GUIDELINES & PROCUDURE TO INSTALL &USE MICROSOFT TEAMS FOR ONLINE/REMOTE LEARNING

Banasthali Public School aims to make the teaching- learning process more secure and hassle-free. To achieve this, school has generated Microsoft Teams User ID and Password individually for all its students. With these ids, students and teachers can explore many Microsoft applications and incorporate in day to day lectures and interactions.

The **guidelines** to use MS Teams Account to attend online classes are as follows:

> *Students must refrain from sharing their user id and password with anyone.*

> *School reserves the rights to revoke/suspend the students account in case of any indiscipline or irregularity.*

> *The user ids are the only key to enter the online sessions.*

PROCEDURE TO INSTALL &USE MICROSOFT TEAMS USING SMART PHONES / DESKTOP

Always keep your username and password provided by your School handy with you.

STEP 1. Microsoft Teams can be downloaded& installed from your mobile phone's app store (e.g. APP STORE / PLAY STORE) or by clicking on below link on desktop:

https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app

STEP 2. Enter your Microsoft User ID, after downloading the app.

Format of Microsoft User ID is:

<ADM.NO>_<FIRST NAME OF STUDENT>@BANASTHALIPUBLICSCHOOL.COM

e.g. if **Name of Student is:** RAVI SHARMA

and his **Adm. No. is**: 8217
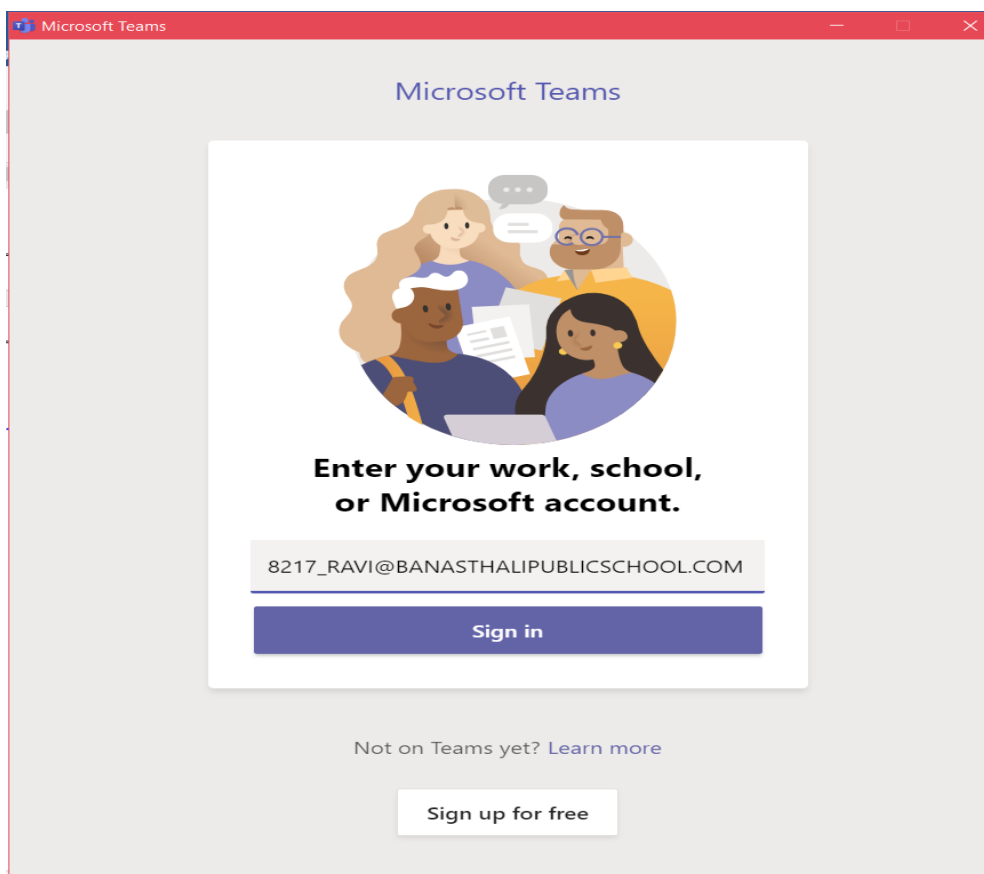
So, his **Microsoft User ID** will be:

ADM. NO. followed by UNDERSCORE followed by FIRST NAME followed by "@BANASTHALIPUBLICSCHOOL.COM". i.e.

