

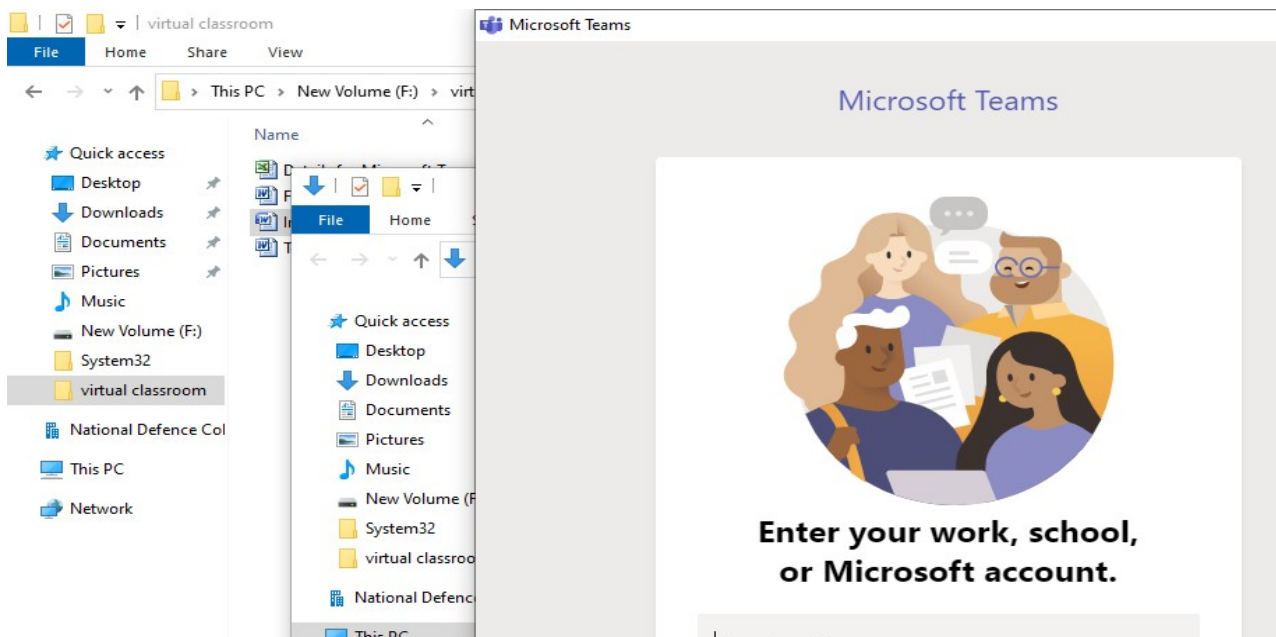
SOP FOR MS-TEAMS

Document contains instructions regarding joining and conducting a scheduled live meeting

Hardware. Laptop, Desktop with microphone and web camera.

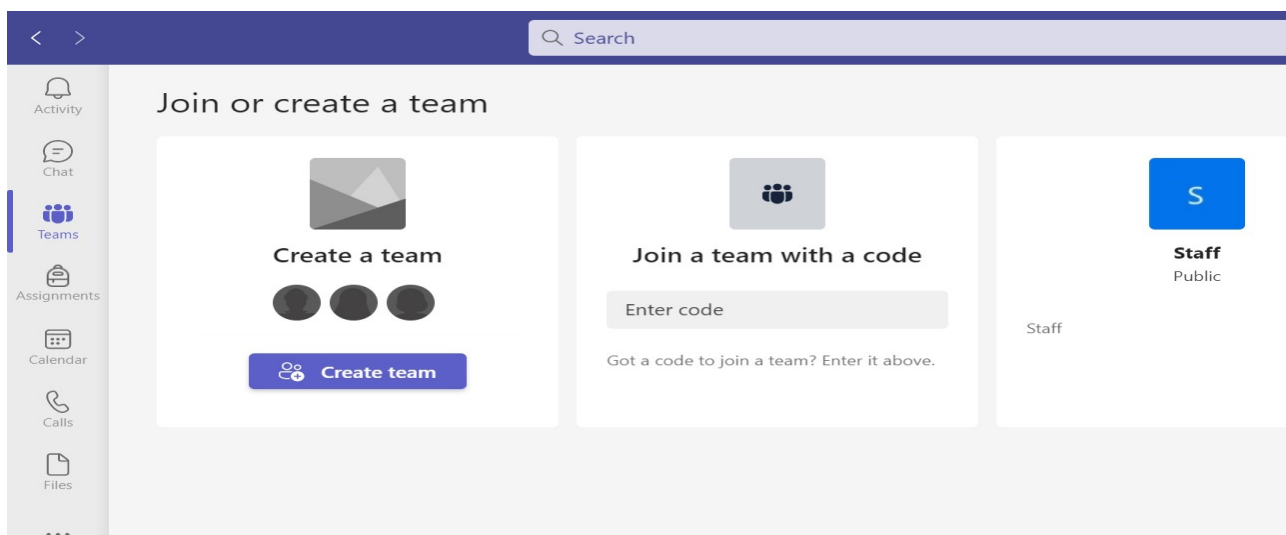
Operating system. Windows, Android and iOS

