ST.JOSEPH'S P.U.COLLEGE

F.M.CARIAPPA ROAD

BENGALURU

STUDENT GUIDE TO USE MICROSOFT TEAM FOR ONLINE TEACHING/LEARNING

This guide explains the following 4 categories:-

1. **Installing Microsoft teams app**
2. **Login into MS teams**
3. **Join the meeting**
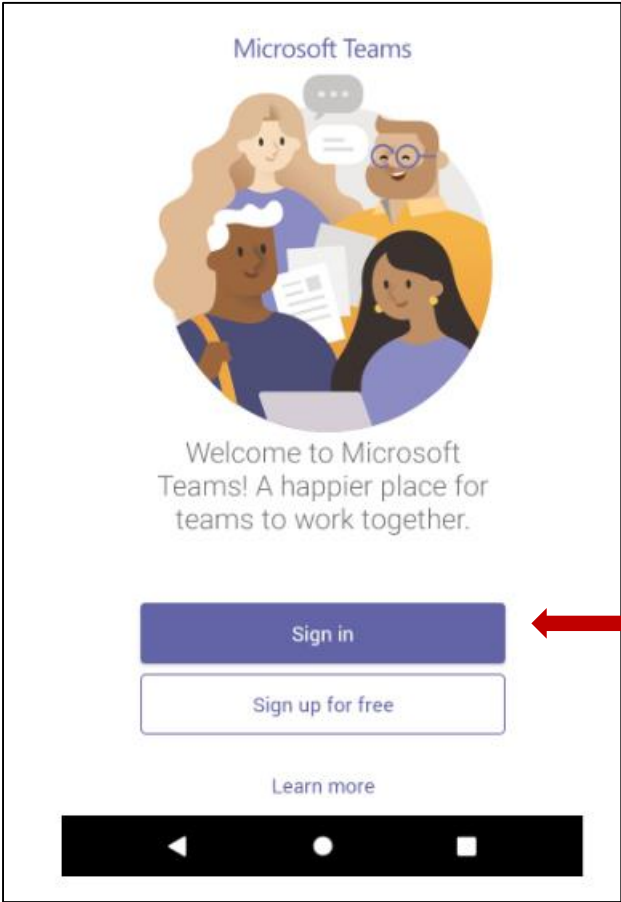4. **Posting assignment**

CATEGORY 1 : INSTALLING MS TEAMS APP

STEP: Download and Install the Microsoft Teams app in the link given or directly download from google play store .
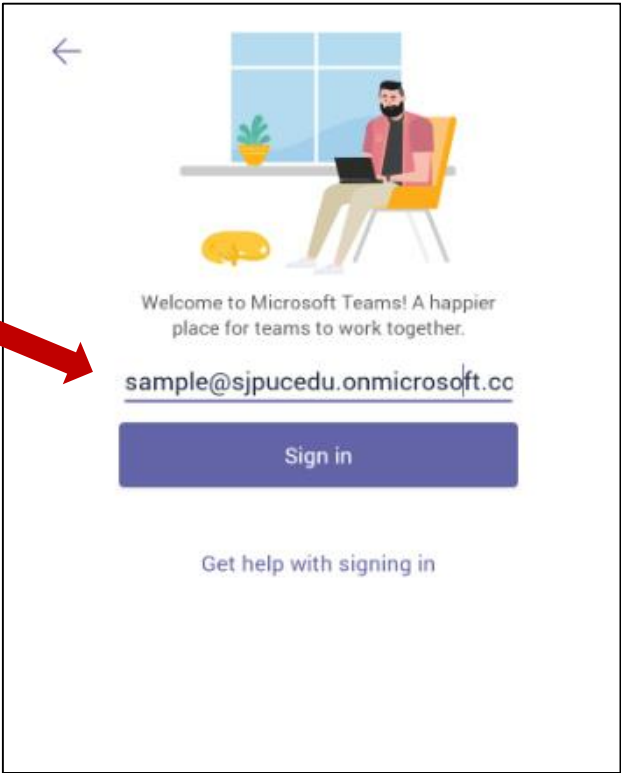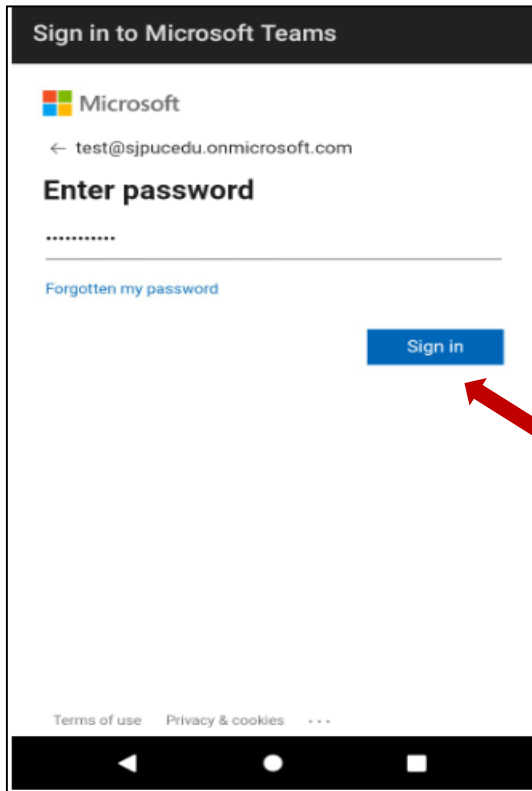https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app

