



**ST.JOSEPH'S P.U.COLLEGE**  
**F.M.CARIAPPA ROAD**  
**BENGALURU**

## **STUDENT GUIDE TO USE MICROSOFT TEAM FOR ONLINE TEACHING/LEARNING**

**This guide explains the following 4 categories:-**

- 1. Installing Microsoft teams app**
- 2. Login into MS teams**
- 3. Join the meeting**
- 4. Posting assignment**

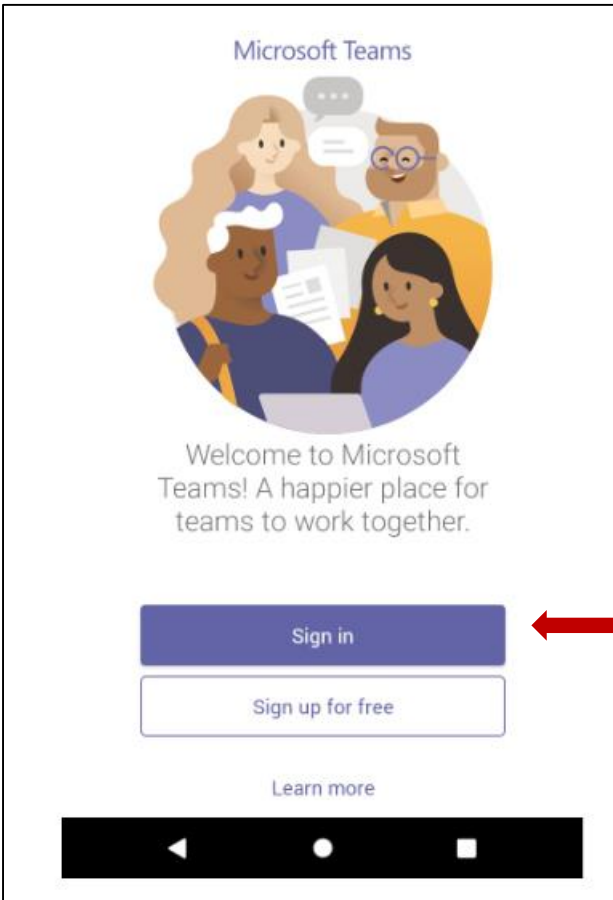
### **CATEGORY 1 : INSTALLING MS TEAMS APP**

STEP: Download and Install the Microsoft Teams app in the link given or directly download from google play store .

<https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app>

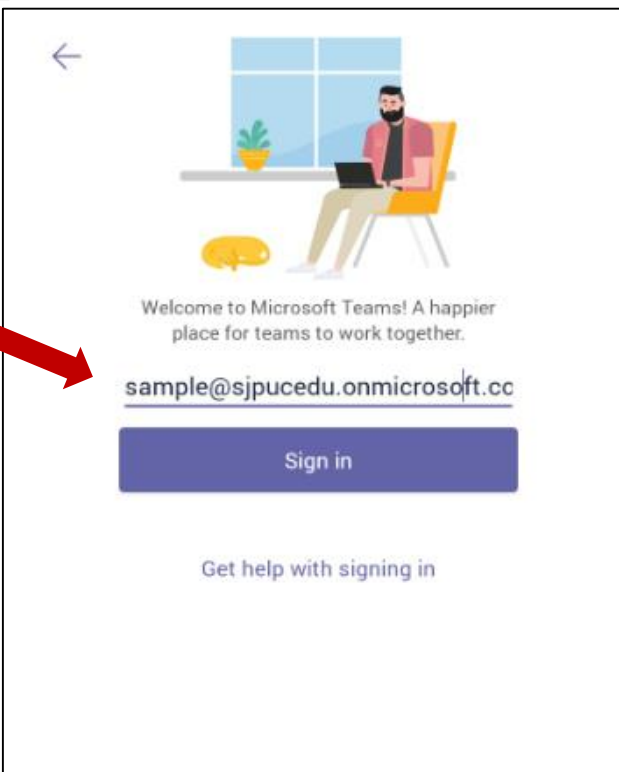
### **CATEGORY 2 :LOGIN INTO MS TEAMS**

STEP :Sign in with the given Microsoft ID and password



**Step 1: Click Sign in**

**Step 2 : Type your Microsoft ID and click sign in**



Sign in to Microsoft Teams

Microsoft

test@sjpu.edu.onmicrosoft.com

Enter password

.....

