



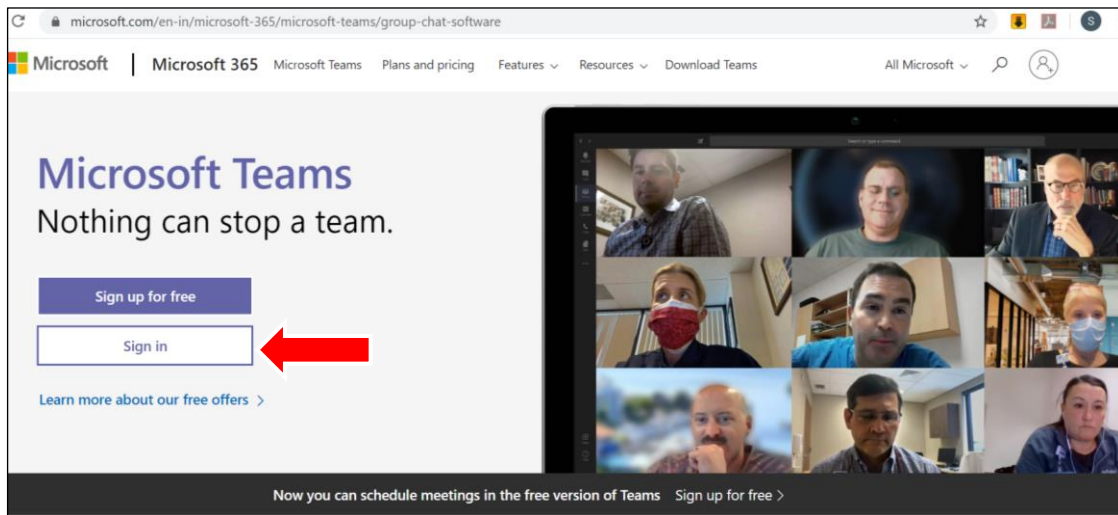
GUIDE for MICROSOFT TEAMS ON LAPTOP/DESKTOP AND MOBILE

Follow the steps given below if you are using laptop/desktop :

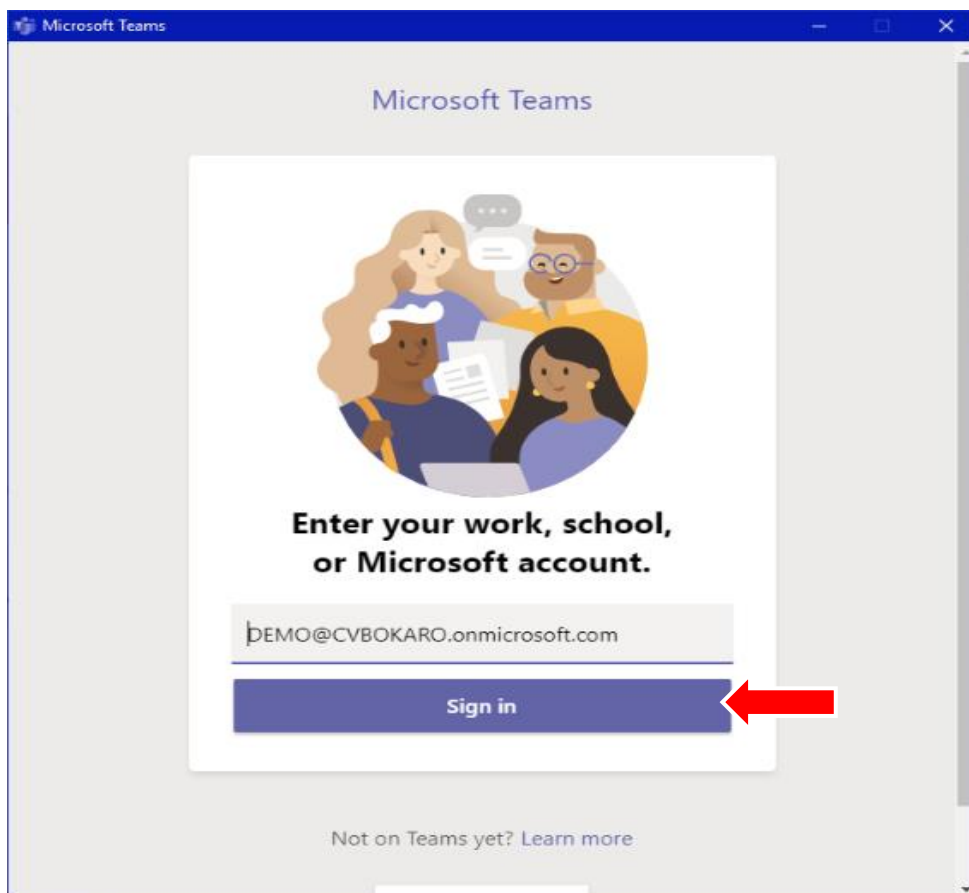
1. Open <https://teams.microsoft.com>

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.

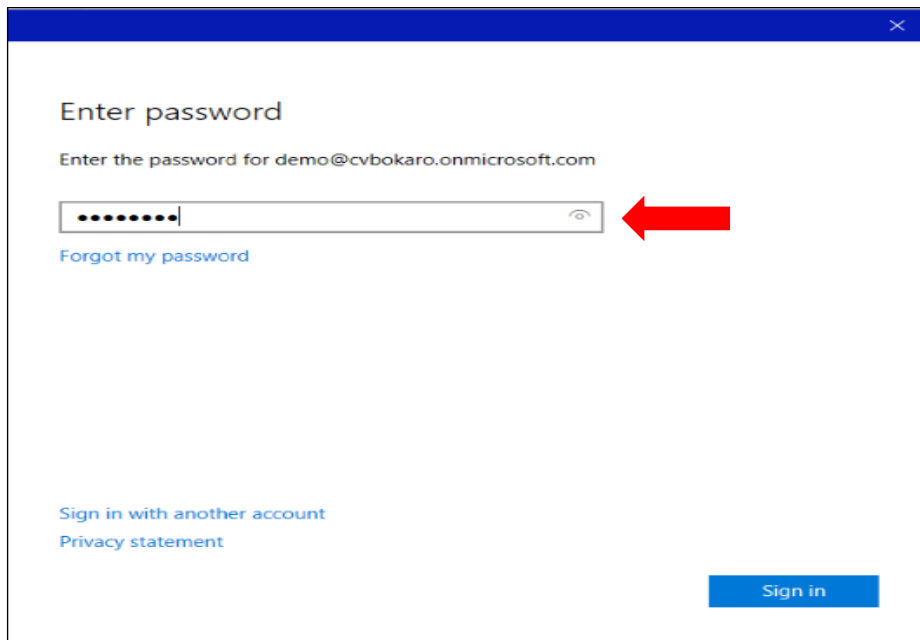
2. Click on ‘Sign In’



