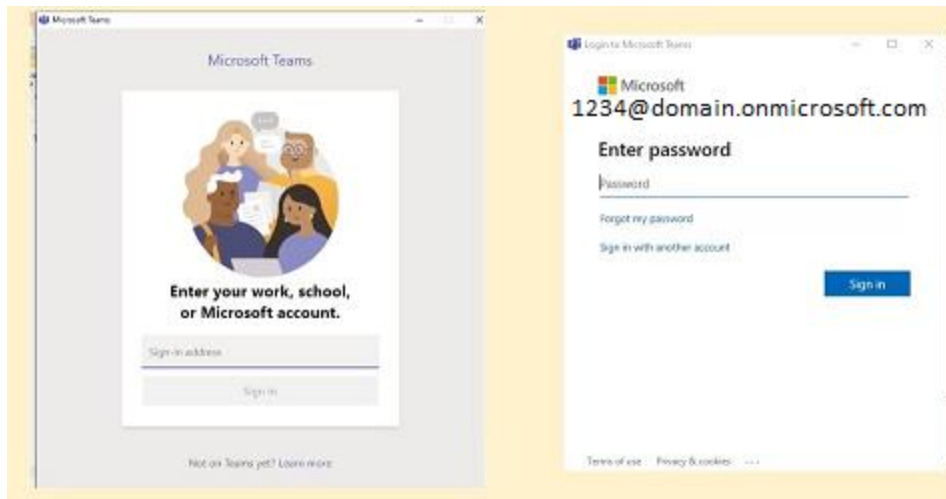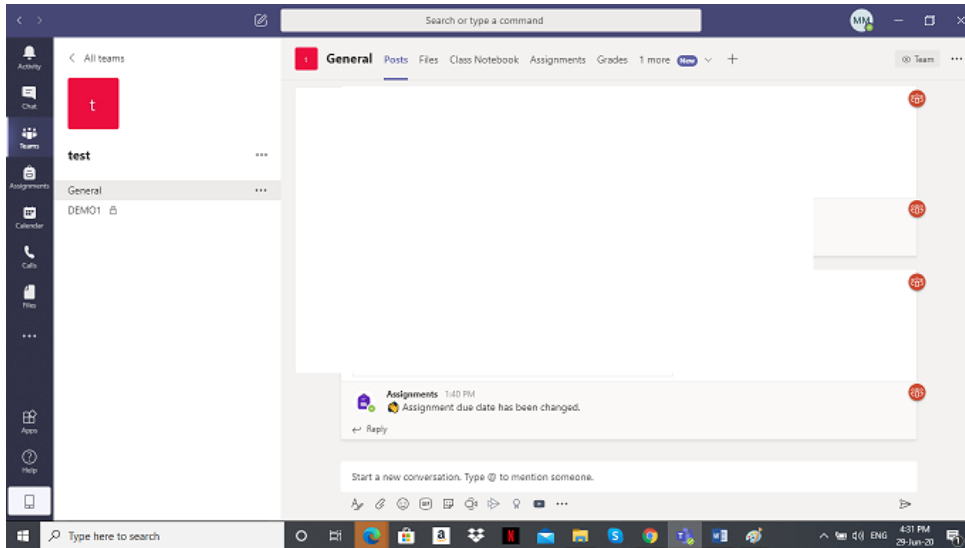# MICROSOFT TEAM LOGIN FOR THE STUDENTS

1. Go to url office.com or portal.office.com
2. Sign with given credentials by the institute.
3. Change the password for the first time.
4. Remember new set password.

5. Type the below URL in the web browser

https://products.office.com/en-in/microsoft-teams/download-app

6. Click on "**Download app for desktop" app for the laptop or pc**.
7. You will be prompted to download TeamsInstaller.exe file. Download and allow for permission required to install.
8. **For mobile** go to app store and download Microsoft team.
9. sign in with the Username and Password. I.e. given by the institute.
10. Once signed in, when you click on Teams from left hand panel, you will see your class on the dashboard.

11. Click on your team.

12. Schedules can be seen from the calendar.
13. See the General channel of your team and Post. Scheduled class will be there and click on join the class.
14. TEAMS WILL BE CREATED BY TOMMORROW EVENING. FOR ANY QUERY PLEASE CONTACT YOUR CONCERN FACULTY.
15. Sometimes if problem occurs logout from the app and login again.
16. If you are using desktop/laptop go to incognito mode (google chrome) or private window mode (Microsoft edge/Mozilla/Safari)
17. KEEP YOUR **MIC MUTE** WHILE LECTURE IS GOING ON.