[Forgotten my password](#)

Sign in

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

**Step 3 : Type the password and click sign in**

**Enter your current password from online portal**

**Change your password. It should be minimum of 8 letters with combination of uppercase, lowercase and digits. Henceforth use the new password to login.**

Microsoft

20p5599@sjpu.edu.onmicrosoft.com

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.

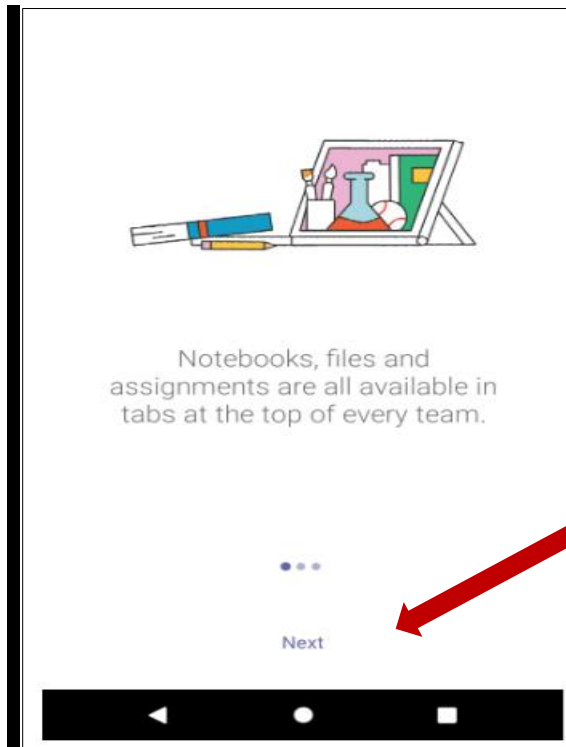
Current password

New password

Confirm password

Back Sign in

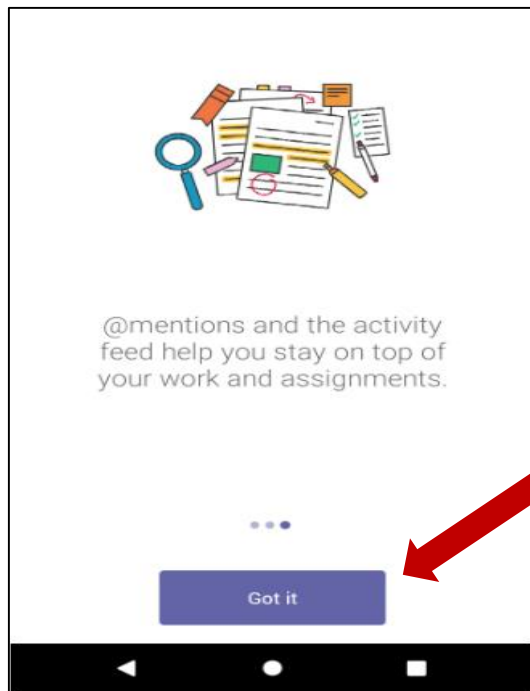
**NOTE:**After login ,introduction to some of the MS Team features are displayed . Hence slide for next 3 screen pages by clicking Next.