3. Enter the username as given to you by school and Click Sign In.



4. Enter the password and Click Sign In.



Enter password

Enter the password for demo@cvbokaro.onmicrosoft.com

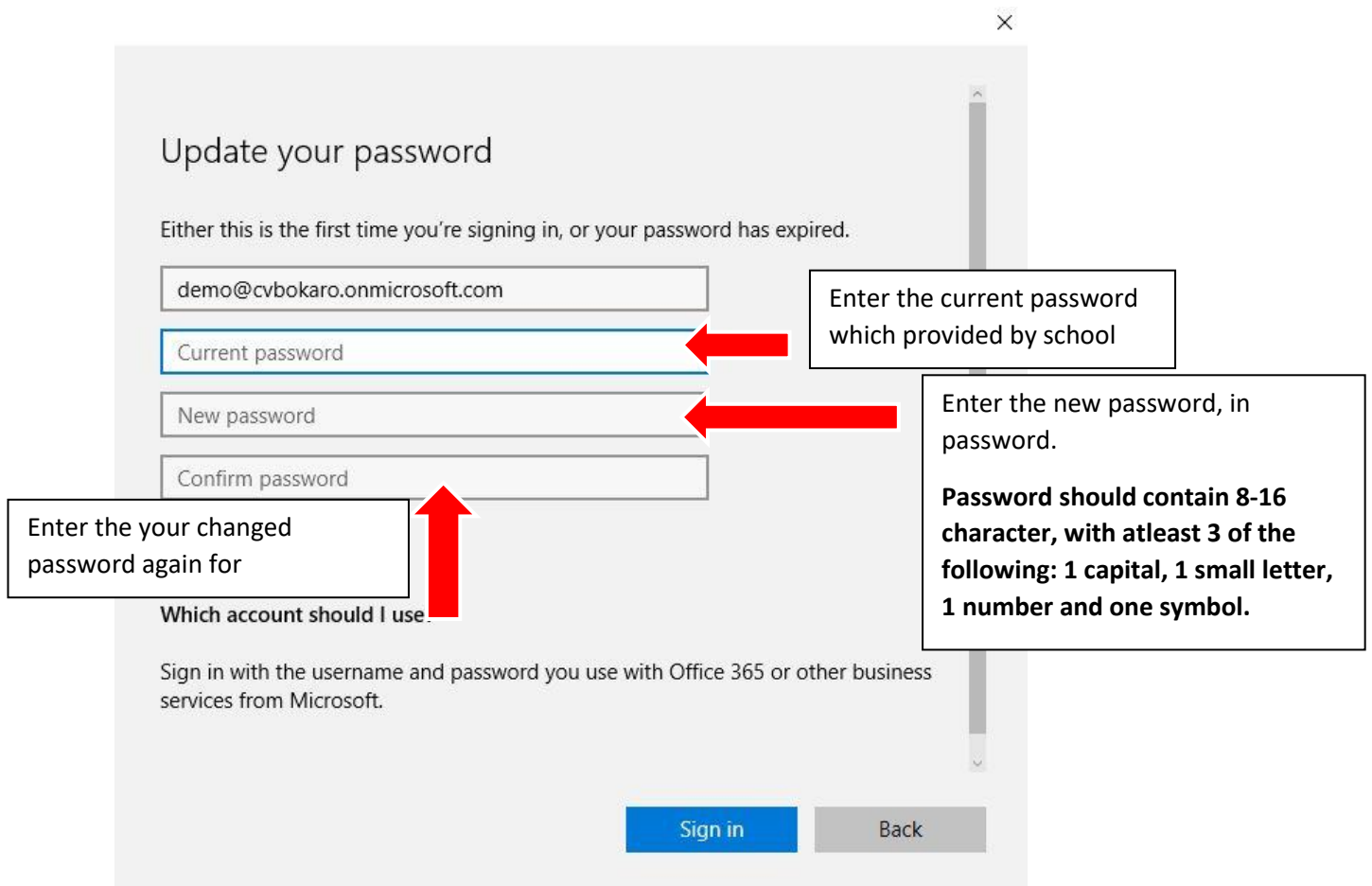
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[Forgot my password](#)

[Sign in with another account](#)
[Privacy statement](#)

[Sign in](#)

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



Update your password

Either this is the first time you're signing in, or your password has expired.

demo@cvbokaro.onmicrosoft.com

Current password

New password

Confirm password

Which account should I use

Sign in with the username and password you use with Office 365 or other business services from Microsoft.

