

HOW TO BEGIN?

- Download Microsoft Teams and install on your computer.
- Teams is available as a desktop app for Windows and Mac.
- There are also Teams mobile apps for iOS and Android. You'll get more features for meetings and notifications when you use the apps.
- To download desktop/mobile versions, go to <https://aka.ms/getteams>
- To keep using Teams on the web, go to <https://teams.microsoft.com/>



STEPS



LOGIN WITH PROVIDED
USER-ID AND PASSWORD.



UPDATE PASSWORD.



START USING TEAMS.



Sign in

type email id you received from school

No account? [Create one!](#)

[Can't access your account?](#)

[Sign-in options](#)

Back

Next

SIGN IN

- Enter the official user-id provided by school. Click on Next button
- To know your user-id and password, please contact your class teacher.



dummystudent@stxaviersschooljaipur.in

Enter password

.....

[Forgotten my password](#)

[Sign in with another account](#)

Sign in

ENTER PASSWORD

- Enter the default password provided by school. Click on Sign in button
- Remember, this is a dummy password. You will have to change this password.



dummystudent@stxaviersschooljaipur.in

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.

..... ← Existing Password

..... ← New Password

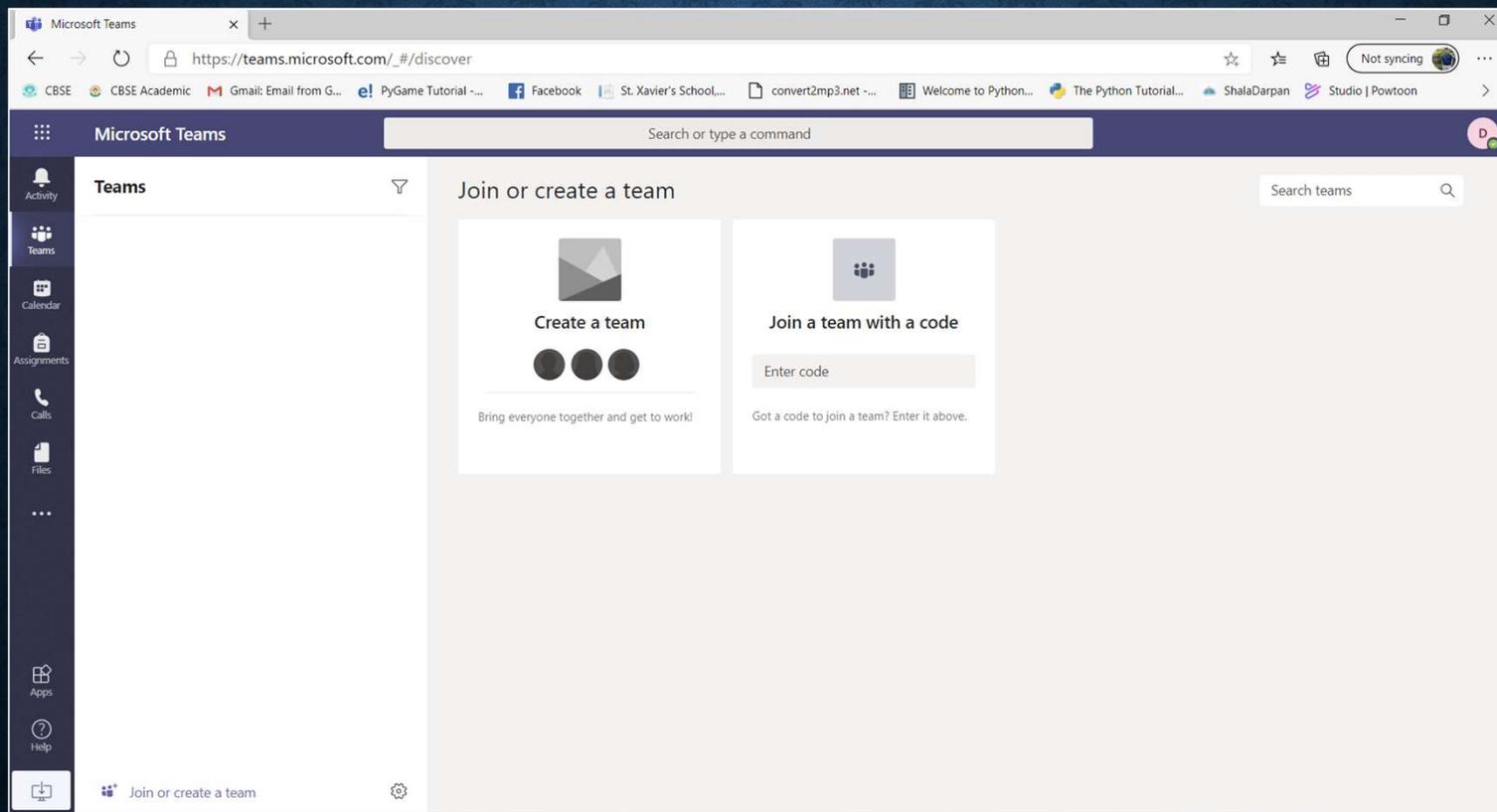
..... ← Retype New Password

Sign in

UPDATE YOUR PASSWORD

- After you have successfully logged in, Microsoft asks you to update your password.
- This is a one time process, and is important to set a strong and secure password for your account.
- Password should be at least 8 characters long, with at least 3 of the following: uppercase letters, lowercase letters, numbers, and symbols.
- Please NEVER share your password with anyone and note it down at a safe place so that you do not forget it.

WELCOME TO MICROSOFT FOR EDUCATION



LETS EXPLORE



Activity: This panel helps you to display any notification related to any of your teams.

Teams: This panel displays all teams you are a member of. Generally this will be either be your class or subject groups.

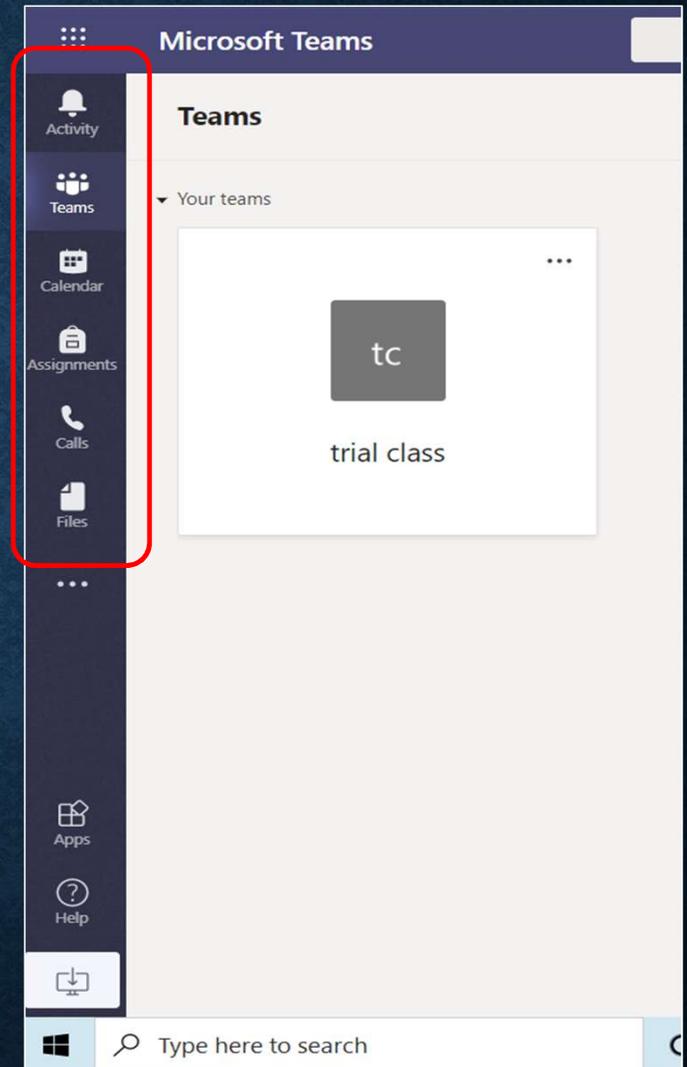
Calendar: This panel displays schedules of all your classes.