**Click NEXT**



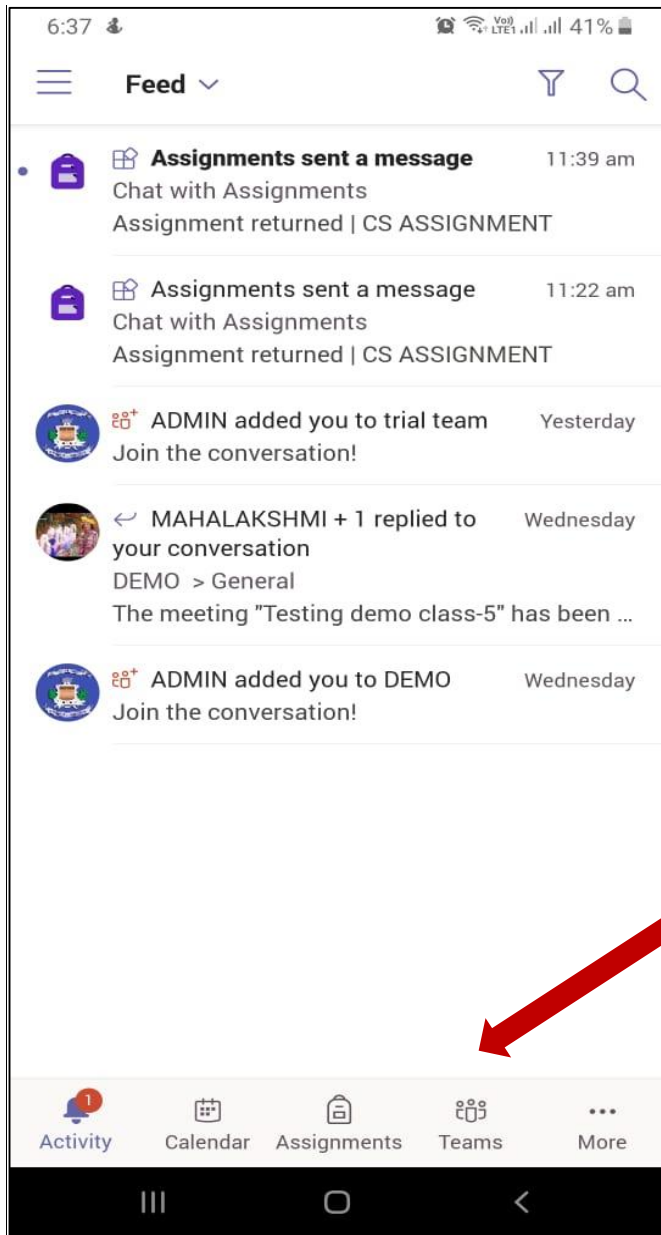
**Click NEXT**



**click the option Got it to complete all 3 step process**

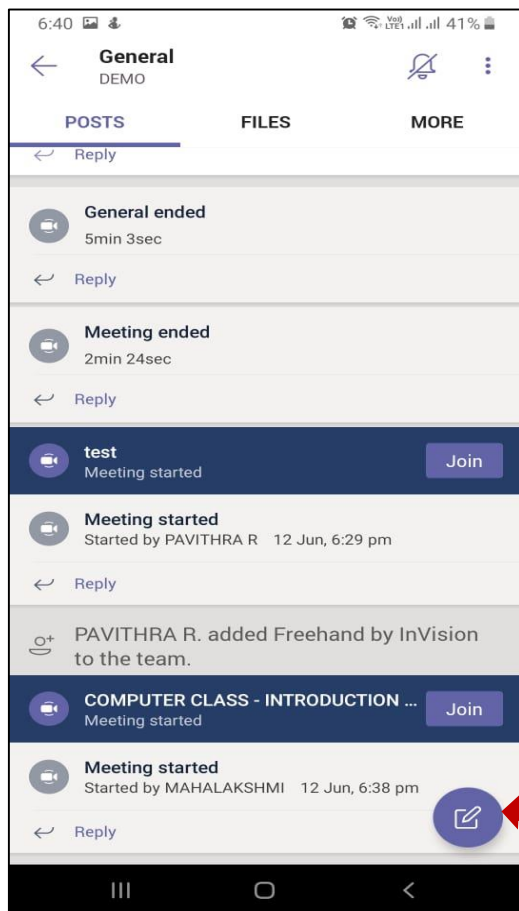
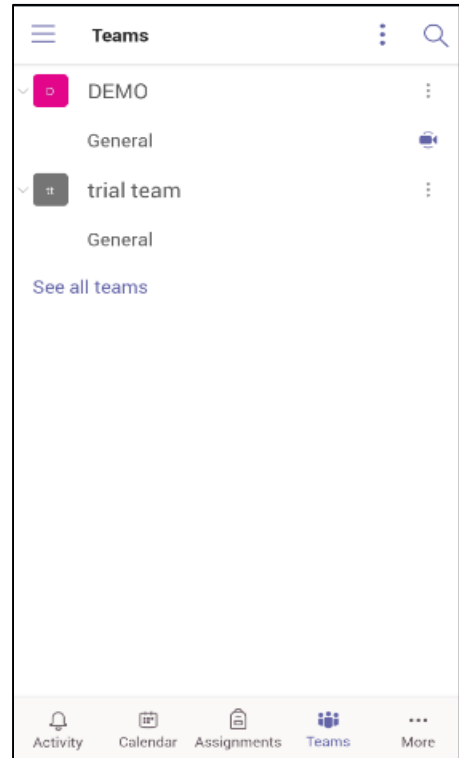
### **CATEGORY 3 : JOIN MEETING**