8217_RAVI@BANASTHALIPUBLICSCHOOL.COM
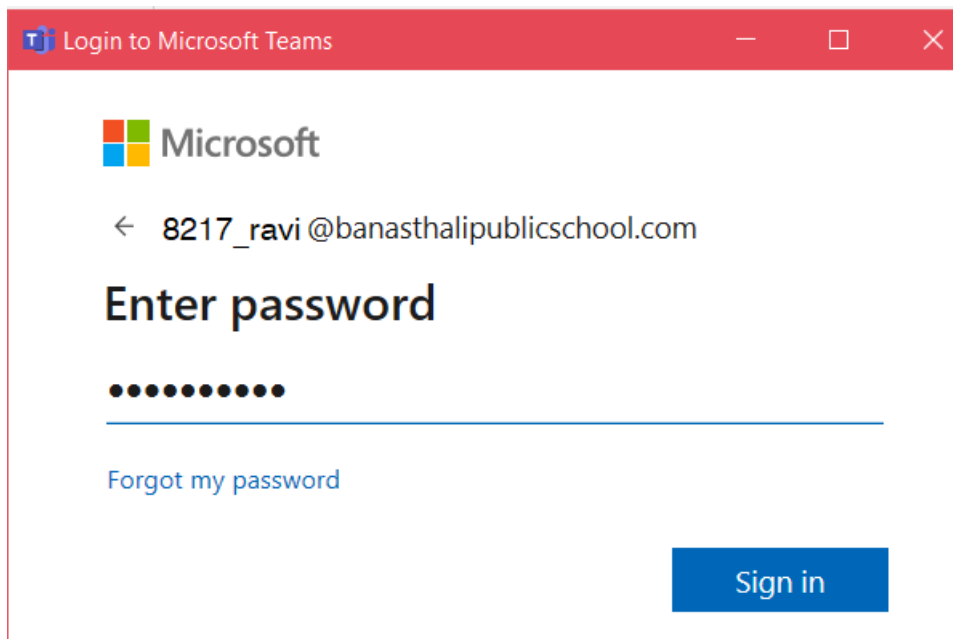
LOGIN PAGE OF MOBILE:

LOGIN PAGE OF DESKTOP APP:

**STEP 3. Enter the PASSWORD provided by the school in Snap Homework.**

Kindly note that user id/mail id is not case sensitive but **password is case-sensitive.**

Microsoft Teams will get open, Enjoy online learning with MSTeams.