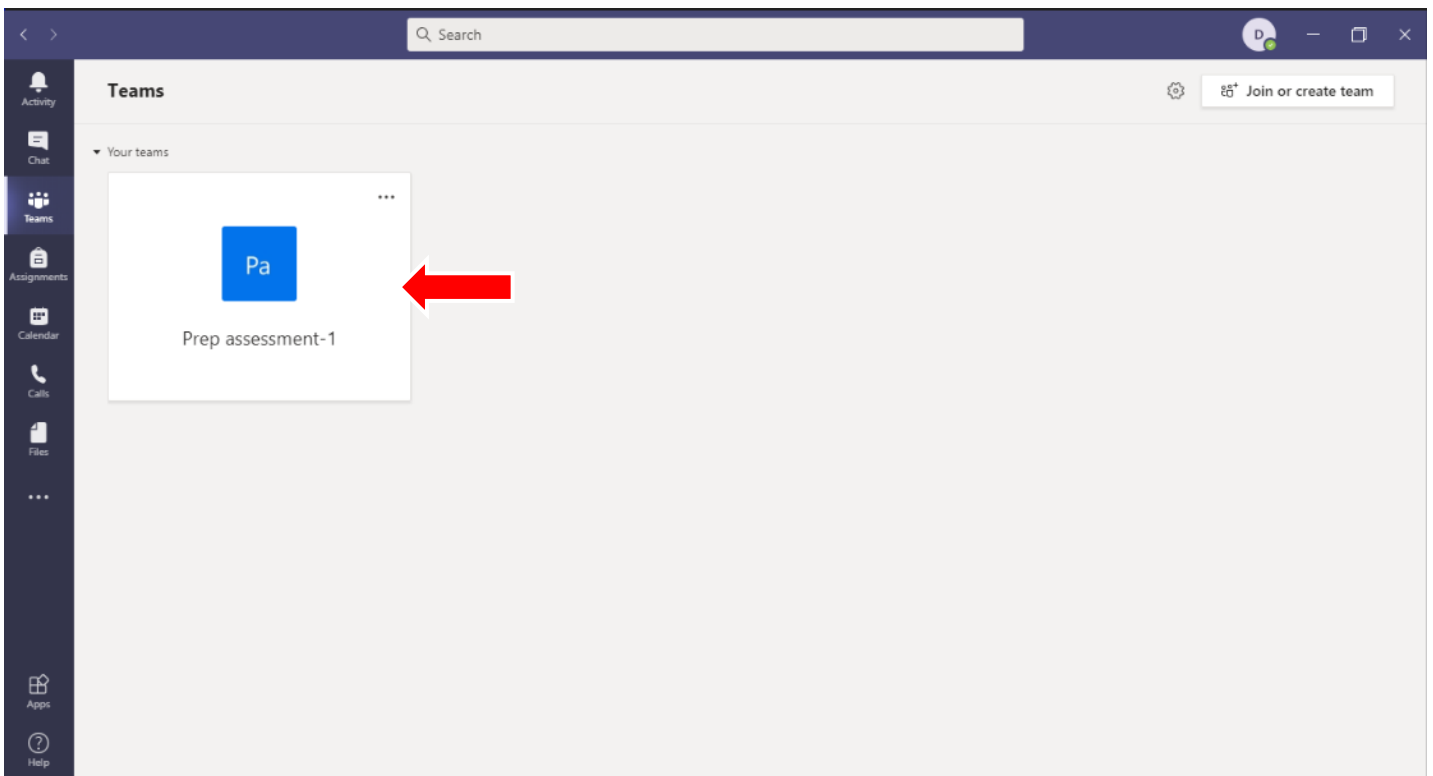
[Sign in](#) [Back](#)

Enter the current password which provided by school

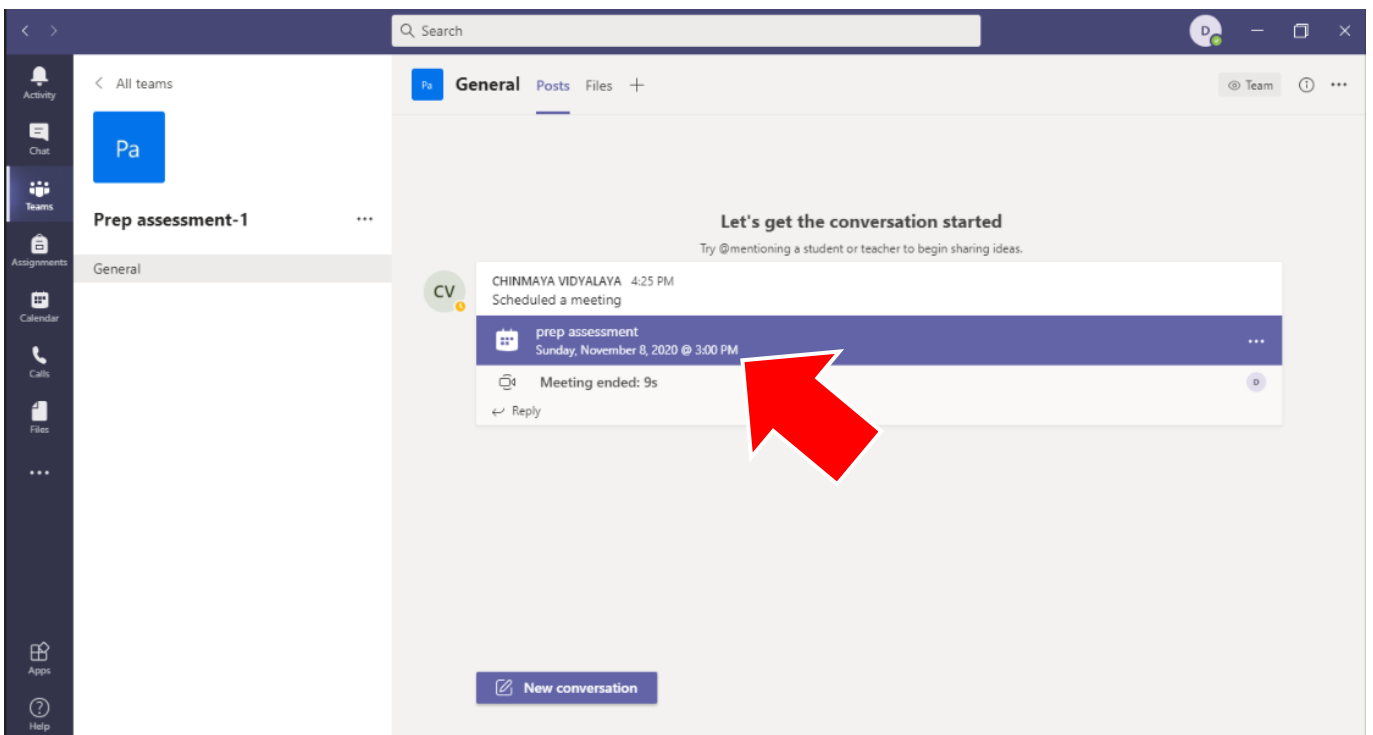
Enter the new password, in password.
Password should contain 8-16 character, with atleast 3 of the following: 1 capital, 1 small letter, 1 number and one symbol.