STEP :This screen will show the notifications of all activities related to class meet,conversation,uploading any file ,assignment etc.



Select Teams

Select a particular class (Eg. Trail team ) and click General

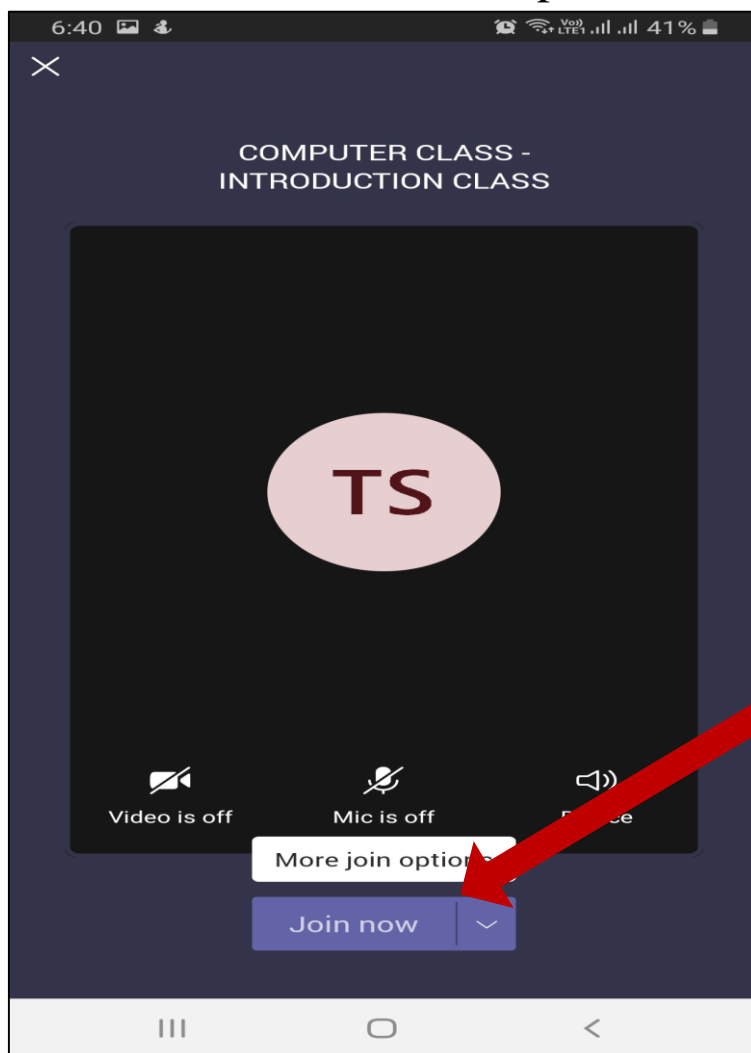


1. select the respective subject meeting hosted by subject teacher and click **JOIN**