1. Open Microsoft Teams Application



2. Login with your user ID and default password.

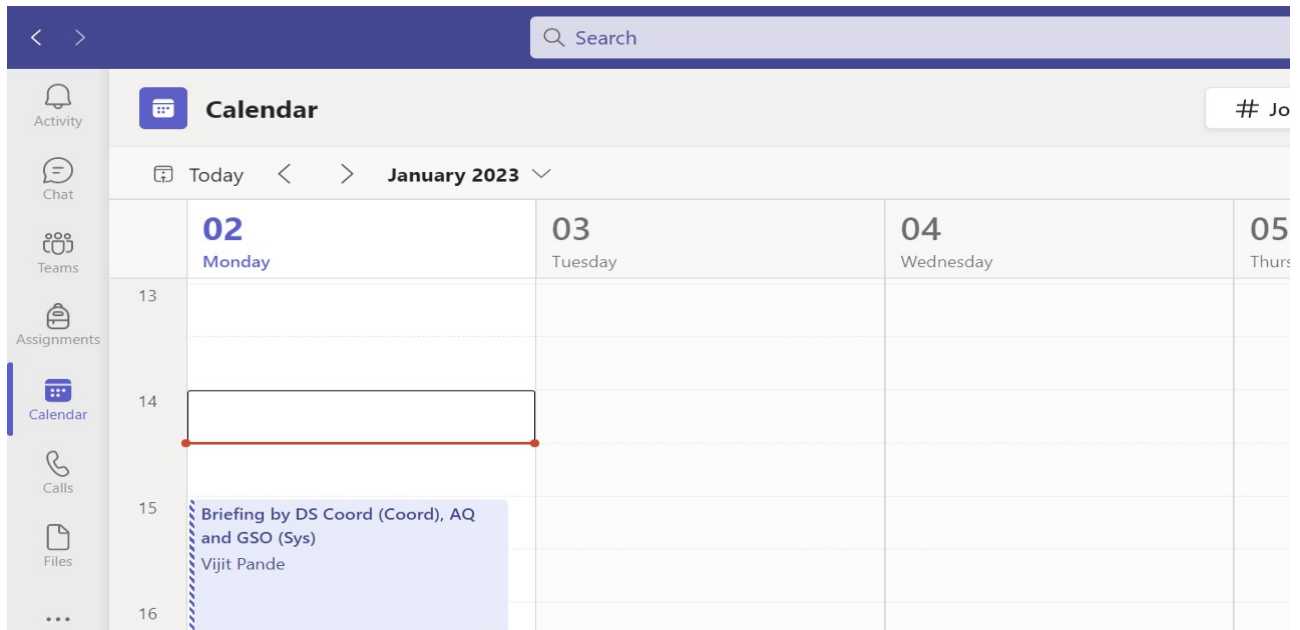
3. First screen available post logging-in is as shown below:



