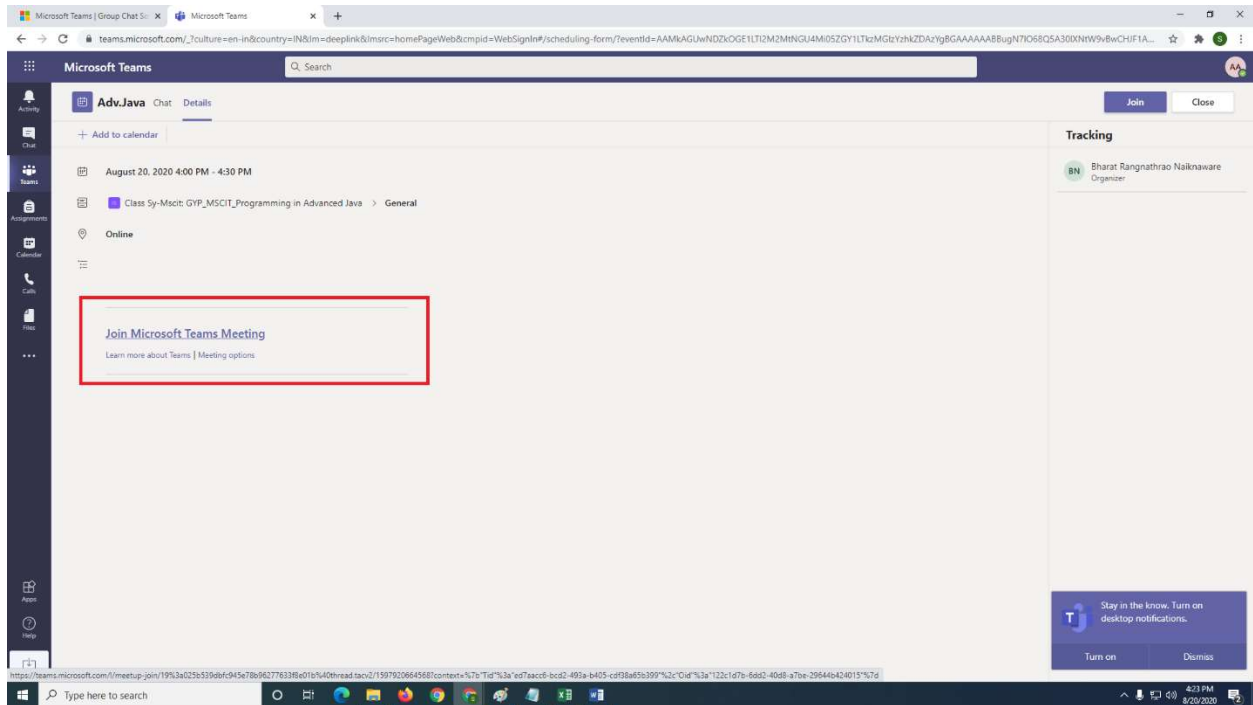
Step 13: Once you enter the code properly will be able to see your class room as shown below.