2. Conversation **chat** helps to clarify doubts through text messages

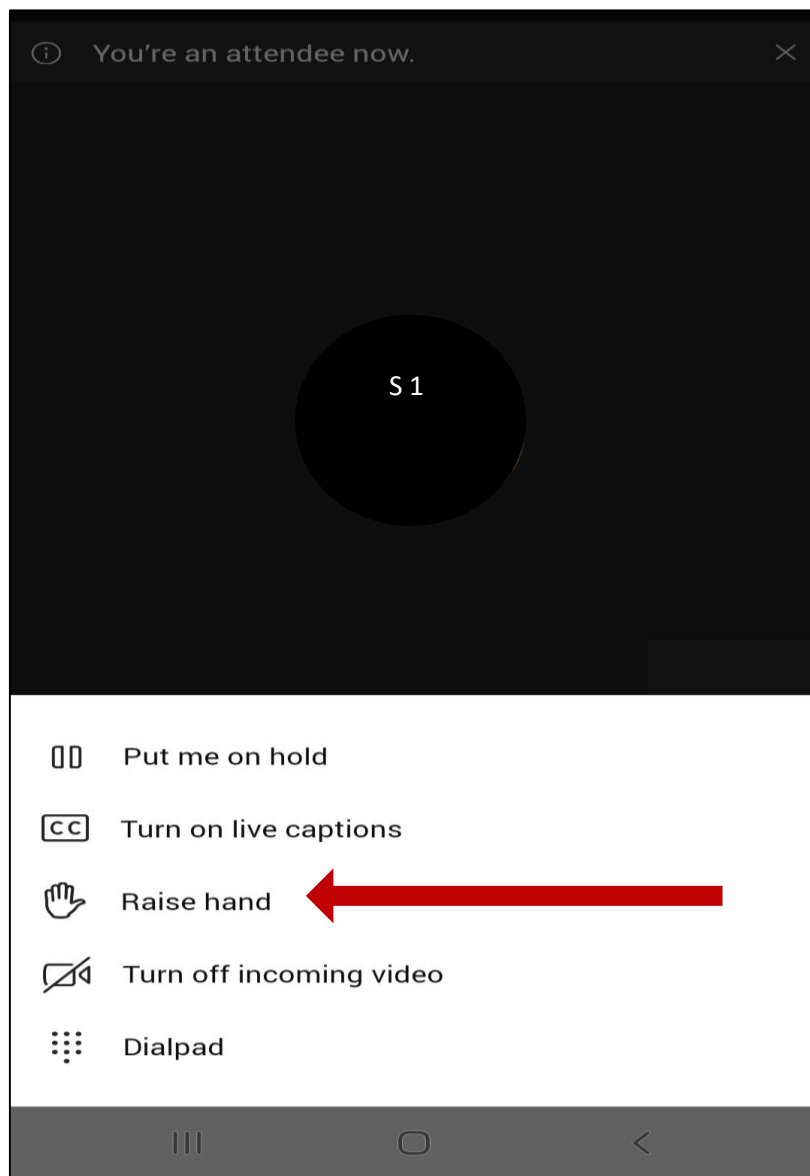
**VERY IMPORTANT NOTE:** After joining the lecture meeting :-

1. students are expected to MUTE themselves, UNMUTE only when teacher permits.
2. Use Raise hand option to seek teacher's attention
3. Can use the chat box option to ask question or to answer.



click Join now option to start attending the lecture.