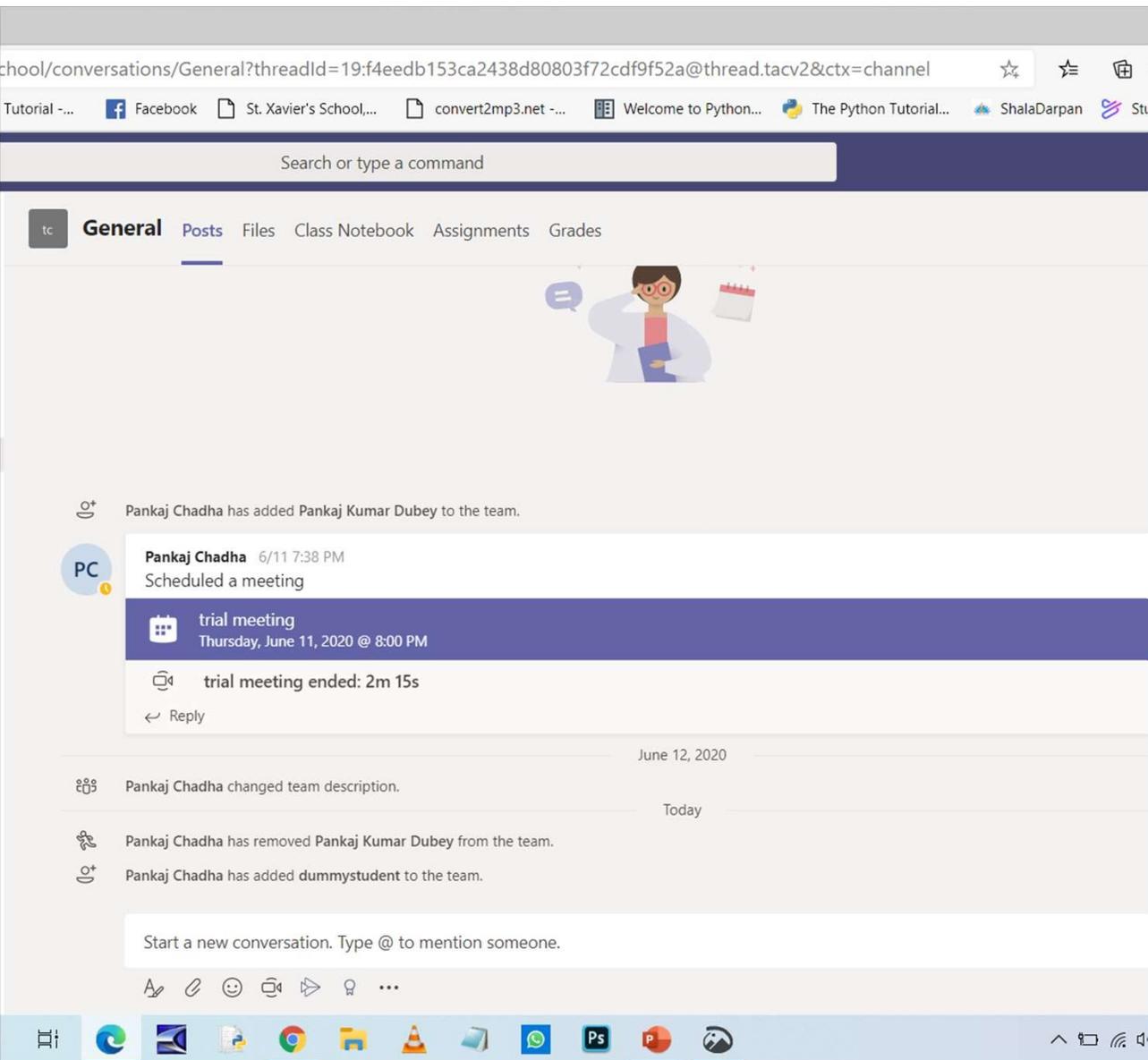
Assignments: This panel displays all your assignments.

Files: This panel displays any files uploaded by your teacher.

TEAMS

- When you select Teams from the left panel, it displays a list of all teams you are a member of.
- Select a team and start working.