Enter the your changed password again for

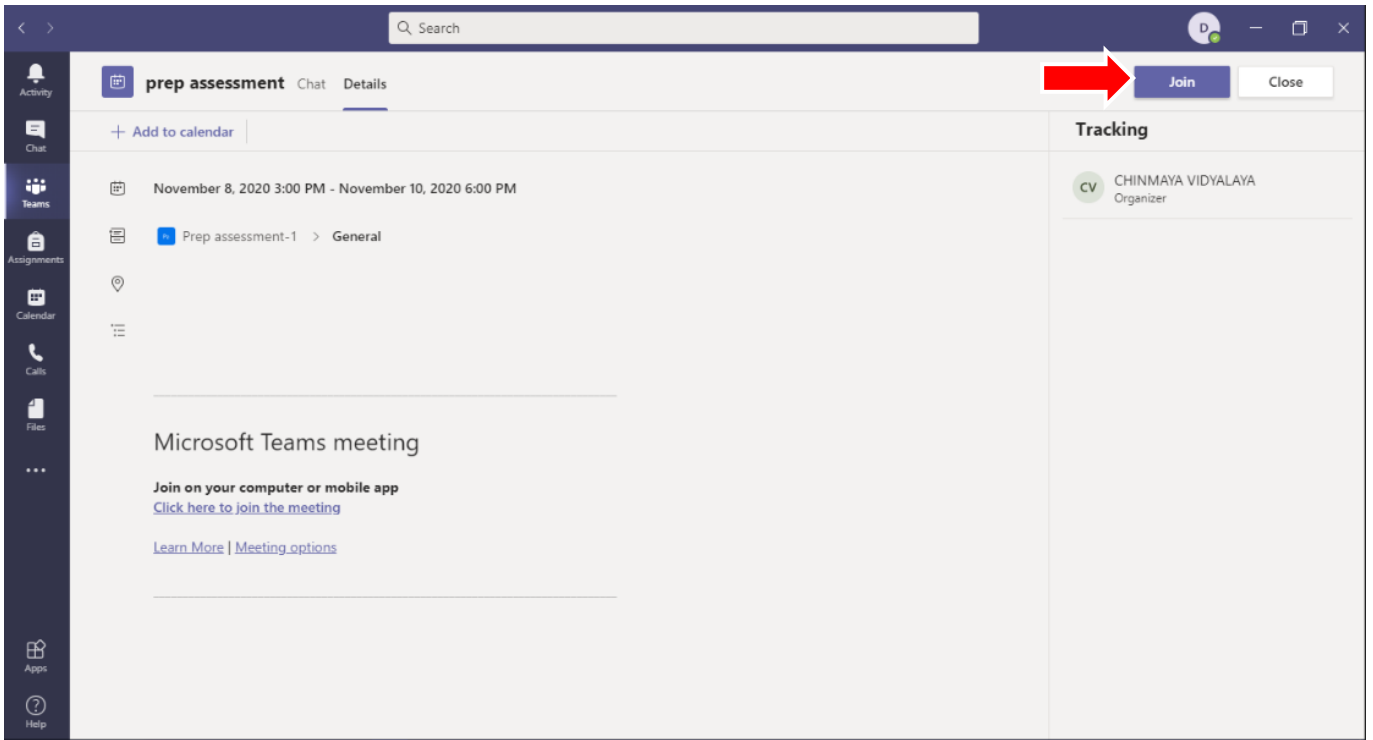
5. After login to the teams app, you will get this window, click on the teams name written with **“Prep assessment”** .