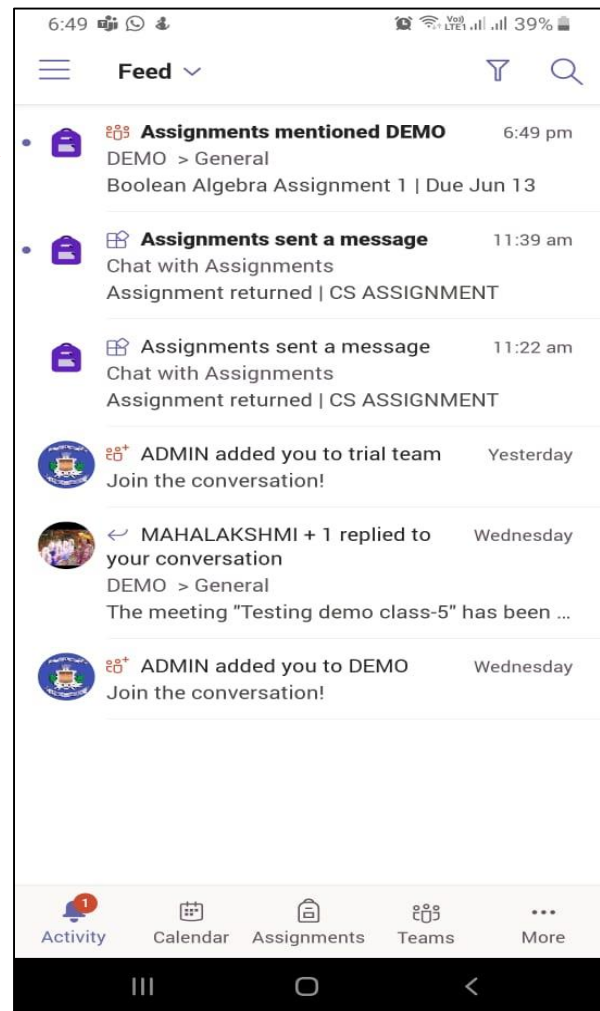




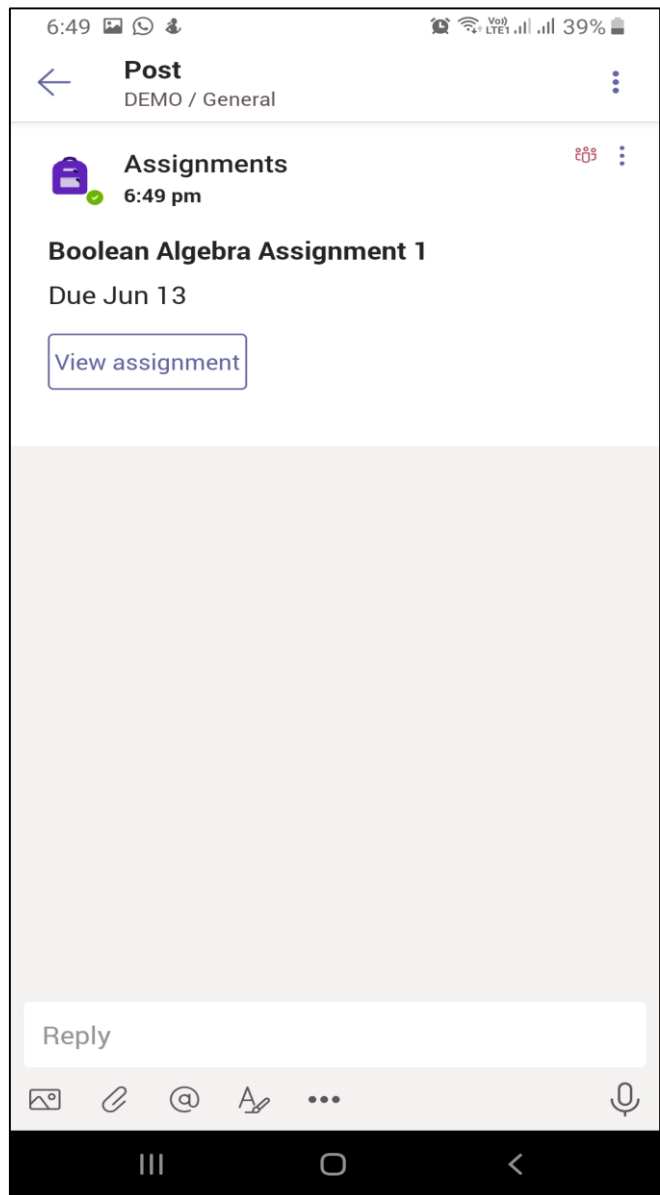
**Hand raise option to seek teacher's attention**

