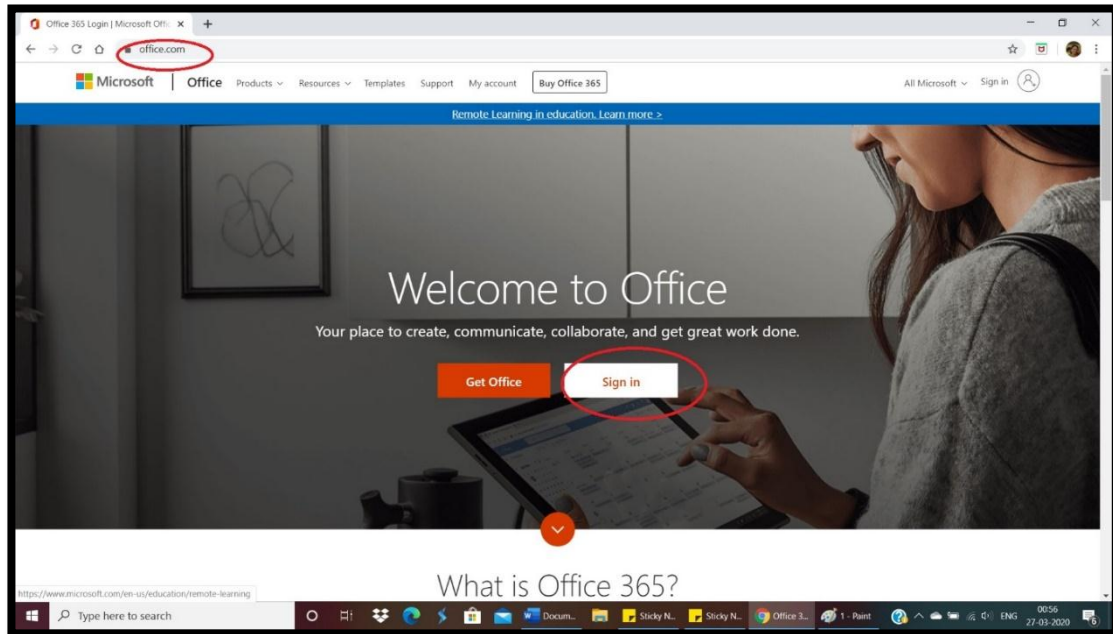


Annexure-1

Downloading and Using Microsoft Team on Desktop/Laptop Computer

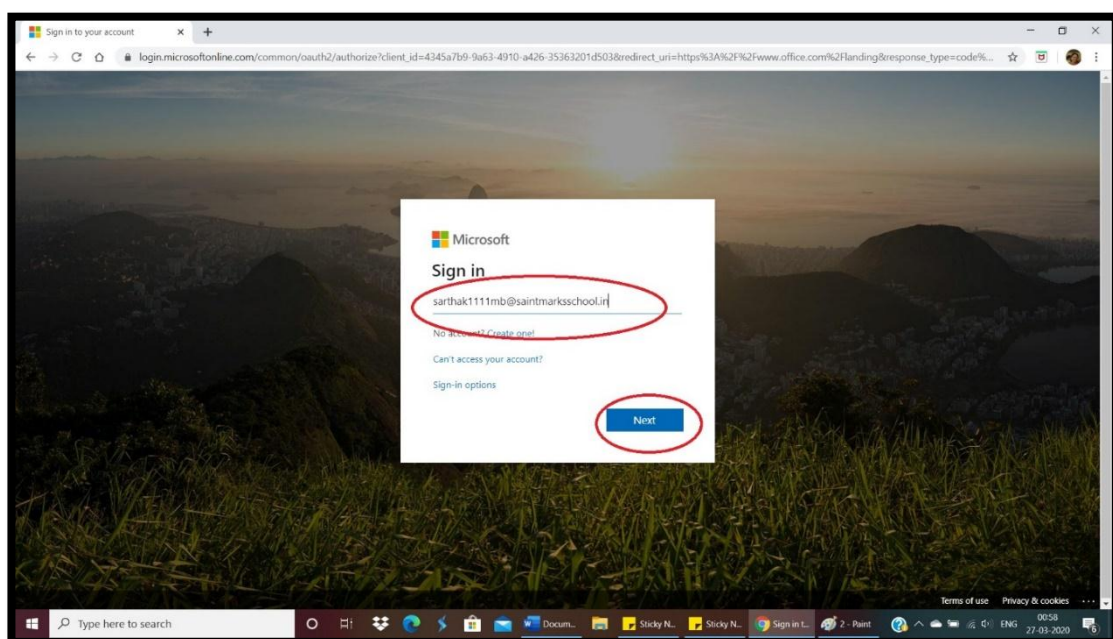
1. On Internet Explorer/Edge/Google Chrome browser, type office.com, and press enter. A screen like this will appear.