CATEGORY 2 :LOGIN INTO MS TEAMS

STEP :Sign in with the given Microsoft ID and password

Microsoft Teams

Welcome to Microsoft
Teams! A happier place for
teams to work together.

Sign in

Sign up for free

Learn more

Step 1: Click Sign in

**Step 2 : Type your Microsoft
ID and click sign in**

Welcome to Microsoft Teams! A happier
place for teams to work together.

sample@sjpucedu.onmicrosoft.cc

Sign in

Get help with signing in

Sign in to Microsoft Teams

■■ Microsoft

← test@sjpucedu.onmicrosoft.com

Enter password

....

Forgotten my password

Sign in
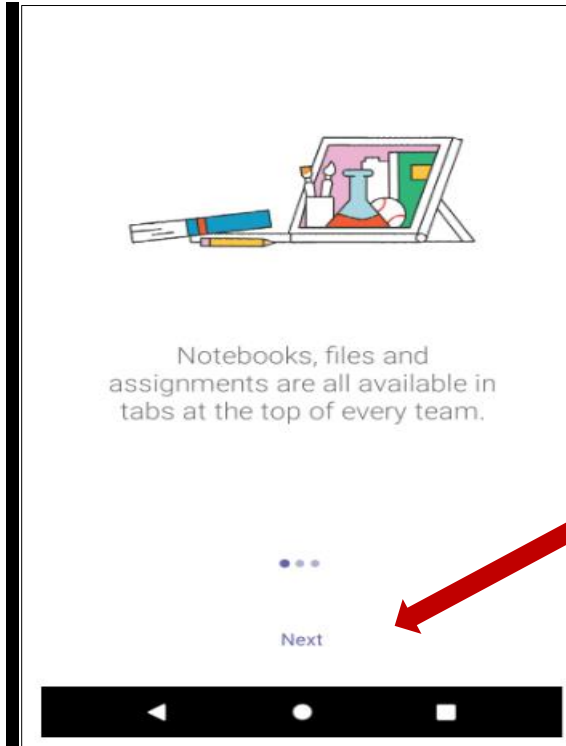
Terms of use   Privacy & cookies   . . .
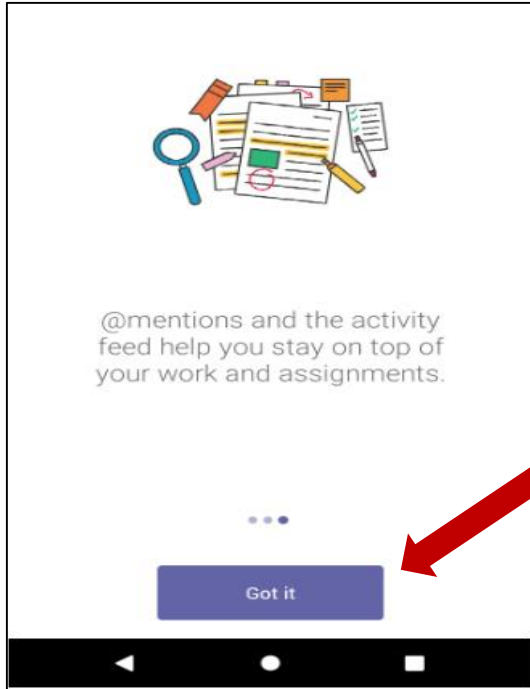
Step 3 : Type the password and click sign in
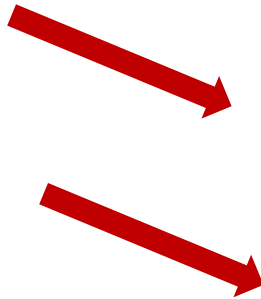
NOTE: After login ,introduction to some of the MS Team features are displayed . Hence slide for next 3 screen pages by clicking Next.