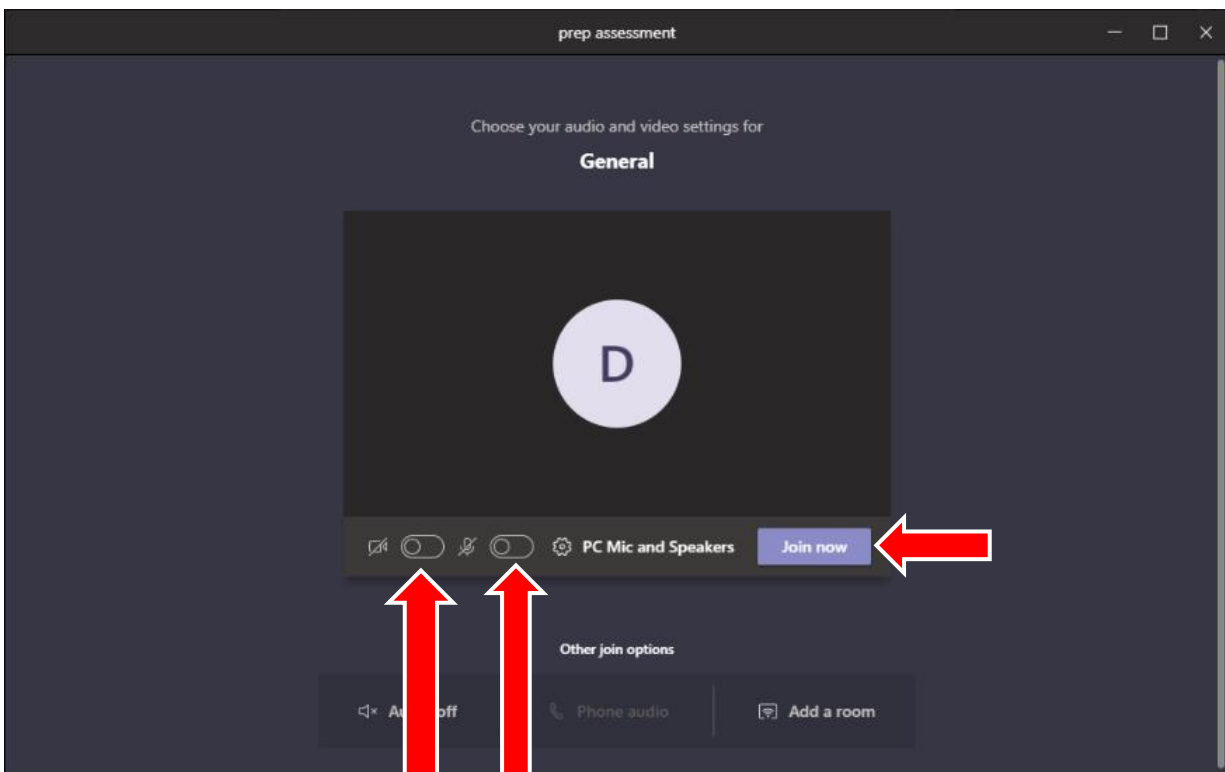
6. By clicking on the box, you will be able to see the page given below. Here you will be able to see that a meeting has scheduled named as **“prep assessment”** in a blue ribbon. Click on the meeting.



7. After clicking you will see a window. In this window, you will get an option of **“Join”** at the top right corner of the window. Click on the **“Join”** option.



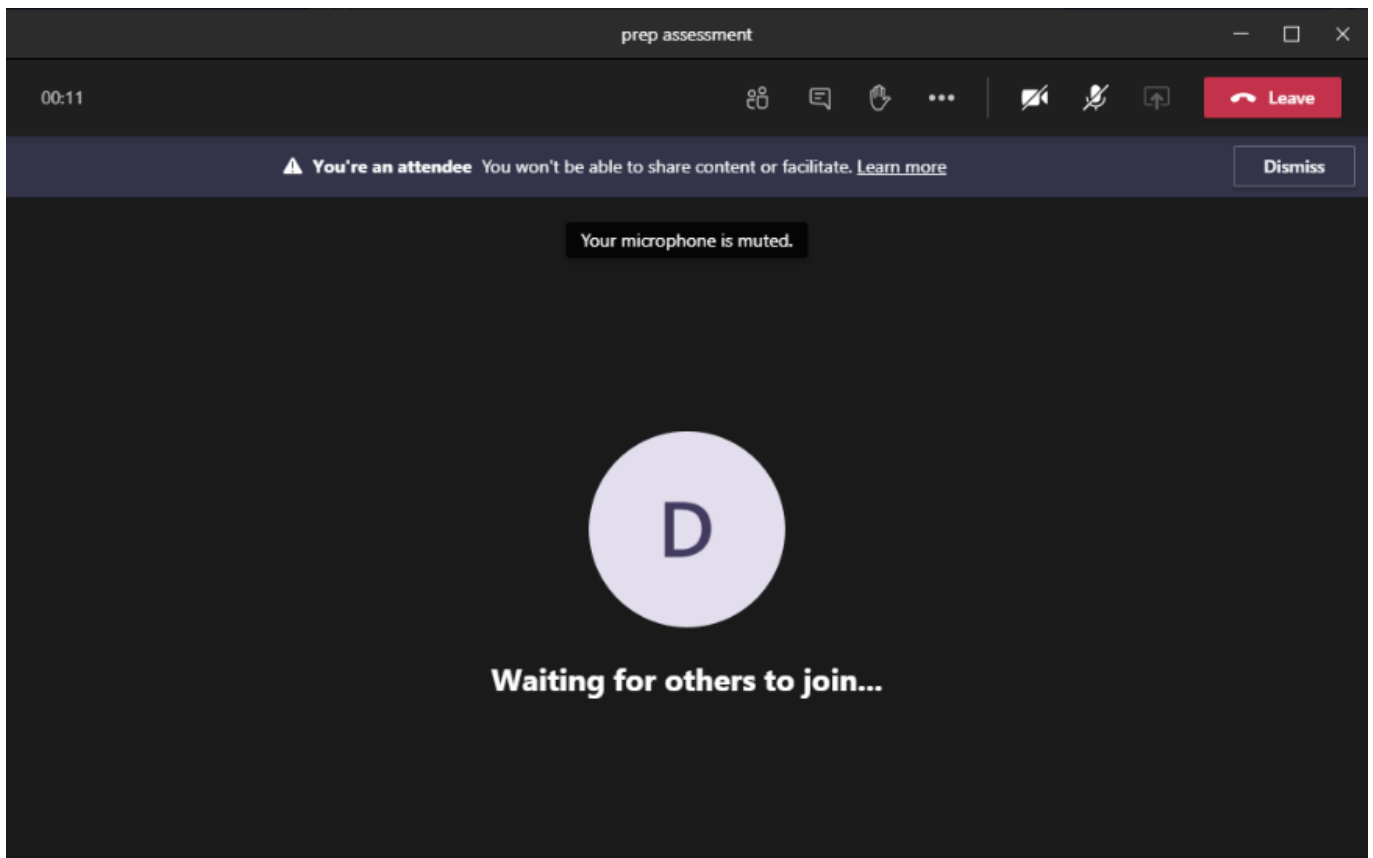
8. Again you will get a window. There will be option for mic and video. While joining, make sure both are off. After then click on “Join now” to attend the meeting.