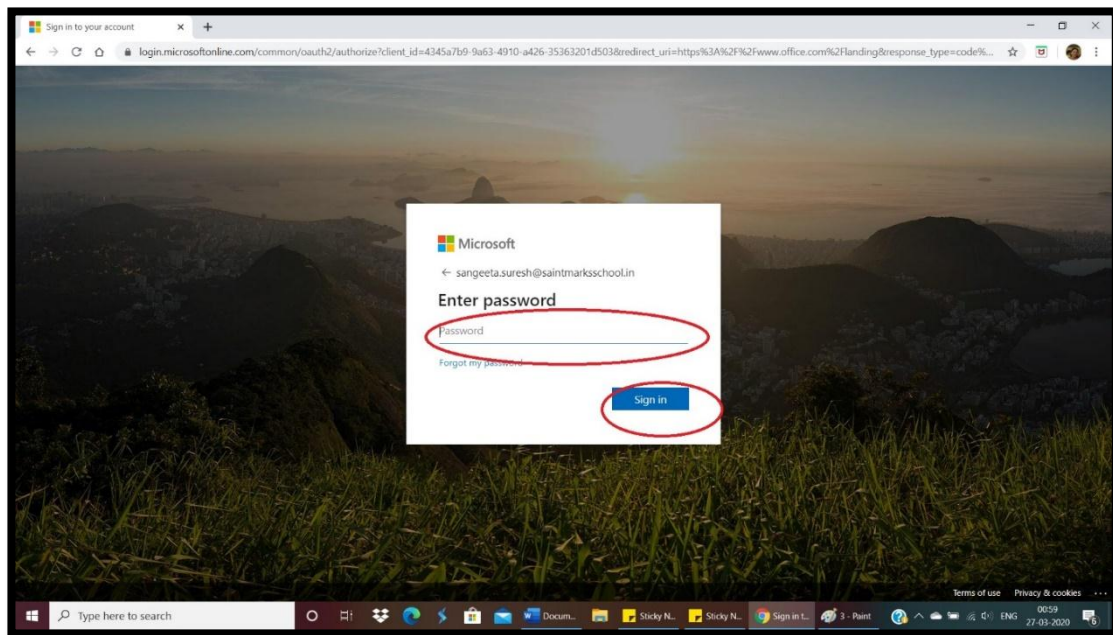
2. Sign In. For signing in, a log-in ID has already been created for you in this format:

firstname.adm-nosmgs@saintmarksschool.in

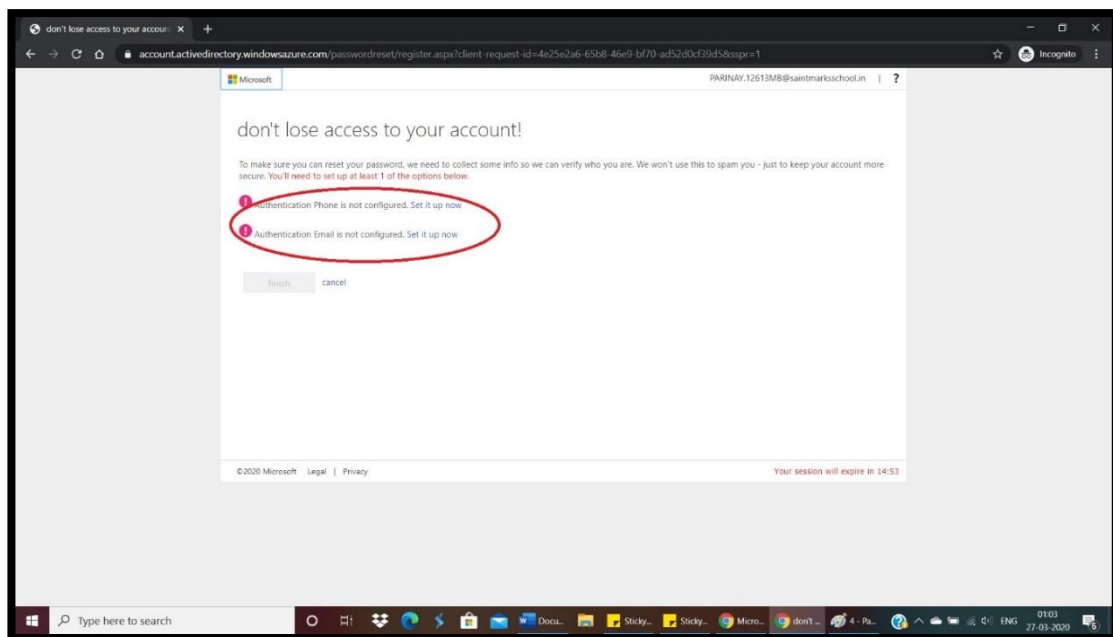
e.g. pranav.19862smgs@saintmarksschool.in



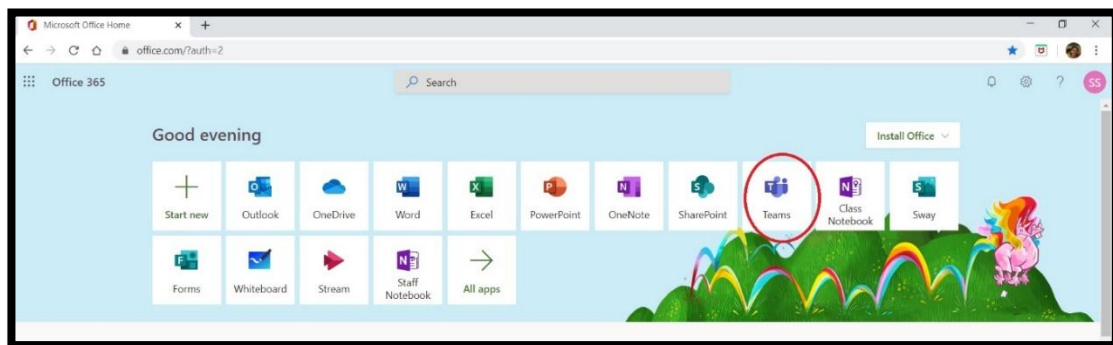
3. Type in the Password mentioned below:
Student@123



4. After login, you will be prompted to provide your mobile no. and email ID for further authentication. Enter your active mobile number and email ID. (This has to be done only for the first time you login)



5. You will be directed to the Homepage of office.com which will provide you with various apps to use online like Word, Excel, PowerPoint, Teams, Sway etc. to name a few.



6. Click on TEAMS software and join the class as per the schedule received. The teacher will initiate a video call which you have to accept and connect to the class. The screen will be as shown below.