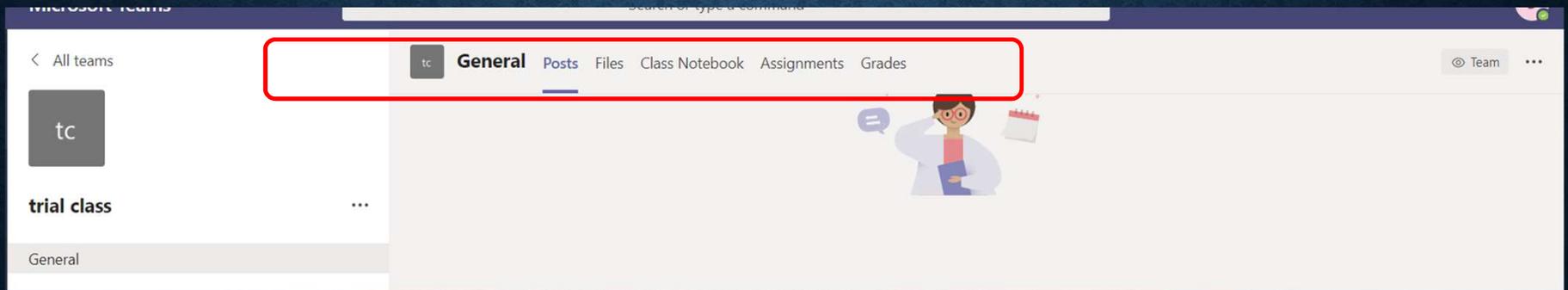




THE TEAM WALL

- Select the desired team and select General under the team.
- You will be taken to the wall of your team.
- This displays all discussions, meetings and any other thing happening in your team.

FILES

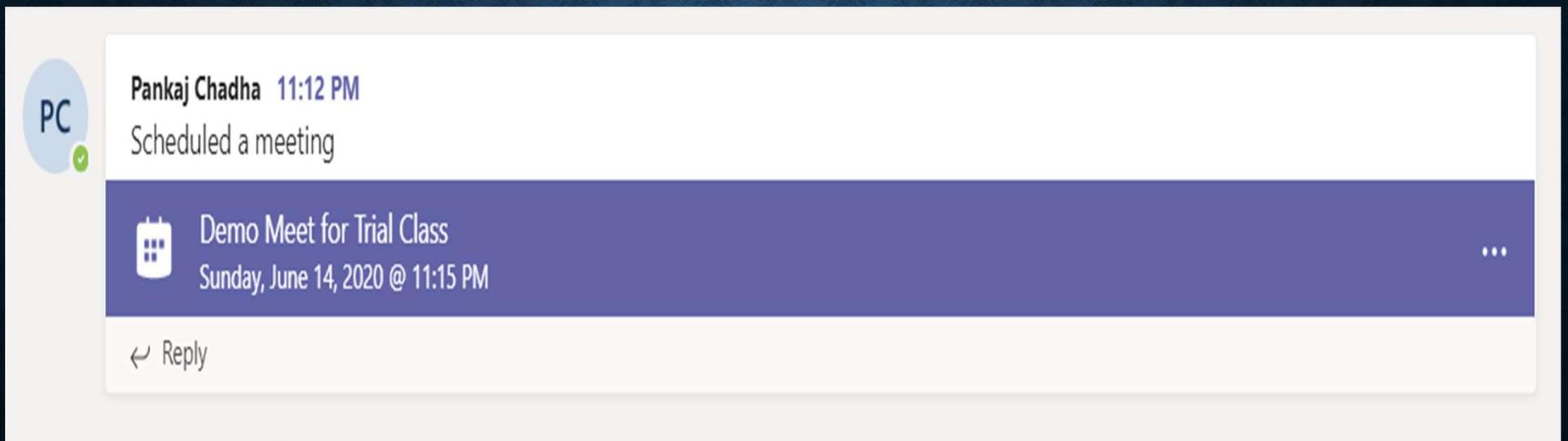


- The team wall has different heads:
- Posts: - displays all your posts in that team. This includes all posts from the time the team was created.
- Files: - Displays all files in that team.
- Class Notebook: - is for collaboration in the class.
- Assignments: - is the place where your assignments will be displayed.

Note:- The tabs in the wall may differ, depending upon the settings done by your teacher.

CLASS MEETINGS

- Whenever a teacher schedules a class for you, a notification will be displayed on the wall.



The screenshot shows a notification card with a light beige background. On the left is a circular profile picture with the initials 'PC' and a green checkmark. The text reads 'Pankaj Chadha 11:12 PM' followed by 'Scheduled a meeting'. Below this is a dark purple bar containing a calendar icon, the text 'Demo Meet for Trial Class', and the date 'Sunday, June 14, 2020 @ 11:15 PM'. A three-dot menu icon is on the right of the purple bar. At the bottom left of the card is a 'Reply' button with a left-pointing arrow.