Notebooks, files and assignments are all available in tabs at the top of every team.

Next

Click NEXT

Stay connected with classmates, coaches and teachers from your phone, tablet, PC or the web.

Next

Click NEXT

@mentions and the activity feed help you stay on top of your work and assignments.

Got it

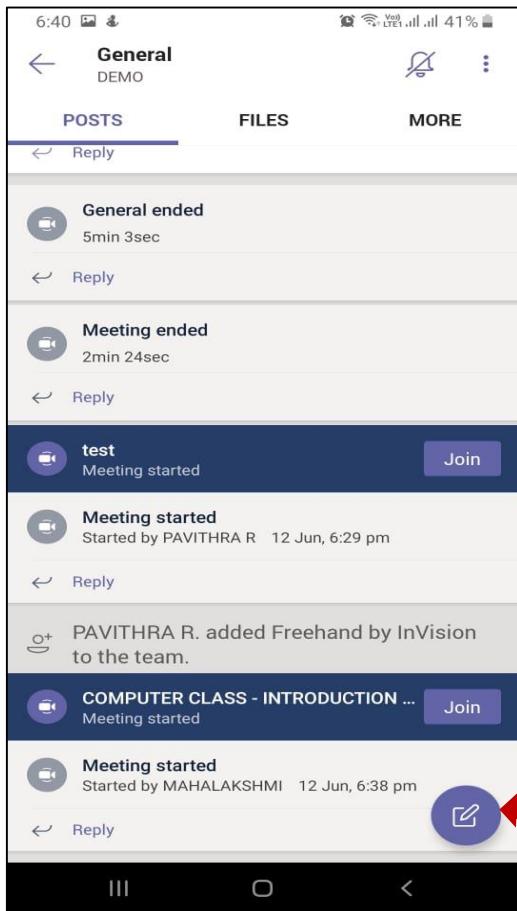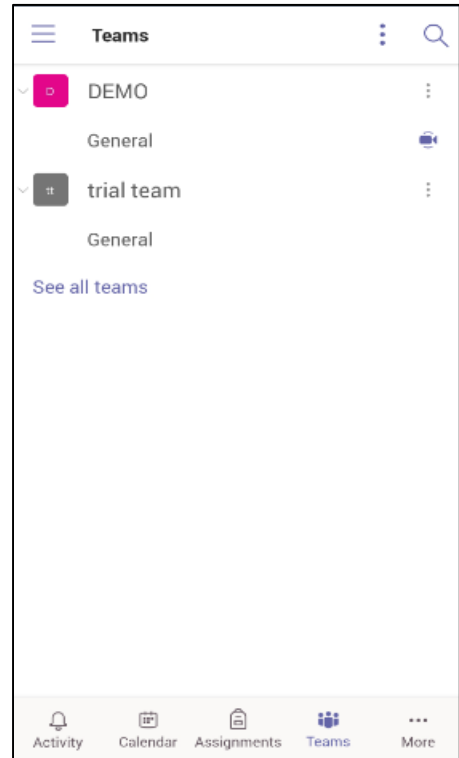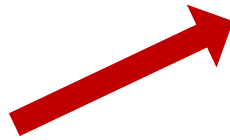**click the option Got it to complete all 3 step process**