4. On the left pane, following icons will be visible:-

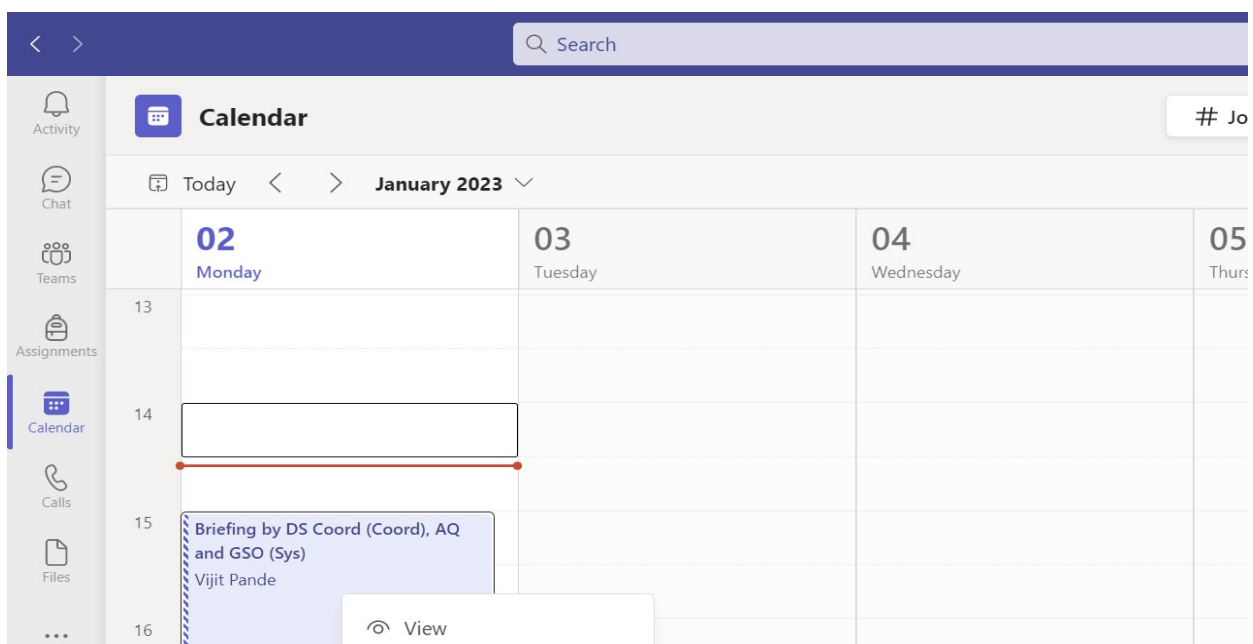
- (a) Activity
- (b) Teams
- (c) Chat
- (d) Calendar