KNOW HOW OF MS TEAMS APP

In MS Teams, CLASS of the student is represented by TEAMS terminology and SUBJECTS are represented by CHANNELS. After the login procedure is complete, in order to attend virtual classes, just click on the
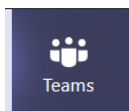
Teams [Teams] icon to see which classes you have been assigned to. You will find the following screen:
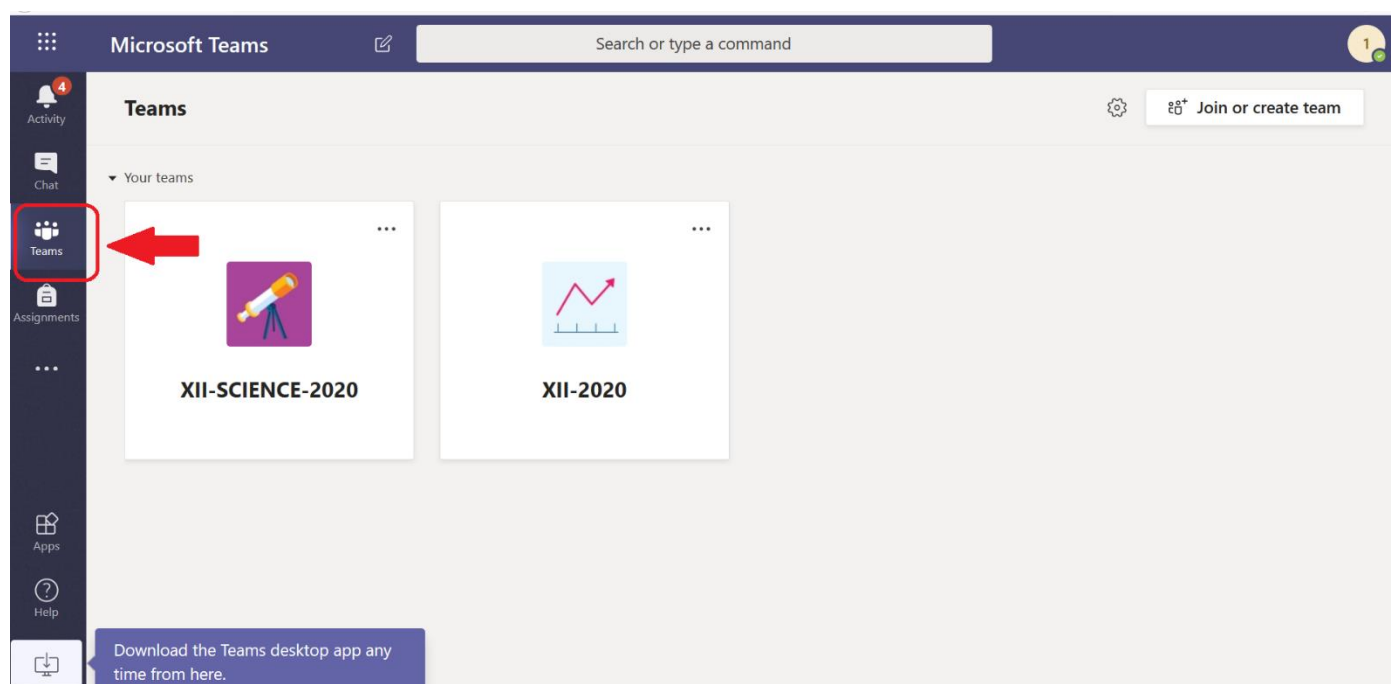
If you click on any of the teams, you can find subjects (channels) allotted to the student.
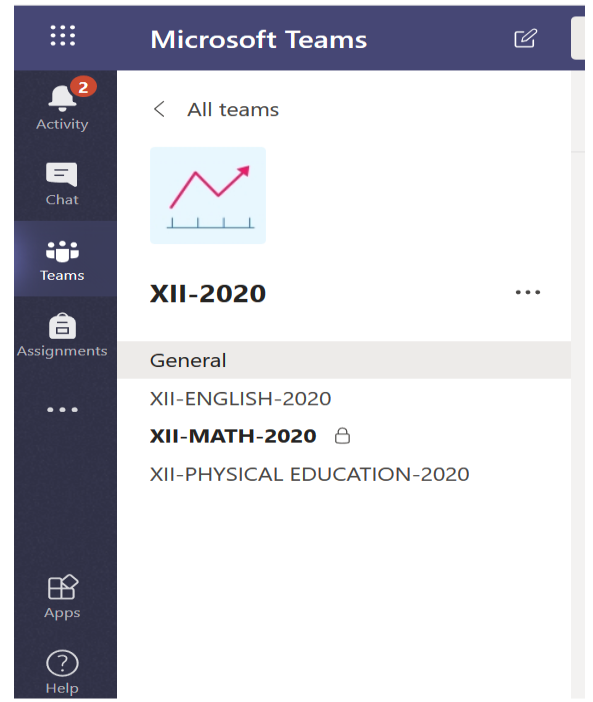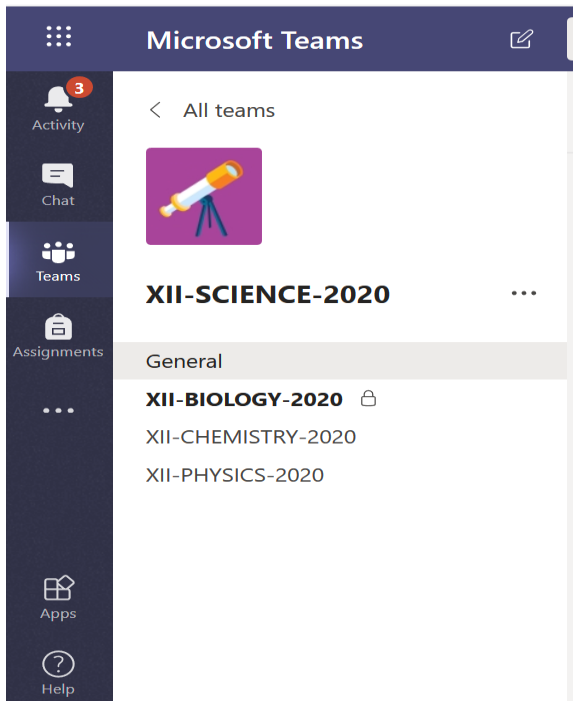
The channels will be of two types:

1. Public Channels - **all the students of that class are part of that channel**
2. **Private Channels - specific students of that class are part of that channel**

THE PRIVATE CHANNELS ARE REPRESENTED WITH A LOCK

PROCEDURE TO ATTEND ONLINE CLASSES USING TEAMS

## FOR GETTING THE MEETING DETAILS OF A PUBLIC CHANNEL

Click the calendar option [Calendar] towards the left hand side. You will see the calendar with important dates and details of team meeting.

See the **DATE AND TIME** as per time table for which you wish to attend the meeting. You will see the meeting link present there 10 min. before the scheduled meeting. Click **JOIN** button. You will be **DIRECTED TO THE ONLINE CLASS**.
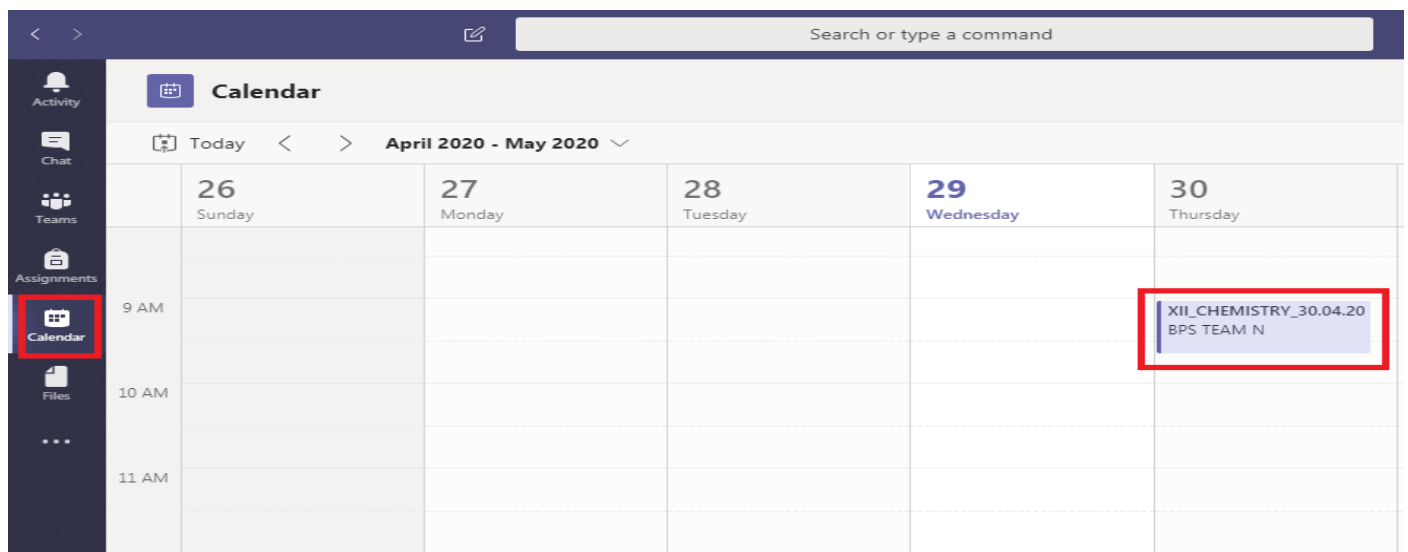
## FOR GETTING THE MEETING DETAILS OF A PRIVATE CHANNEL