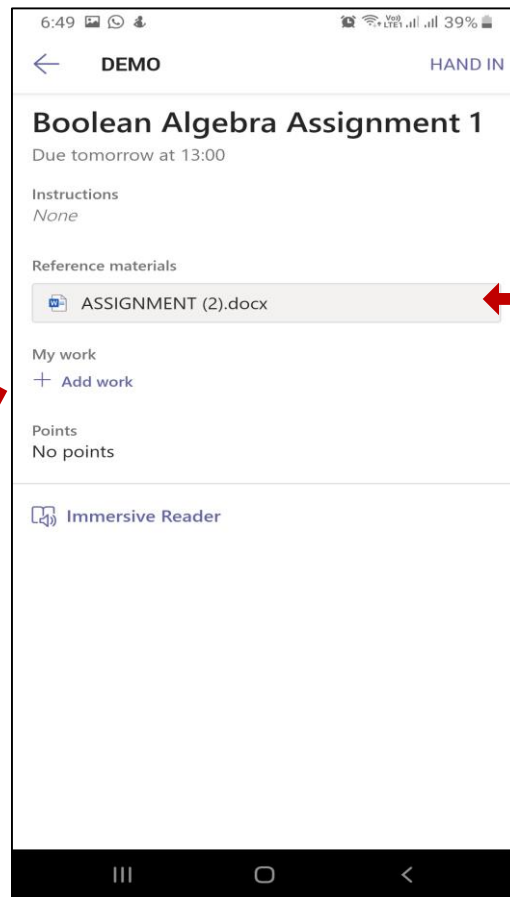
## CATEGORY 4 :POSTING ASSIGNMENT

General notification will be showed regarding posted assignments by the teachers. Click to check the posted assignment.



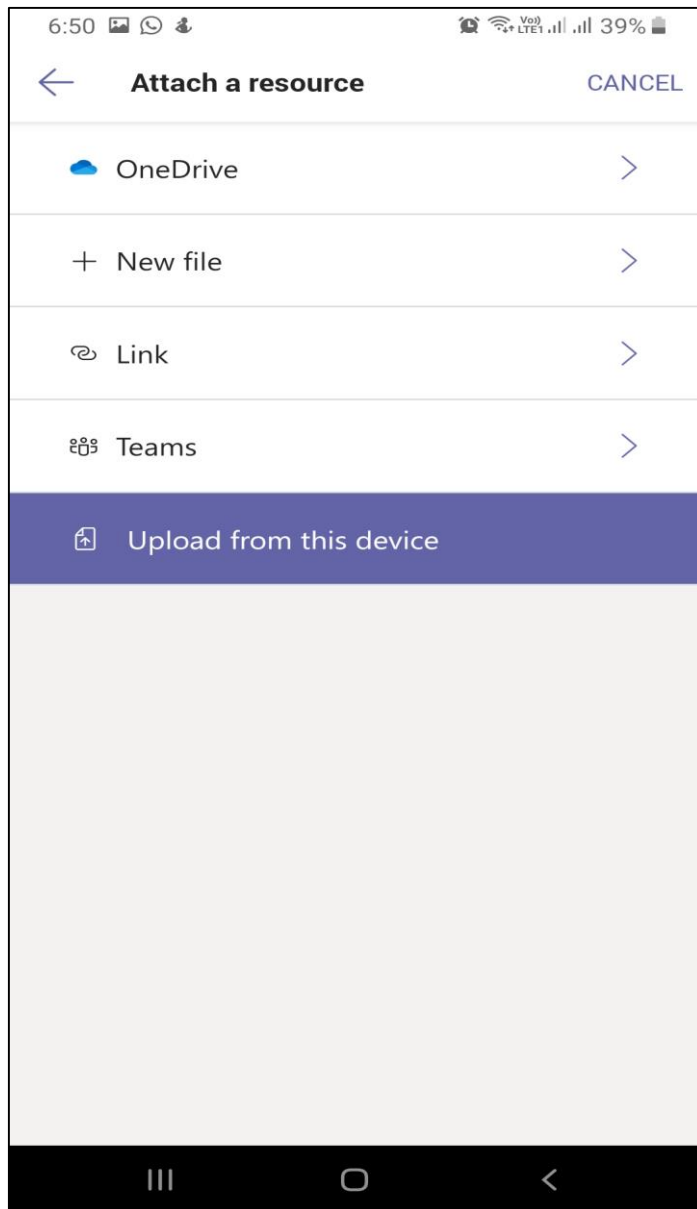
Click view assignment  
to check the attached  
file



