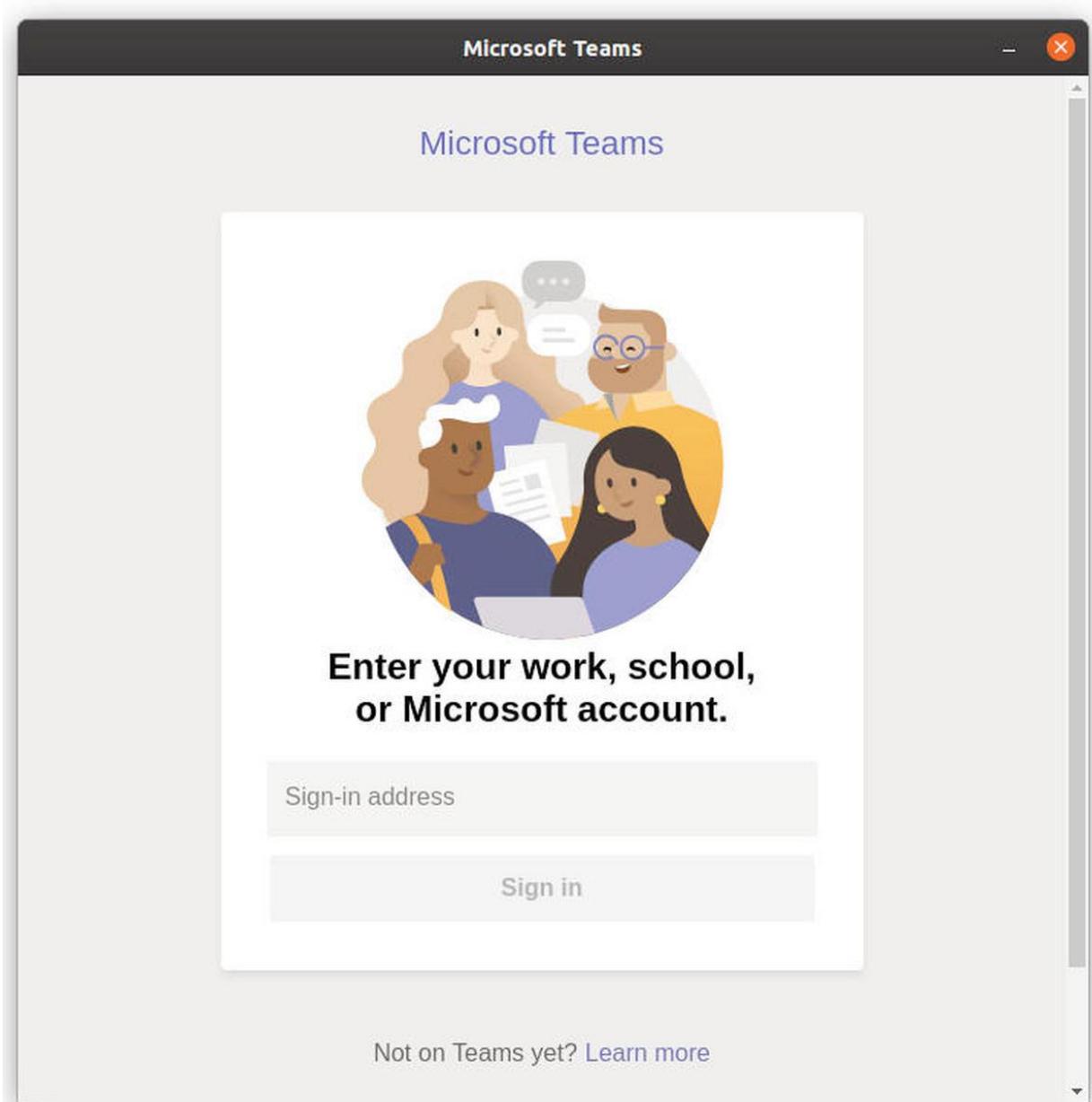


Online Lectures Using Microsoft Teams

Instructions to Students

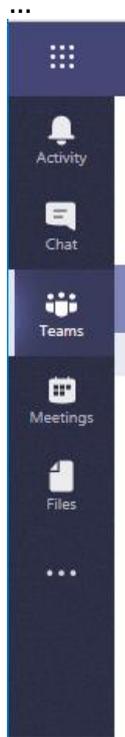
1. Download Microsoft Teams in Your Laptop / Desktop / IPad / Android Mobile / IOS
2. Open the Teams App, It would be ask you to Login, kindly use your Official (MITS Mail Outlook Username (rollnumber@mits.ac.in and Password)) Credentials to Login to Microsoft Teams