CATEGORY 3 : JOIN MEETING

STEP :This screen will show the notifications of all activities related to class meet,conversation,uploading any file ,assignment etc.
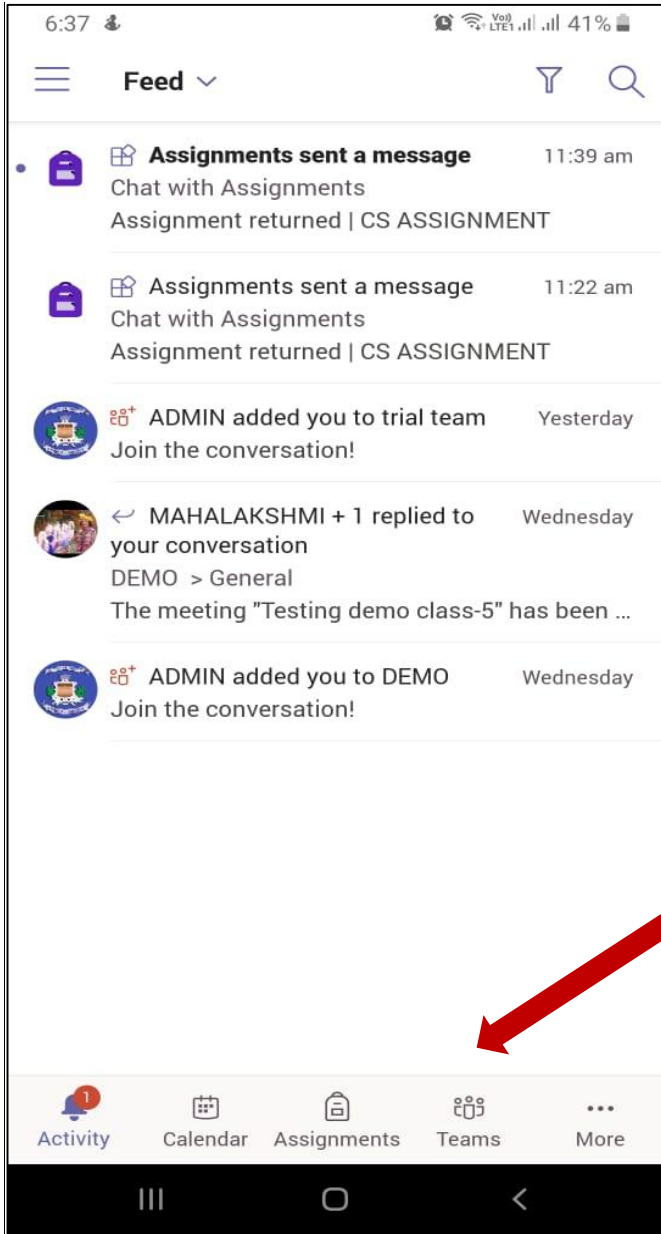
Select Teams

Select a particular class (Eg. Trail team) and click General

1. select the respective subject meeting hosted by subject teacher and click **JOIN**

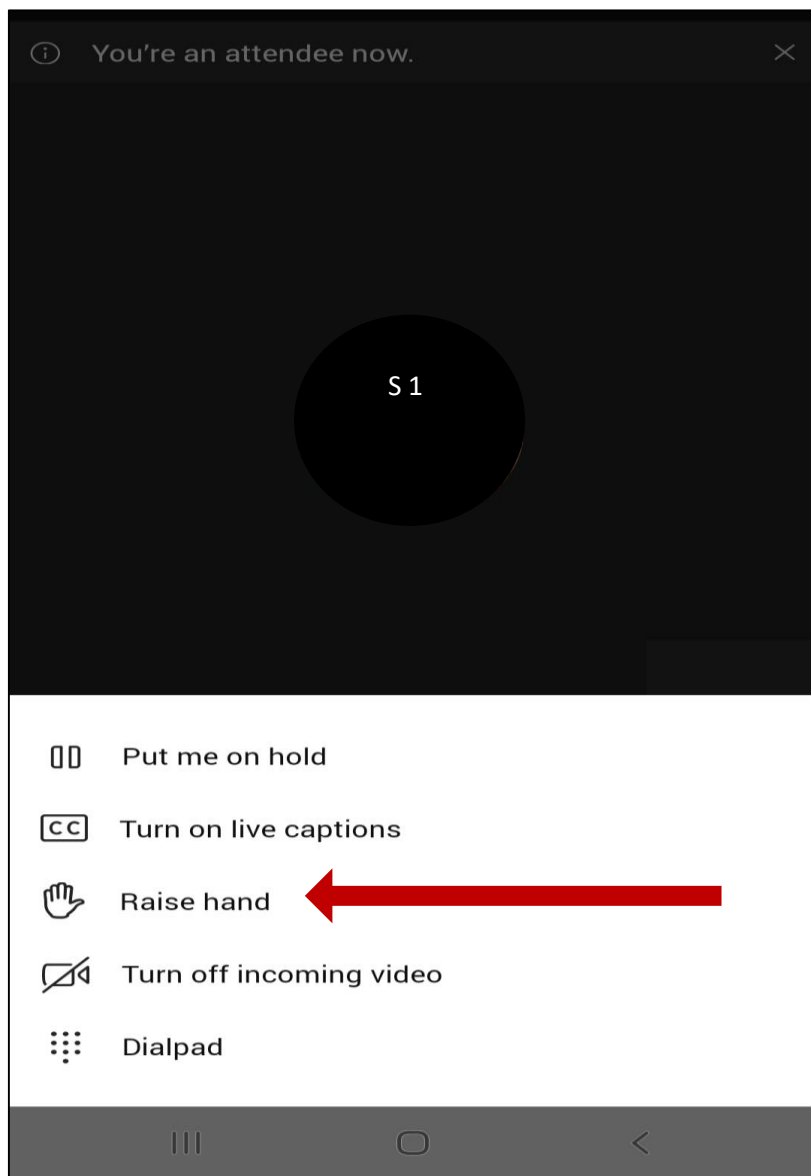2. Conversation **chat** helps to clarify doubts through text messages