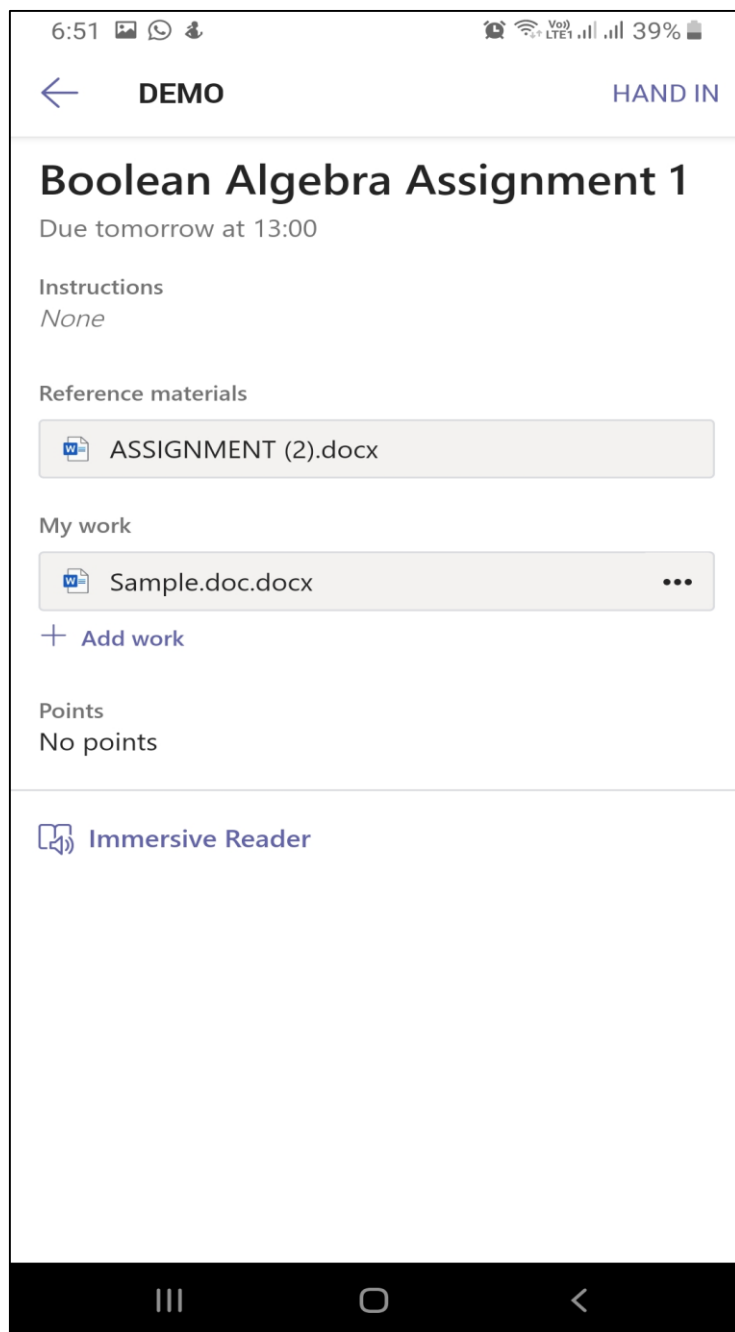


**1. Click ADD WORK  
to attach the  
assignment work you  
have done**

**2. Attached file will be  
displayed once  
successfully inserted**



**NOTE: Assignments can be posted by using these options . Assignments should be sent in pdf format**



**Click HAND IN to submit assignment successfully**

**Note :Class session will be automatically closed once the host has ended the session.**