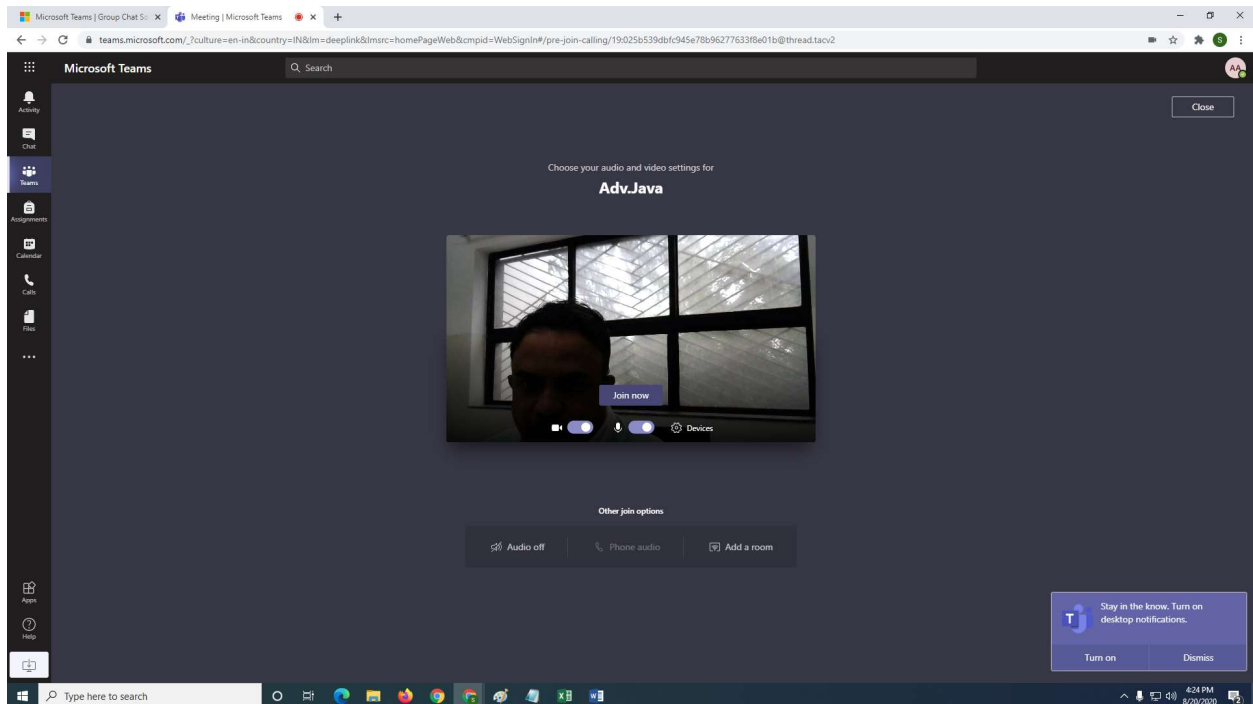
Step 14: Click on Team Button, You will be able to see the message as well as your schedule.
Click on the Link shown in Red Rectangle.



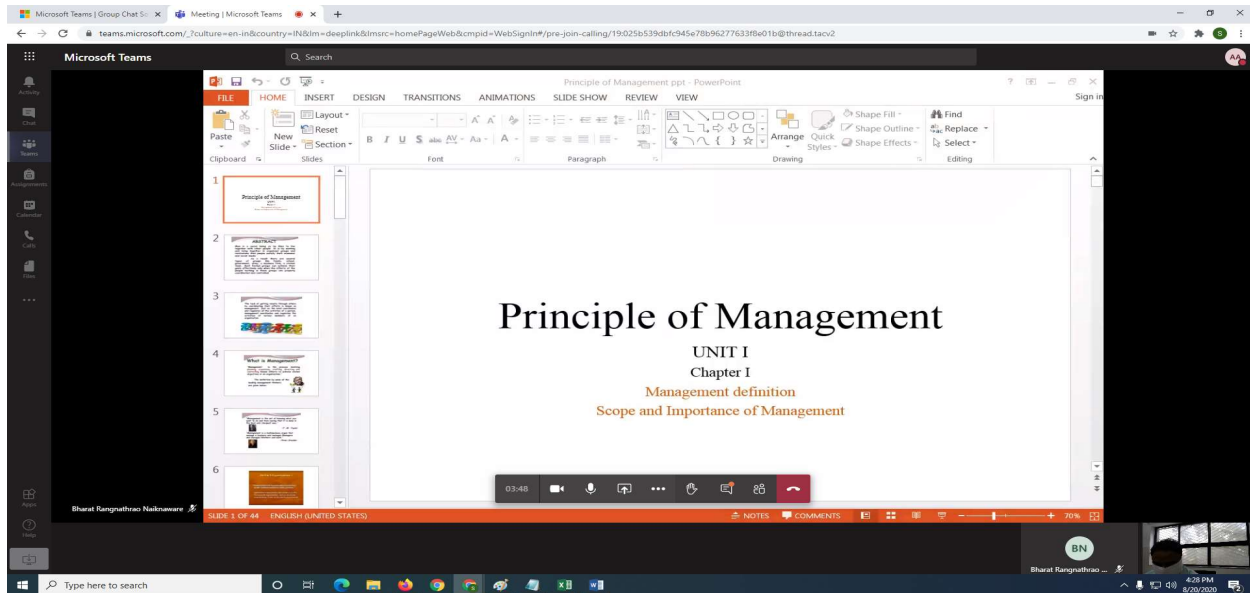
Step 15 : Once again, Now you will see the link for the Joining the Meeting as shown below. Click it to **Join, it's similar to google meet or zoom meeting.**