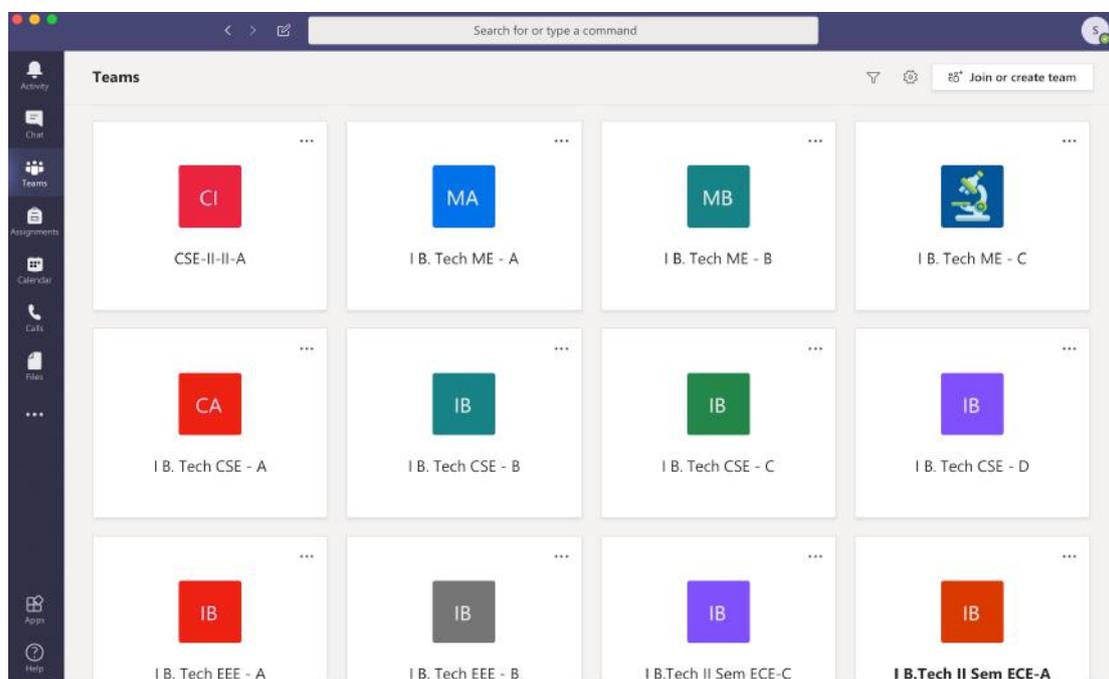
If you do not remember your login credentials, please contact: Your Class Teacher or Concern Head of the Department.

Note: Class Teacher or Concern Head of the Department Collect the List (forget password members) send to IT Department to reset the Passwords

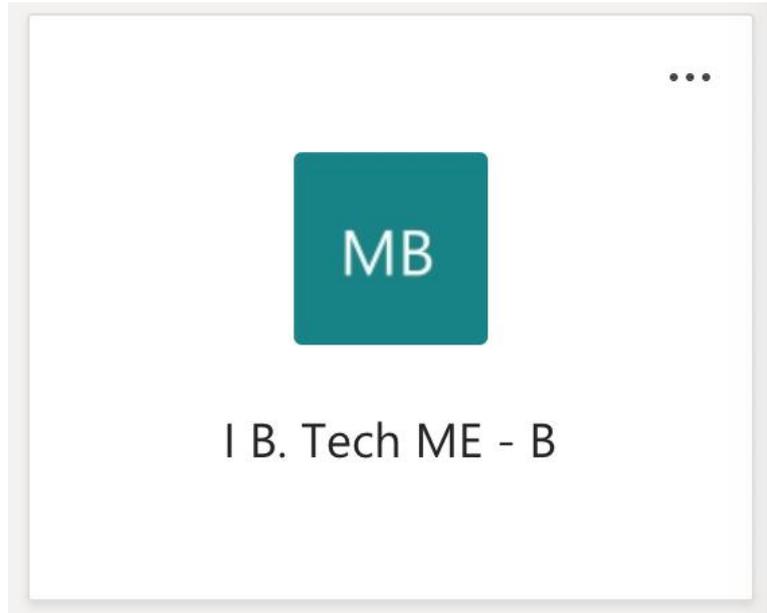
3. After Logging in, you will see the following Screen, On the left side menu
Activity
Chat
Teams
Assignments
Calendar
Calls
Files