PC

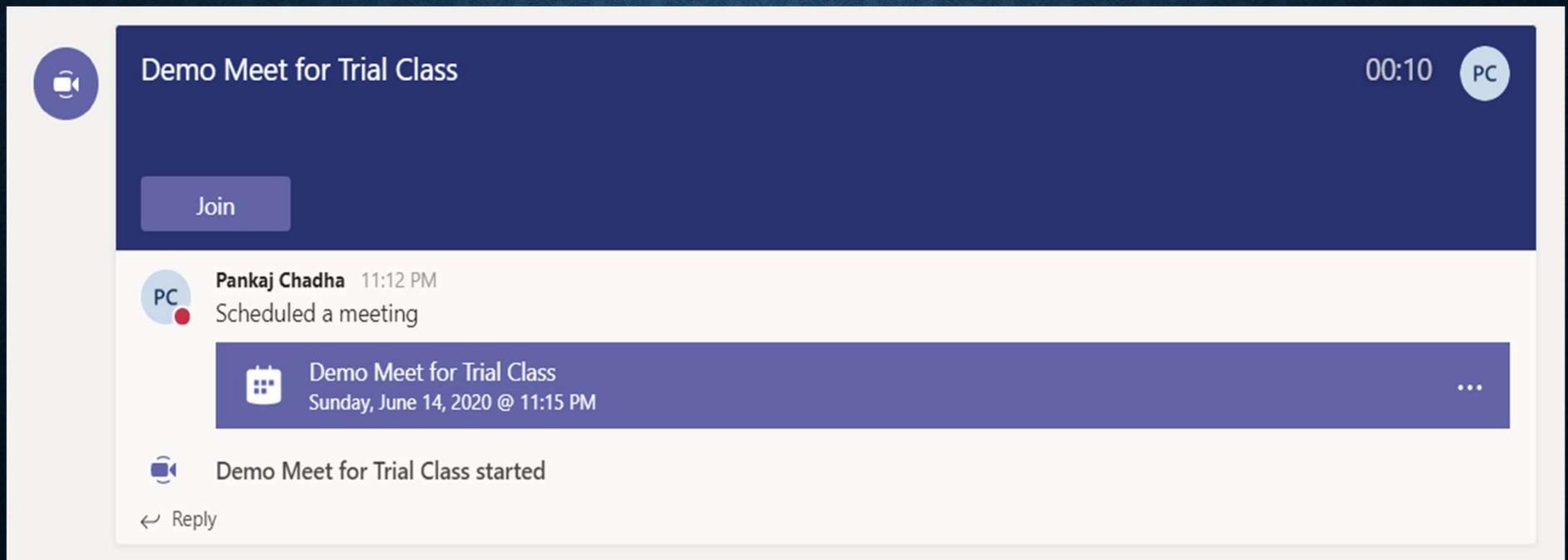
Pankaj Chadha 11:12 PM
Scheduled a meeting

 Demo Meet for Trial Class
Sunday, June 14, 2020 @ 11:15 PM

← Reply

JOIN A MEETING

- When the meeting starts, the notification changes as shown.
- Click on Join to join the meeting.



The screenshot displays a meeting notification interface. At the top, a dark blue header bar contains a camera icon on the left, the meeting title "Demo Meet for Trial Class" in the center, and the duration "00:10" and a "PC" profile icon on the right. Below the header is a light blue "Join" button. The main content area is white and features a message from "Pankaj Chadha" at "11:12 PM" with the text "Scheduled a meeting". Below this message is a blue notification card with a calendar icon, the title "Demo Meet for Trial Class", and the date and time "Sunday, June 14, 2020 @ 11:15 PM", followed by a three-dot menu icon. At the bottom of the message area, there is a camera icon and the text "Demo Meet for Trial Class started", with a "Reply" link below it.

Choose your audio and video settings for
Demo Meet for Trial Class



Join now



Devices

JOIN A MEETING

- Allow the use of camera and microphone, if asked.
- From the screen that appears, turn on the camera and microphone and then click on Join Now.
- That is it! You are now connected to your class team.

- Activity
- Teams
- Calendar
- Assignments
- Calls
- Files
- ...
- Apps
- Help



Button to turn your microphone ON/OFF

Raise your hand when in doubt.

Button to turn your camera ON/OFF

Show conversations

Duration of Meeting

List of all participants



Hang Up the meeting

THANK YOU