Go to **TEAMS** option, click on the **desired Team** and the **Private channel** you wish to select.
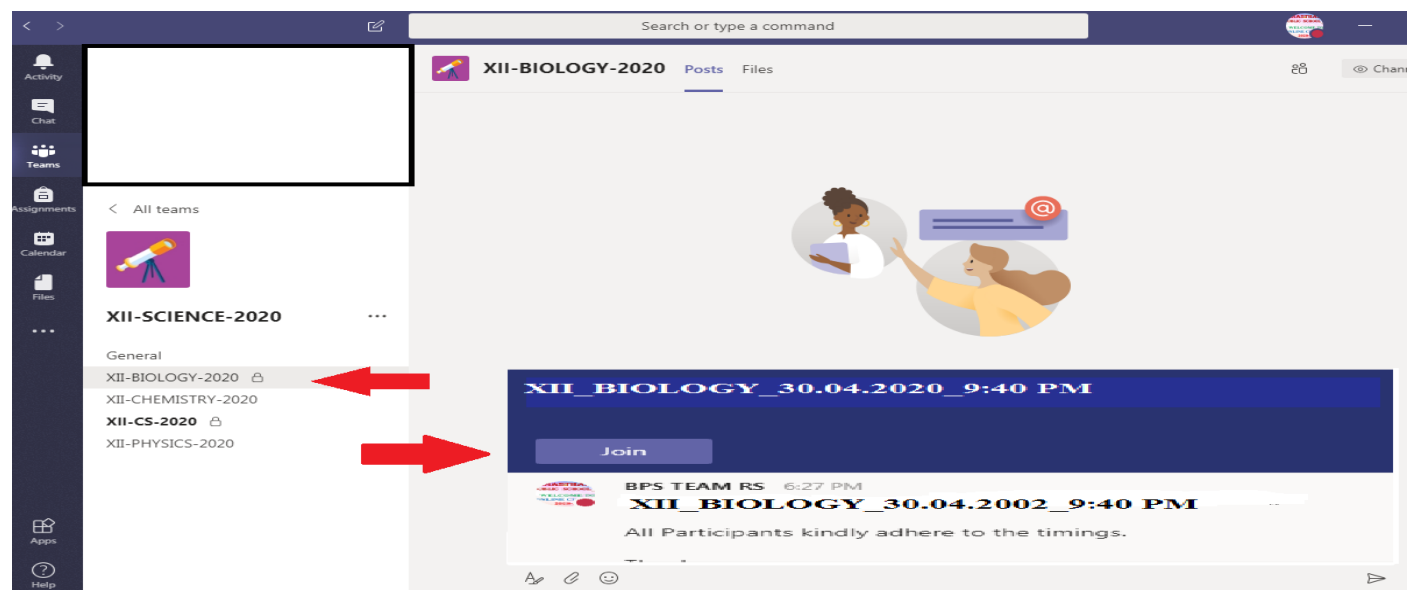
The link for private channel will be displayed in the conversation tab. Click JOIN button to join the meeting. **Enter The Desired Meeting and Enjoy Learning.**

VIEWING THE MEETINGS SCHEDULED ON SATURDAY

➢ MEETINGS SCHEDULED FOR SATURDAY WILL BE DISPLAYED WHEN WE CLICK THE CALENDER OPTIONS PRESENT TOWARDS LEFT HAND SIDE.