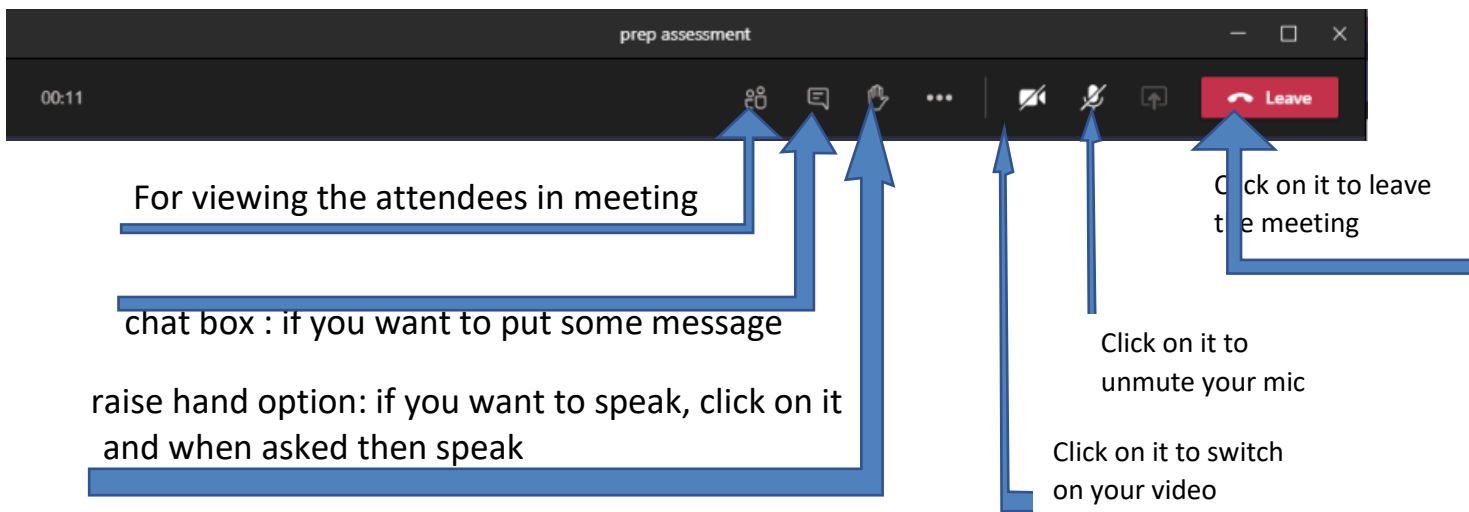
Camera on/off (video on/off)

Mute/unmute (audio on/off)

9. At the end, you will see a window where you will be able to see and listen other people who will be attending the meeting.

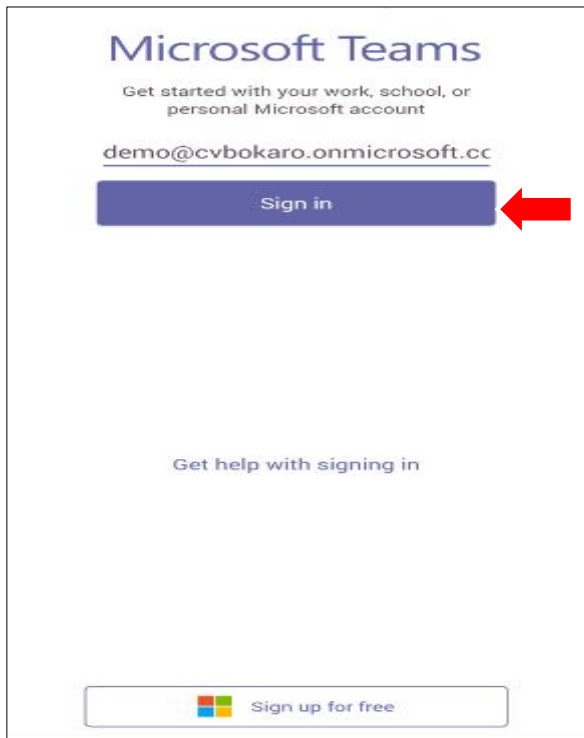


10. Icon description:

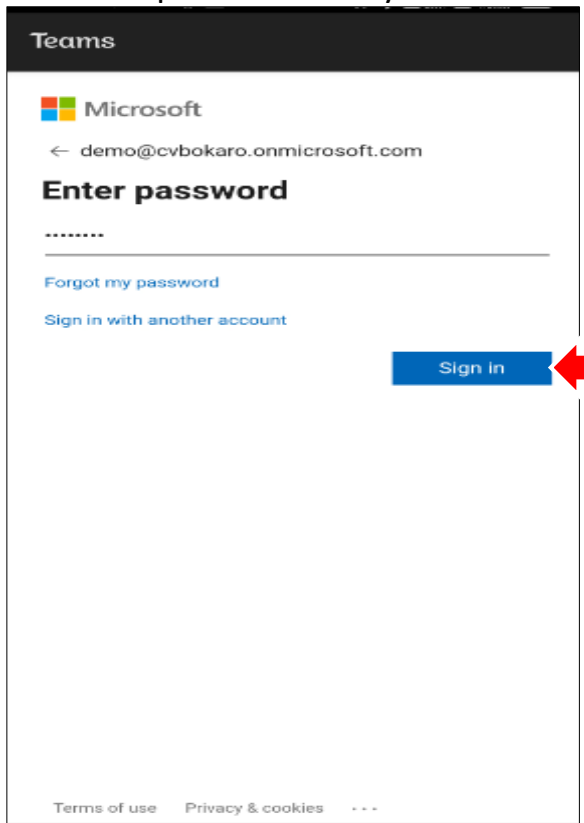


Follow the steps given below if you are using mobile phone:

1. Download the “**Microsoft teams app**” in your mobile phone.
2. Open the app and enter the username that is provided to you by school.



3. Enter the password that you have.





demo@cvbokaro.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

Enter the current password which provided by school

New password

Enter the new password, in password.