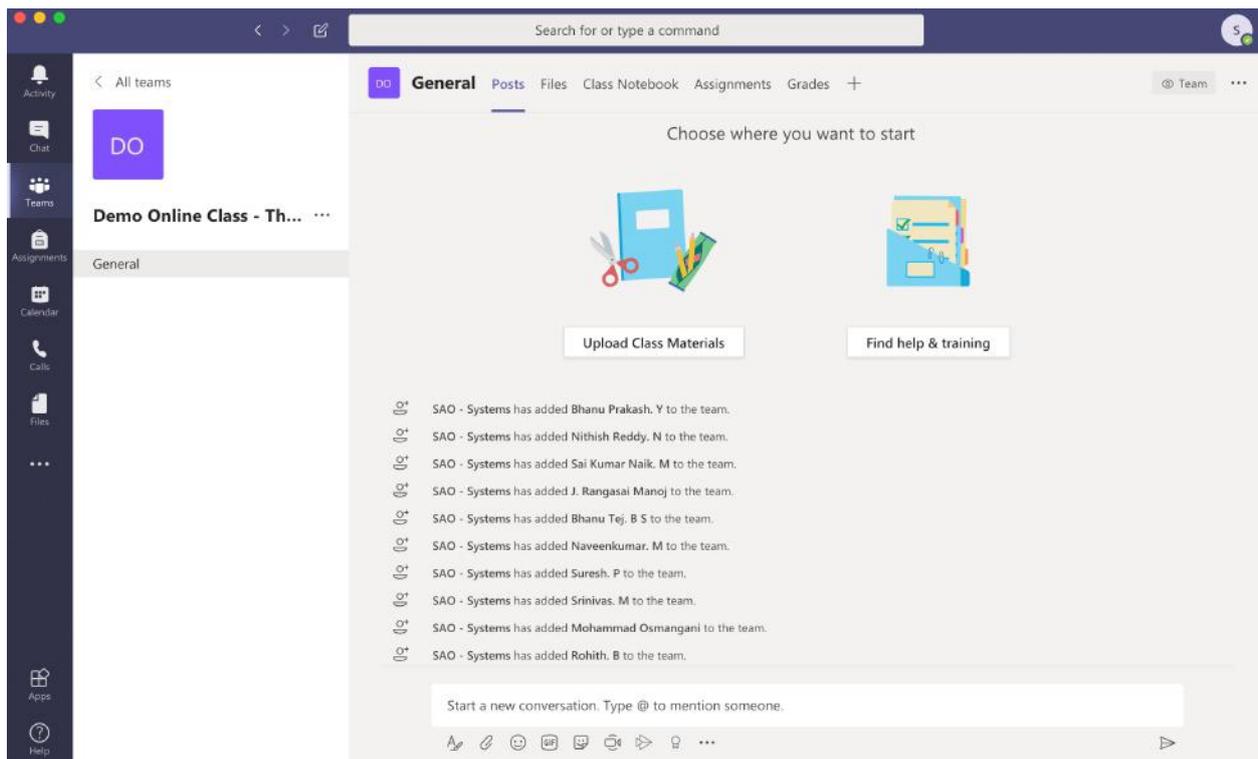
Left Side Menu → Click On Teams ICON → Your Class Name Appear to you
(Means Your Class Teacher mapped you for Online Classes)