➢ WHEN THE CALENDER DIPLAYS THE DATE (ON TOP) AND TIMINGS (ON LEFT), CLICK THE WEEK OPTION FROM THE DROP DOWN LIST PRESENT ON RIGHT SIDE.
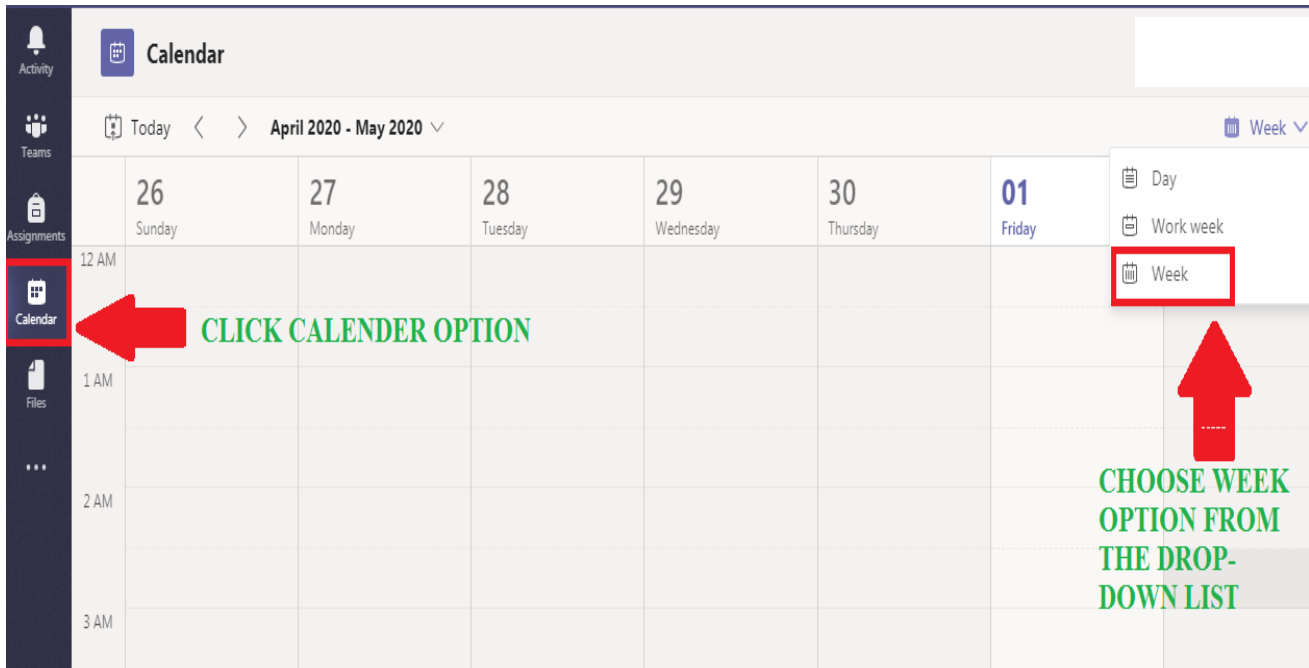
➢ THEN YOU WILL BE ABLE TO SEE THE MEETINGS SCHEDULED FOR SATURDAY.
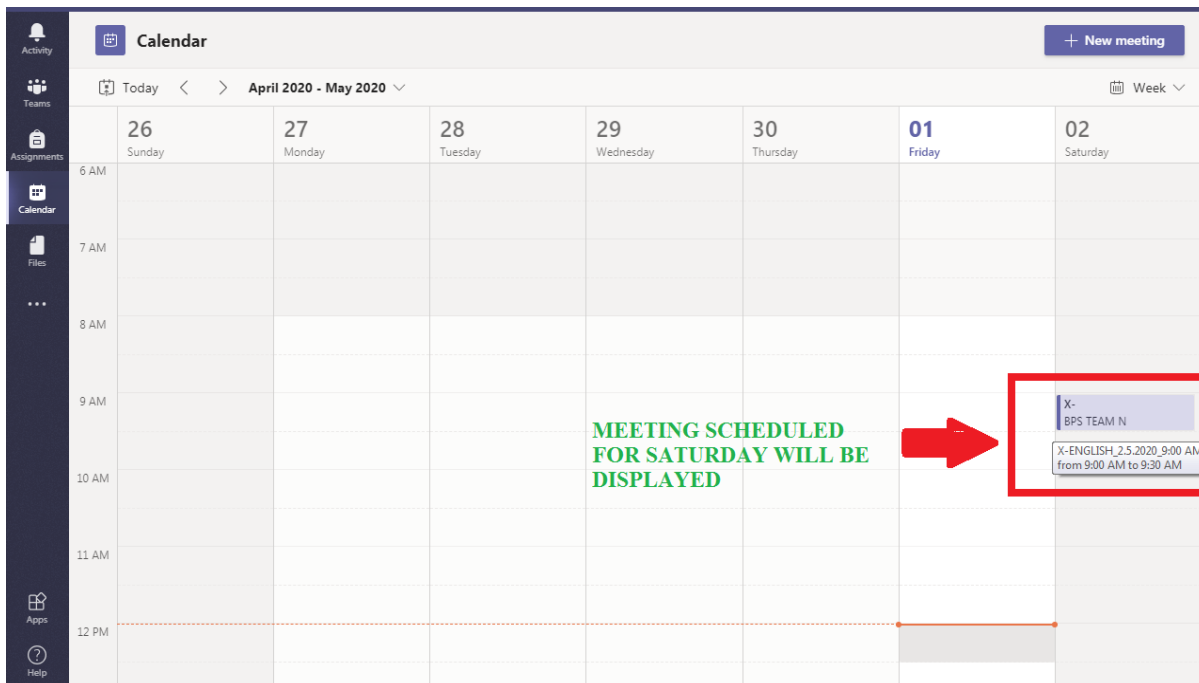
➢ JOIN THE MEETING AND ENJOY LEARNING