Confirm password

Password should contain 8-16 character, with atleast 3 of the following: 1 capital, 1 small letter, 1 number and one symbol.

Back

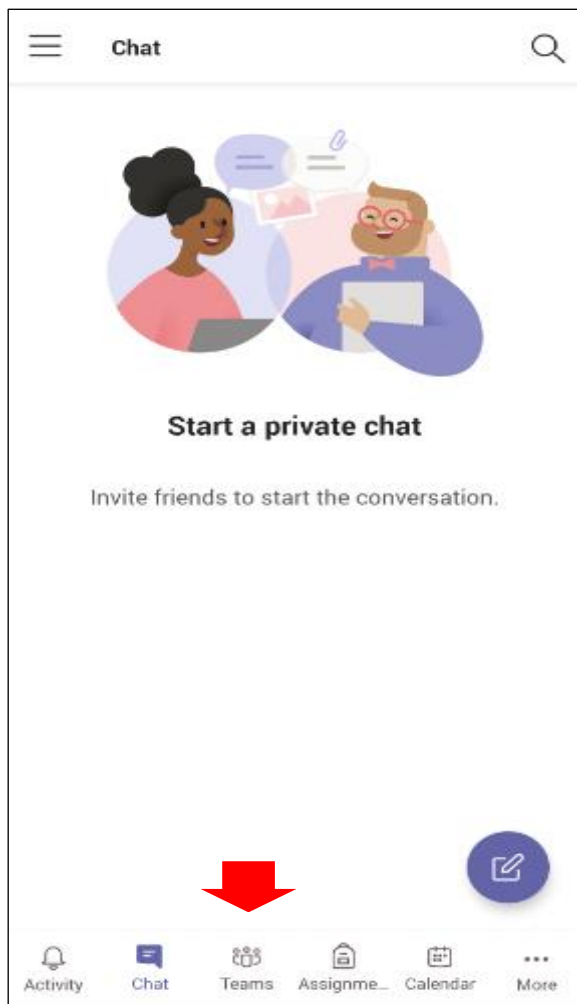
Sign in

Enter the your changed password again for confirmation.

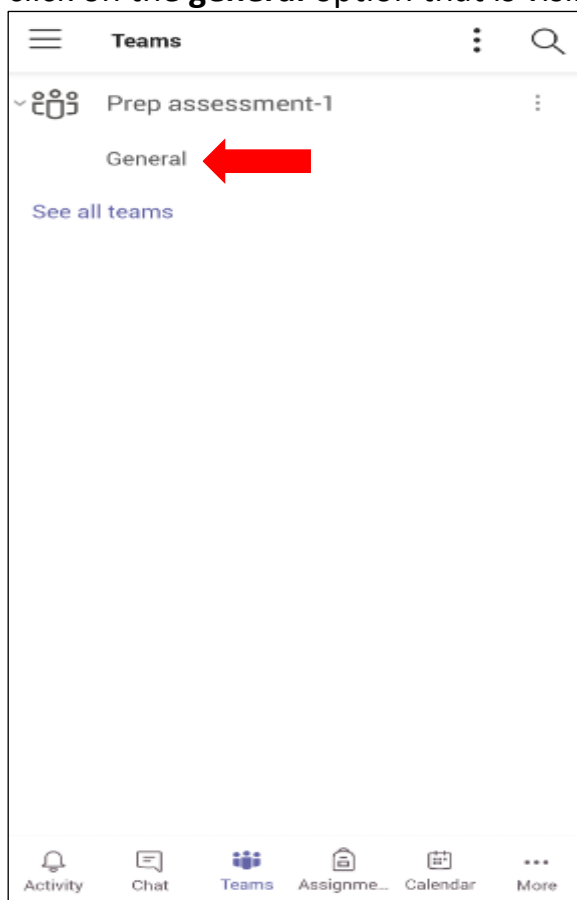
Click on **sign in**

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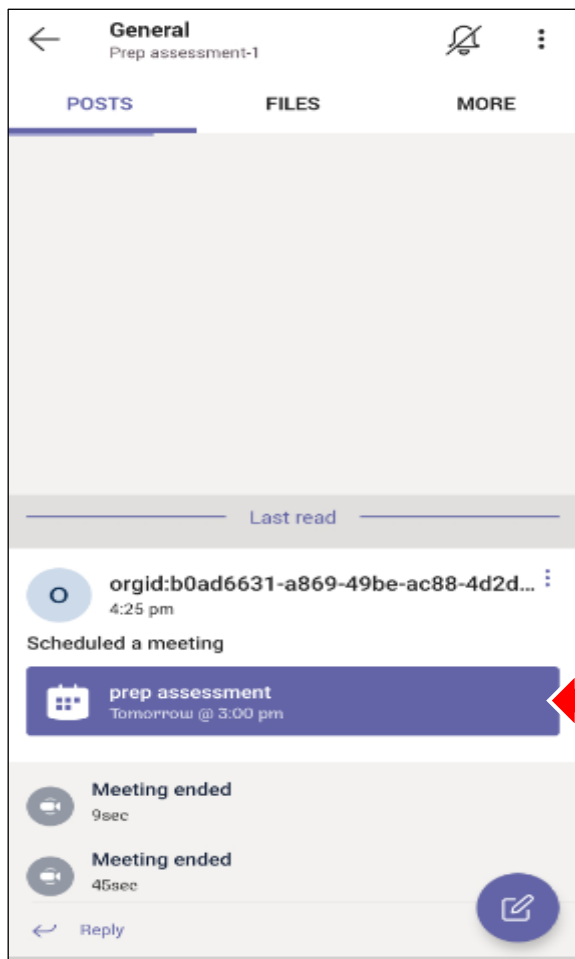
4. You will get a window as below. Click on the **next** option at the below and at the end click on **got it** option.
5. Now click on the **teams** option which is given there at the bottom.