VERY IMPORTANT NOTE: After joining the lecture meeting :-

1. students are expected to MUTE themselves, UNMUTE only when teacher permits.
2. Use Raise hand option to seek teacher's attention
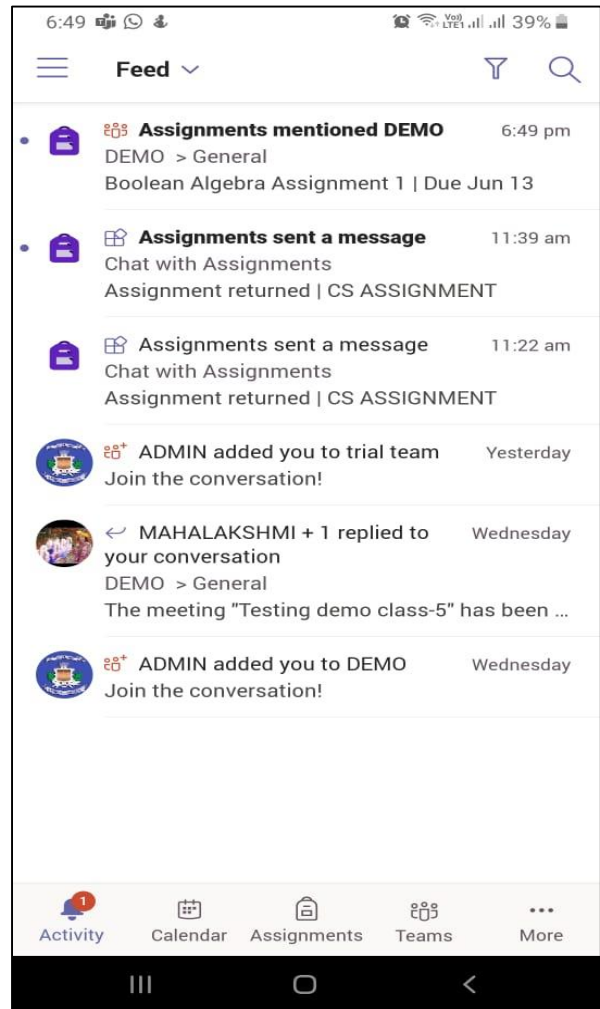3. Can use the chat box option to ask question or to answer.
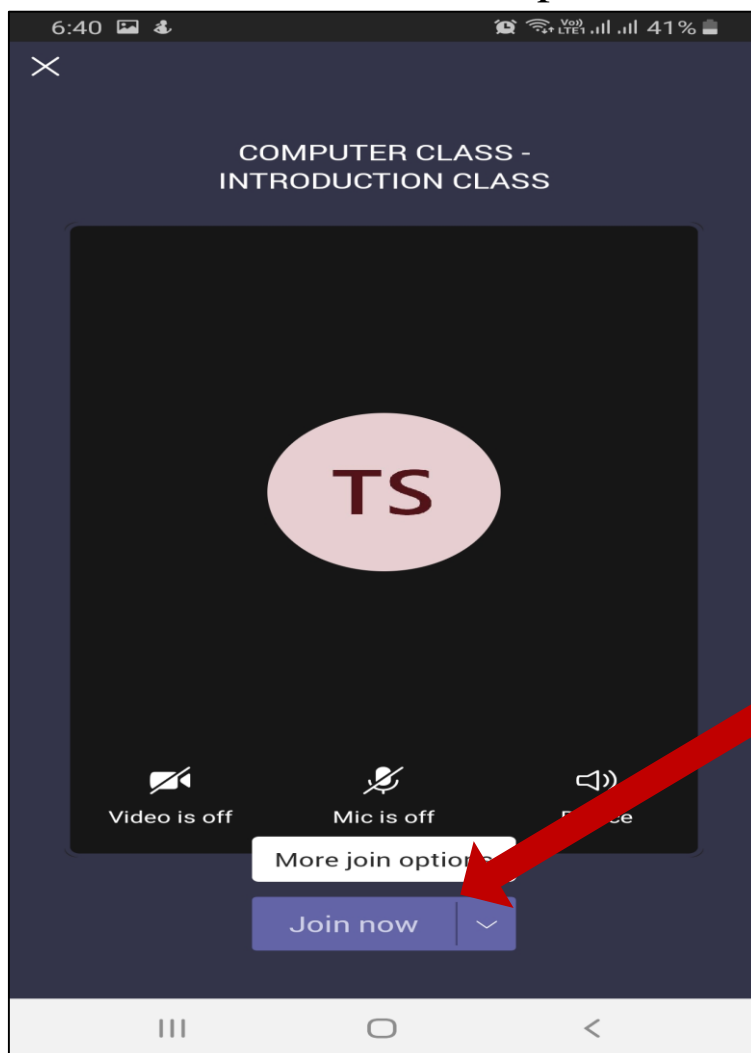
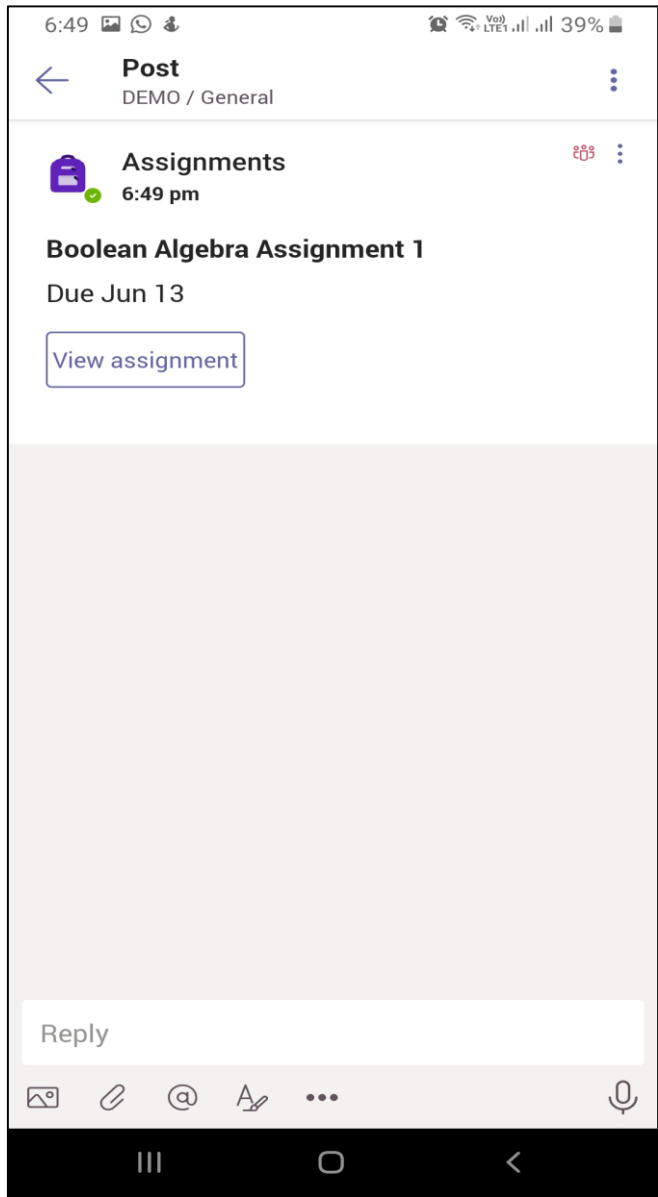**click Join now option to start attending the lecture.**