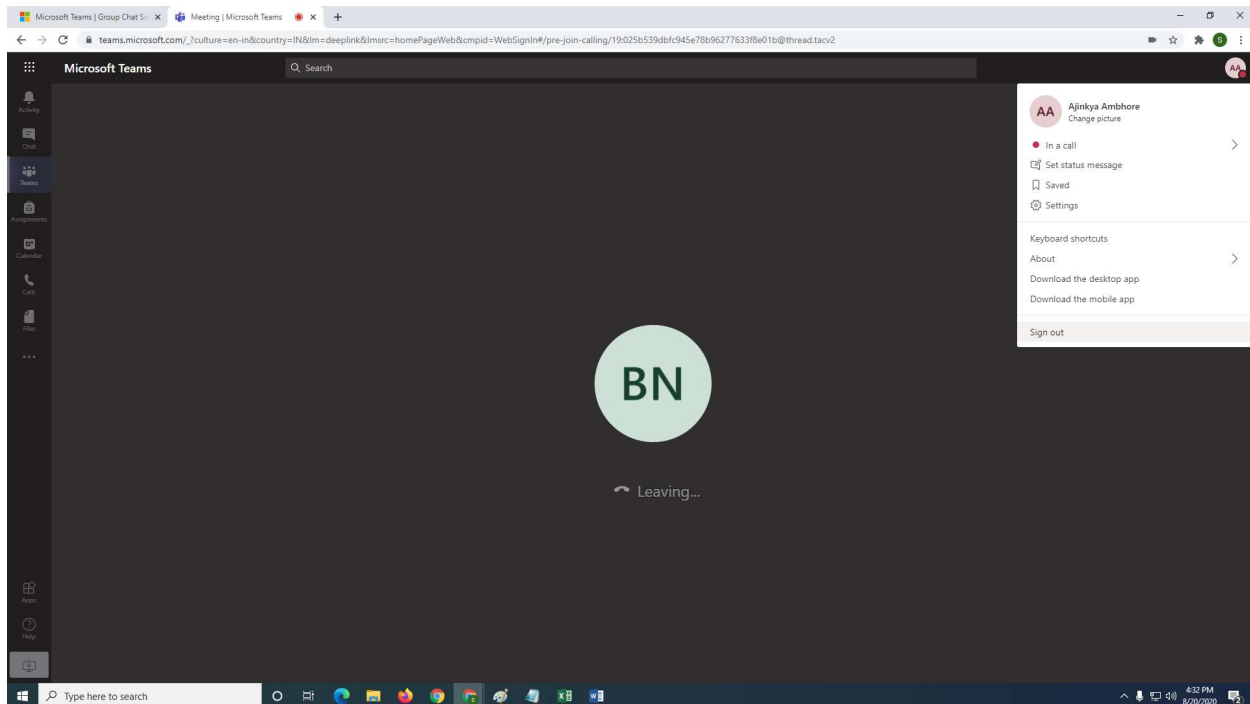
Step 16 : You are now in the class.



Step 17: Once teacher starts the Presentation, you will be able to see the screen shared by the faculty/teacher on your mobile or laptop.



Step 18: After your all lecturers are over, now you can **sign out.**



That's All! Enjoy the Session.