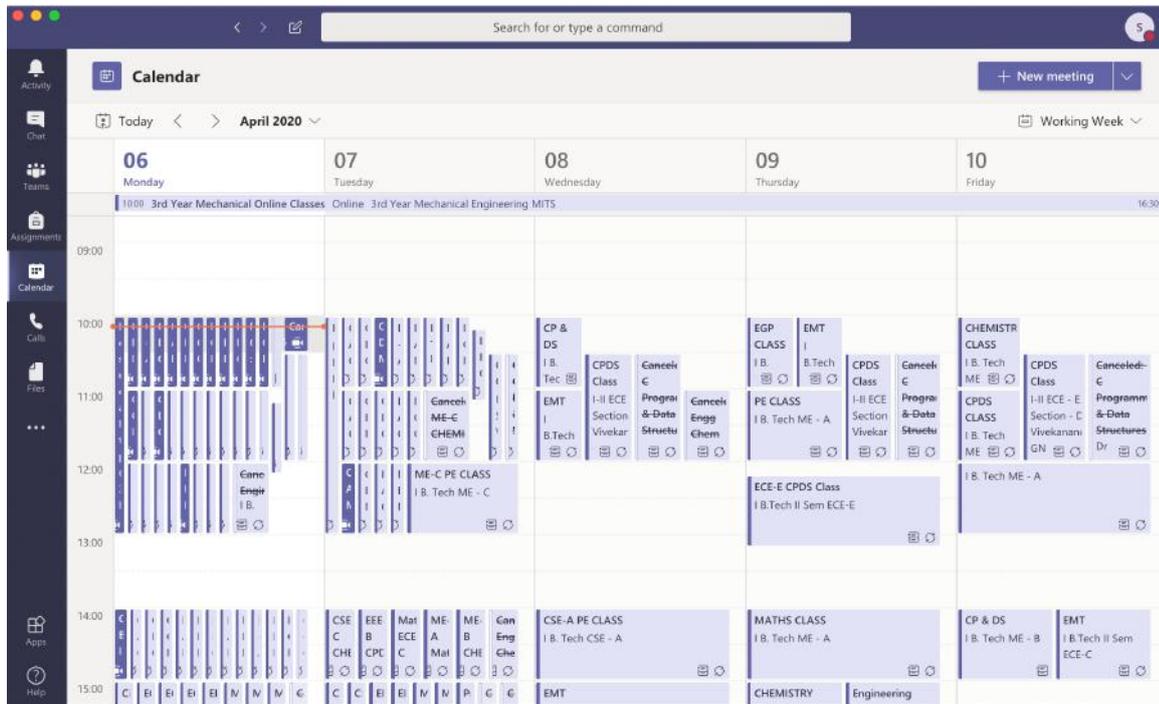
Click on Your Class ICON (Following Example Only)



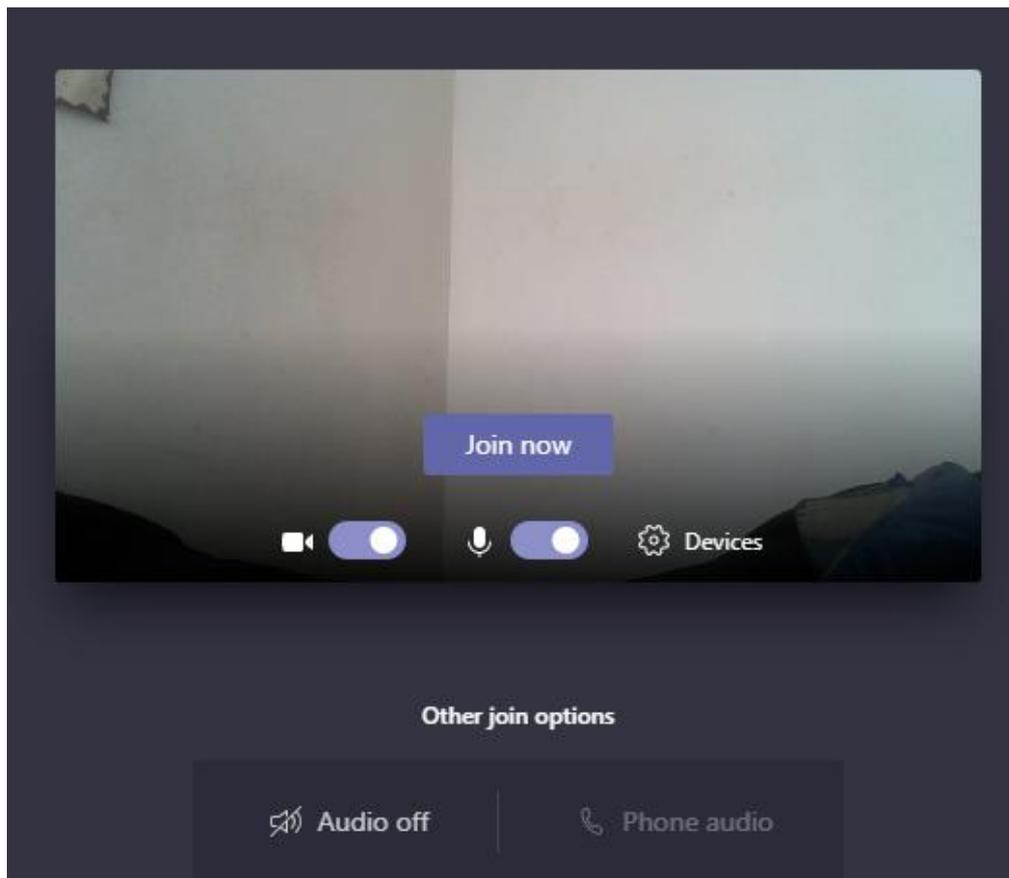
Click on the Above ICON (Your Class Icon) -- > Screen will appear you following