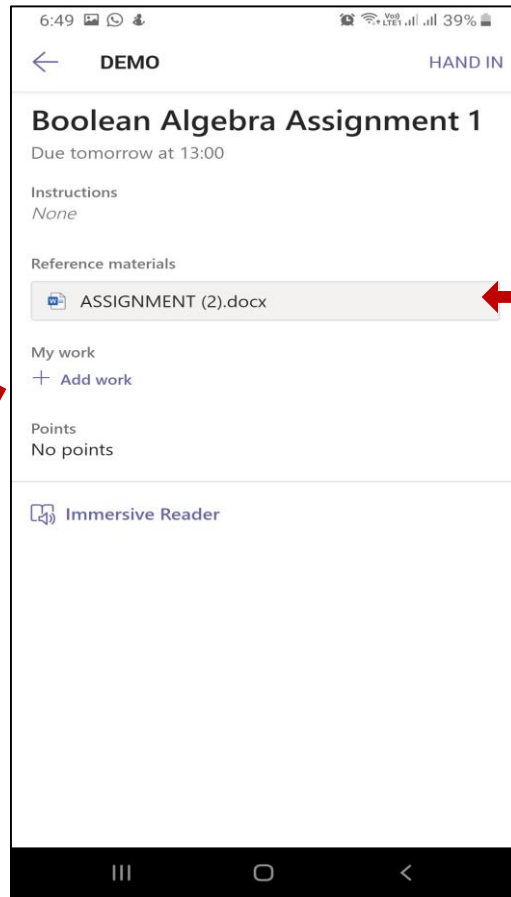**Hand raise option to seek teacher's attention**

General notification will be showed regarding posted assignments by the teachers. Click to check the posted assignment.

6:49

Feed ∨

Assignments mentioned DEMO   6:49 pm
DEMO > General
Boolean Algebra Assignment 1 | Due Jun 13

Assignments sent a message   11:39 am
Chat with Assignments
Assignment returned | CS ASSIGNMENT

Assignments sent a message   11:22 am
Chat with Assignments
Assignment returned | CS ASSIGNMENT

ADMIN added you to trial team   Yesterday
Join the conversation!

MAHALAKSHMI + 1 replied to   Wednesday
your conversation
DEMO > General
The meeting "Testing demo class-5" has been ...

ADMIN added you to DEMO   Wednesday
Join the conversation!

Activity   Calendar   Assignments   Teams   More

Click view assignment to check the attached file

6:49 🖼 🔄 ⚜   📱 📶 📶 39% 🔋

← **DEMO**   HAND IN

Boolean Algebra Assignment 1
Due tomorrow at 13:00

Instructions
None

Reference materials

📄 ASSIGNMENT (2).docx   ← **2.Attached file will be displayed once successfully inserted**

My work
+ Add work

Points
No points

🔊 Immersive Reader

1.Click ADD WORK to attach the assignment work you have done

||| ⭕   ‹
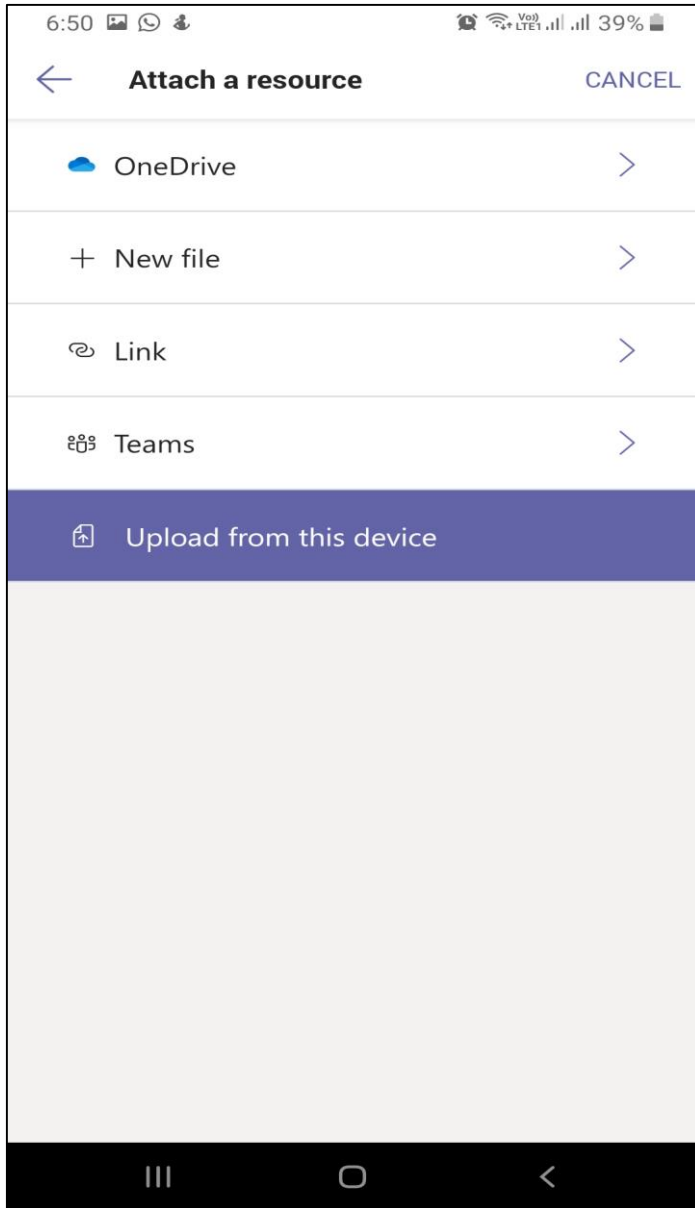
NOTE: Assignments can be posted by using these options .

