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CHINMAYA VIDYALAYA, B.S.CITY

<u>STUDENT'S USER GUIDE TO MICROSOFT TEAMS</u>

Follow the steps given below to attend live classes:

1. On Mobile – Download the Microsoft teams app.

   OR

   On laptop/Desktop - Open https://teams.microsoft.com

   Click on Download Teams (to install on the computer) or click on "Use web app

   instead" to continue with teams on your browser only without installing.

2. Click on 'Sign In'

3. Enter the username (Regno@cvbokaro.onmicrosoft.com) given to you and Click Sign

   In.

4. Enter the password and Click Sign In.

5. You will be asked to change your password. Change your password and continue.

6. On Computer – On the left side, click on Teams

   OR

   On Mobile app – At the bottom of the screen, Click on Teams

7. On Computer – Click on 'Join a team with a code'.

   OR

   On Mobile App – At the top, click on three dots, select 'Join a team with a code'.

8. Enter the team code as given to you.

9. After joining the team, You will see the list of subjects.

10. Click on the subject according to the time table as given by your class teacher.

11. If the teacher has started the meeting, click on Join.

12. Again, click on Join Now.

13. Keep your video off and mic in mute. Use 'Raise Hand' option to ask doubts. Unmute

    only when the teacher asks you to speak.

14. **Always click the 'End' button (red in colour) when that particular class is over and**

    sign out of the app after classes are over i.e. 11:30 am.

15. If teacher is teaching through whiteboard, you will get a notification on the screen – 'Whiteboard is being shared'. Click on 'Open' and see the whiteboard.