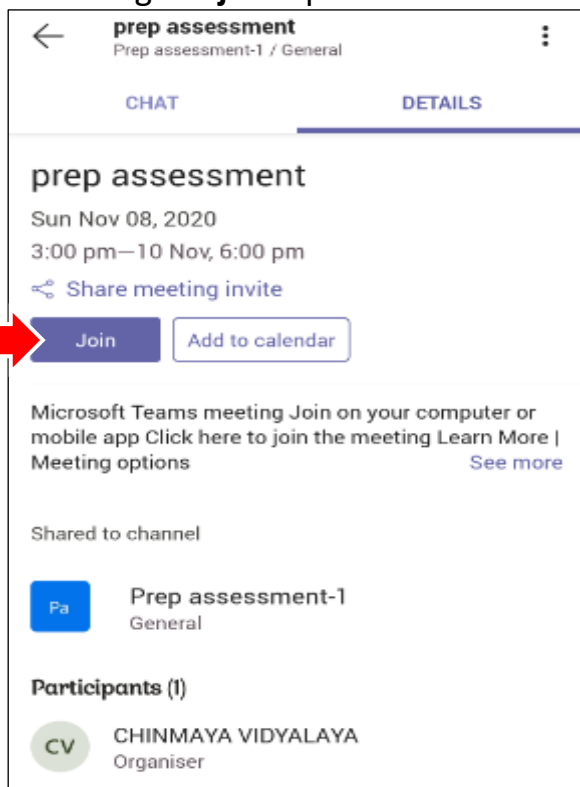
6. click on the **general** option that is visible on the screen.



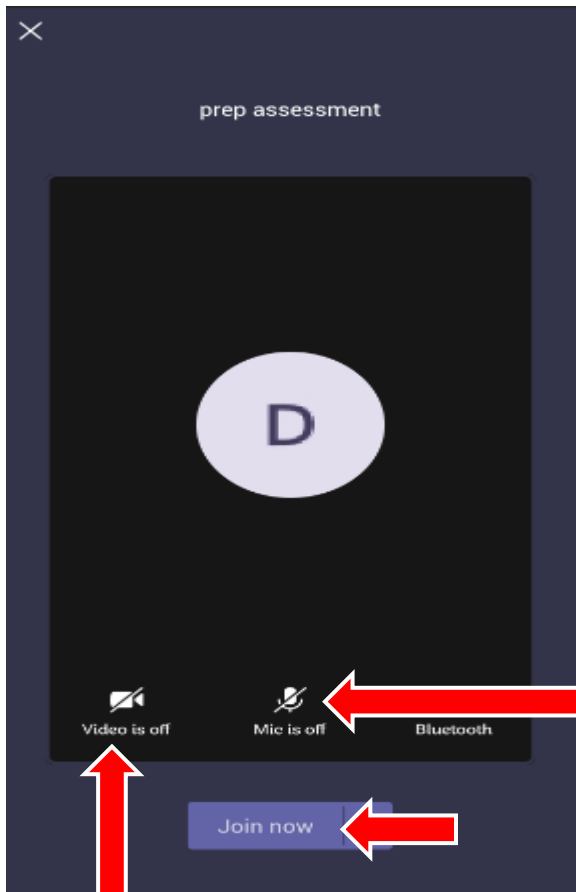
7. you will get a meeting scheduled named as **prep assessment**. click on the blue ribbon.



8. You will get a **join** option. Click on it.



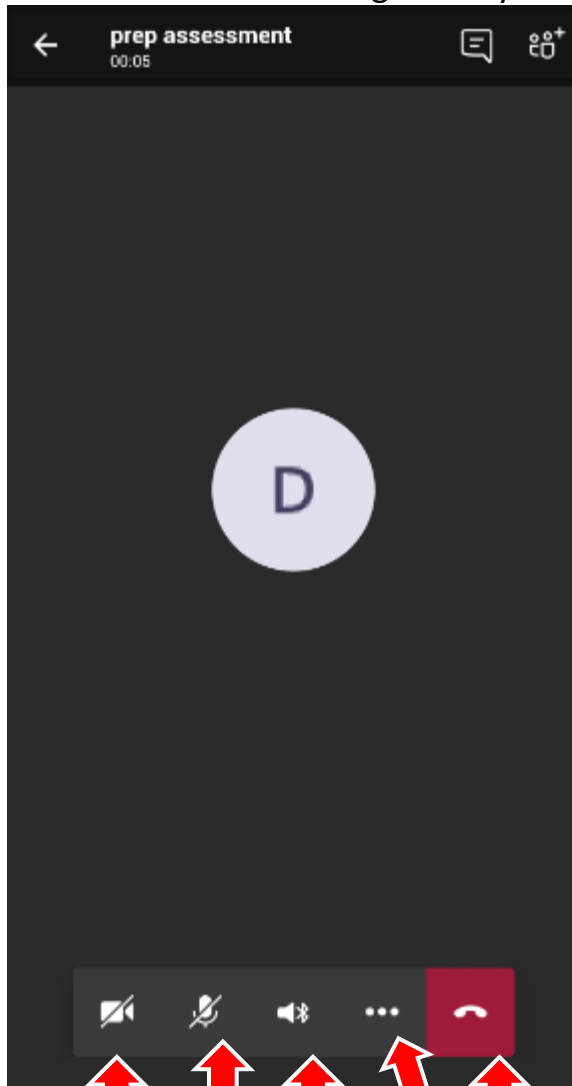
9. Again you will get a page for joining the meeting. There will be option of mic and video. Turn it off before joining the meeting. Then click on the **join now** option.



Mute/unmute (audio on/off)

Camera on/off (video on/off)

10. You will be joined in the meeting. You will see various icons there like camera, mic, sound and leave meeting which you can use while attending the meeting.



Click to **Camera on/off** (video on/off).

Click to **turn on speaker**.

Click to **Mute/Unmute** (audio on/off).

Click to **raise the hand**. (If you want to say something)

Click to **leave the meeting**.