Assignments should be sent in pdf format
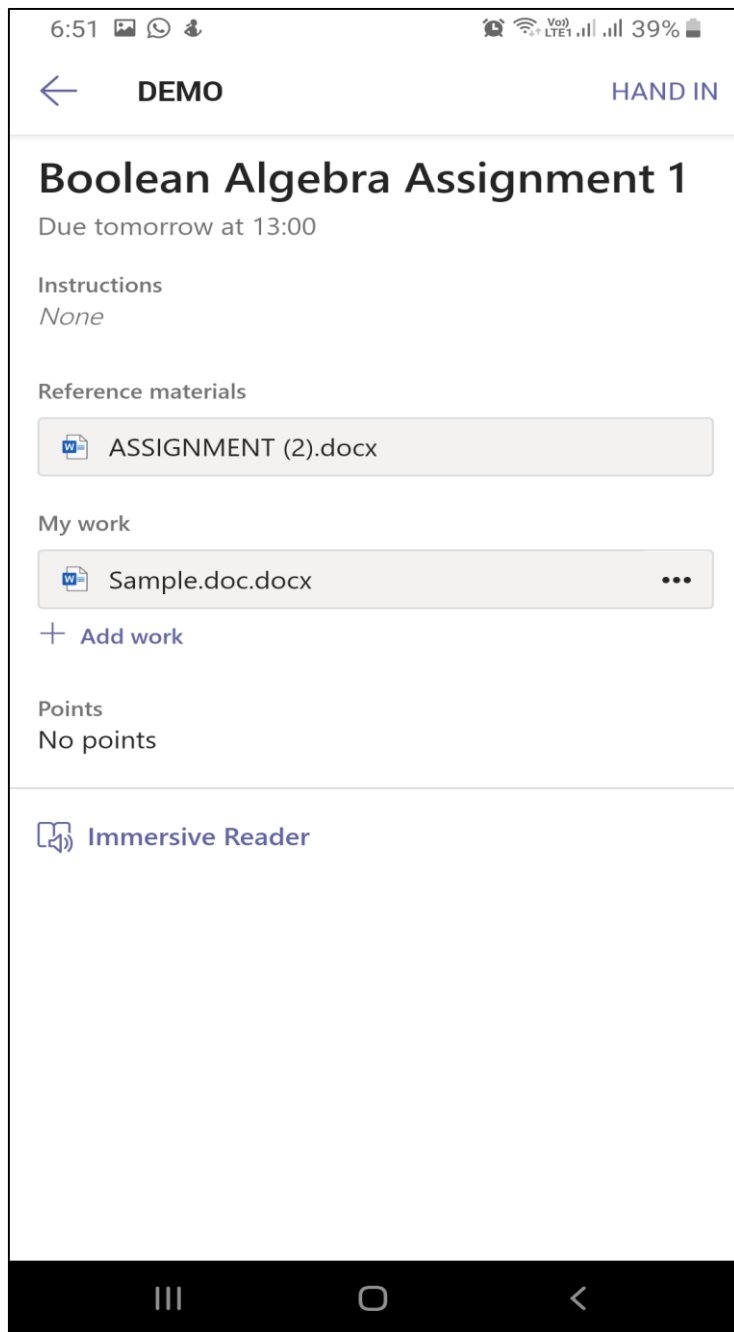
Click HAND IN to submit assignment successfully

Note :Class session will be automatically closed once the host has ended the session.