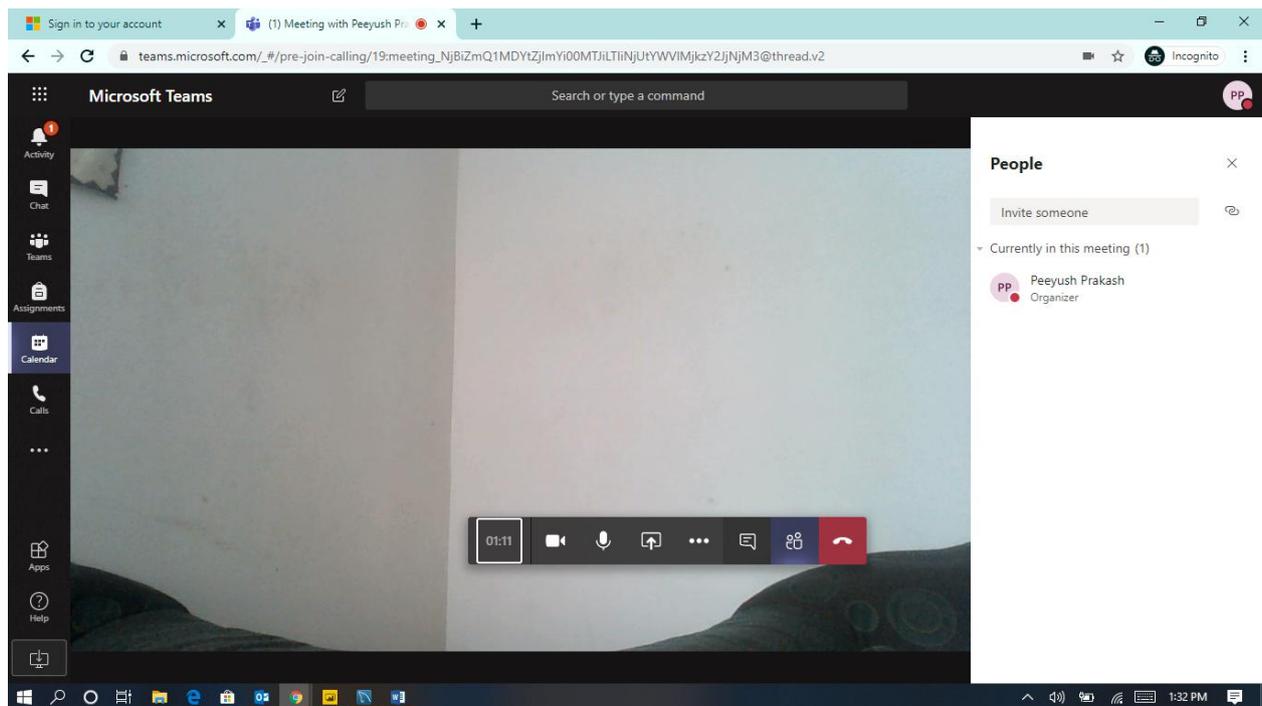
4. Click on Calendar on the left side menu --> Display Your Class Schedule Timings to you, Course name and session time. For eg., Python Programming 06/04/2020 10Am – 11Am



5. Clicking on Join now button, the Video conferencing will begin, and you would be able to see the following screen



6. After clicking on Join now button you would be able to see the following screen



Note: When Session Starts Switch Off Video Streaming and Microphone Off, if not you may face bandwidth issues

Before Session Starts check your Camera and the Microphone to keep working condition. Microsoft Teams may ask permissions to use Camera and Microphone. Please grant access to use device Hardware by clicking on the allow button.

Useful Tips for online sessions

Sit in a well-lit area before session beginning

Ensure that your Laptop is well charged or plugged in and switch off Microphones and Camera as well

If you need to ask a question, they may do so on the live chat option

You will be able to see other members are attending on your session.

Ensure that your device Microphone functional

Password Reset for Students

Send your Password request to Concern Class Teacher -- > Class Teacher Prepare the List (Forget Password Students List) -- > Mailed to IT Department

Reset Password List Mailed to Class Teacher -- > Class Teacher -- > Forget Password Students

Temporary Password: Mits1234

(Initially Login into browser (Google Chrome) with Institute Login and Temporary Password and Change the Temporary Password and Proceed with Same Credentials in App.