5. Click on calendar icon.

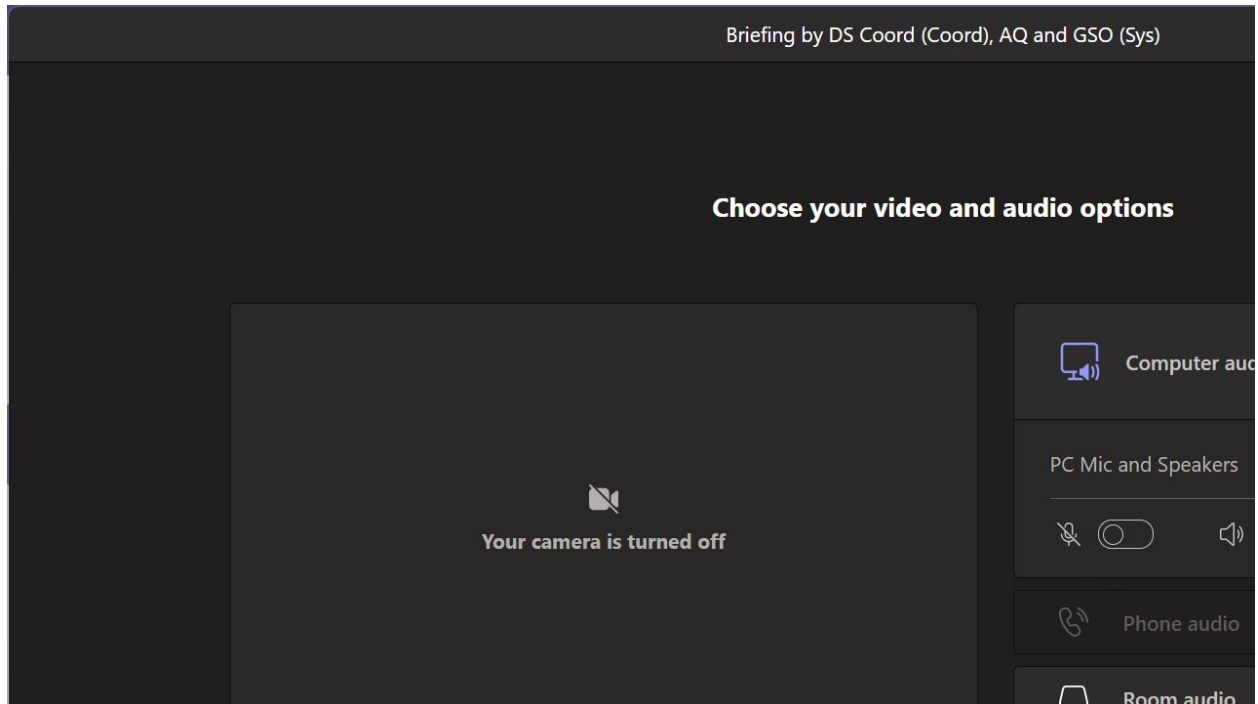


6. Go to scheduled time of 1500 (i.e. Briefing by DS Coord).

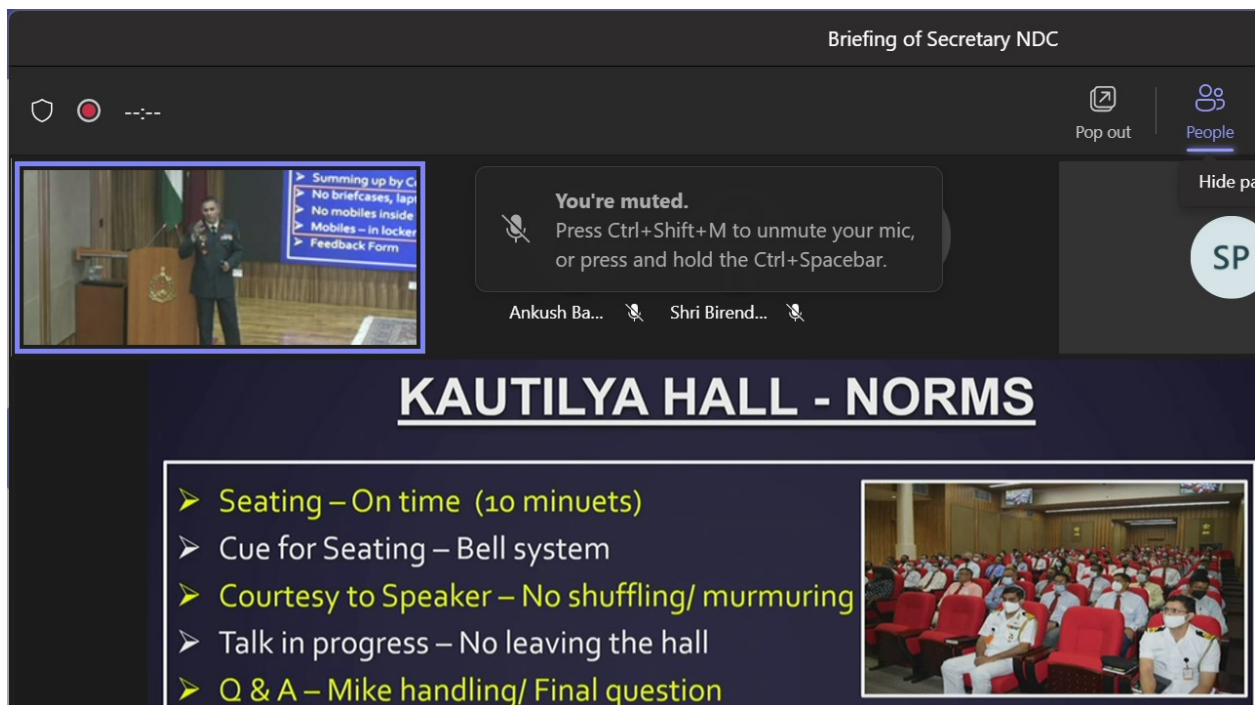
7. Right click and Select option 'Join Online'.



8. Next window will appear, kindly join meeting by clicking on 'Join Now' buttons. Please ensure that your mic and camera is off once you are joining the meeting.



9. Participants list for the Meeting group can also be seen, by clicking on 'People' tab on the header.



10. Participant can leave meeting by clicking on 'Leave' button.