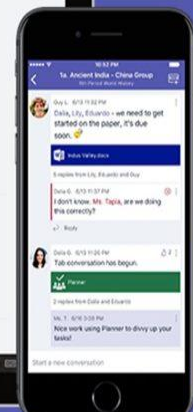
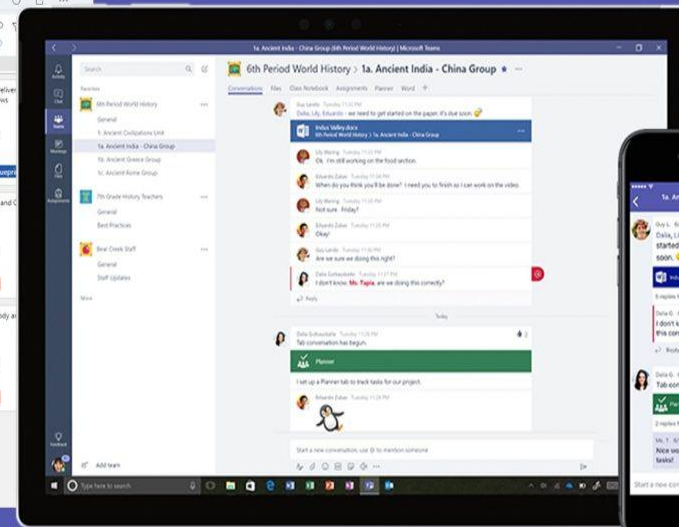
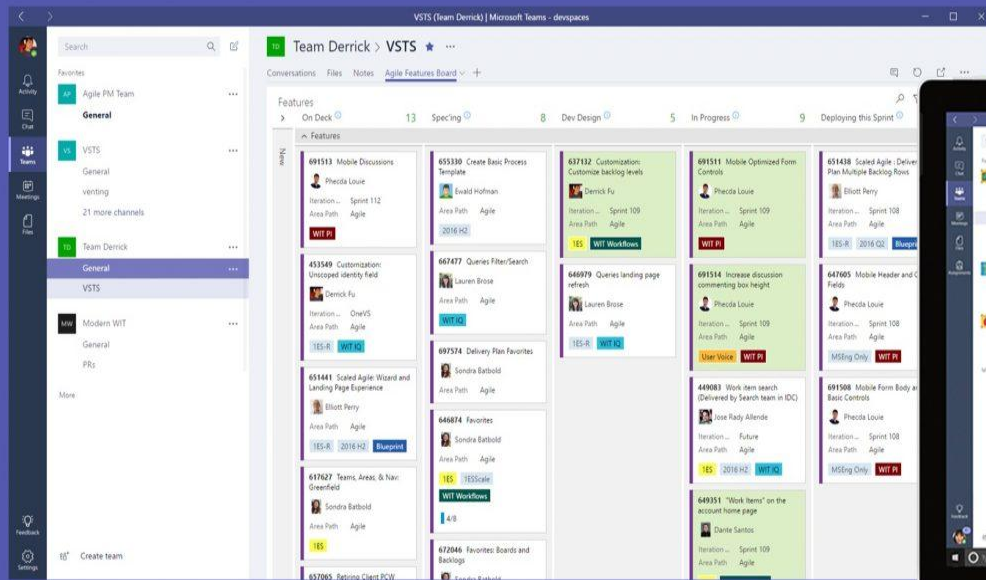
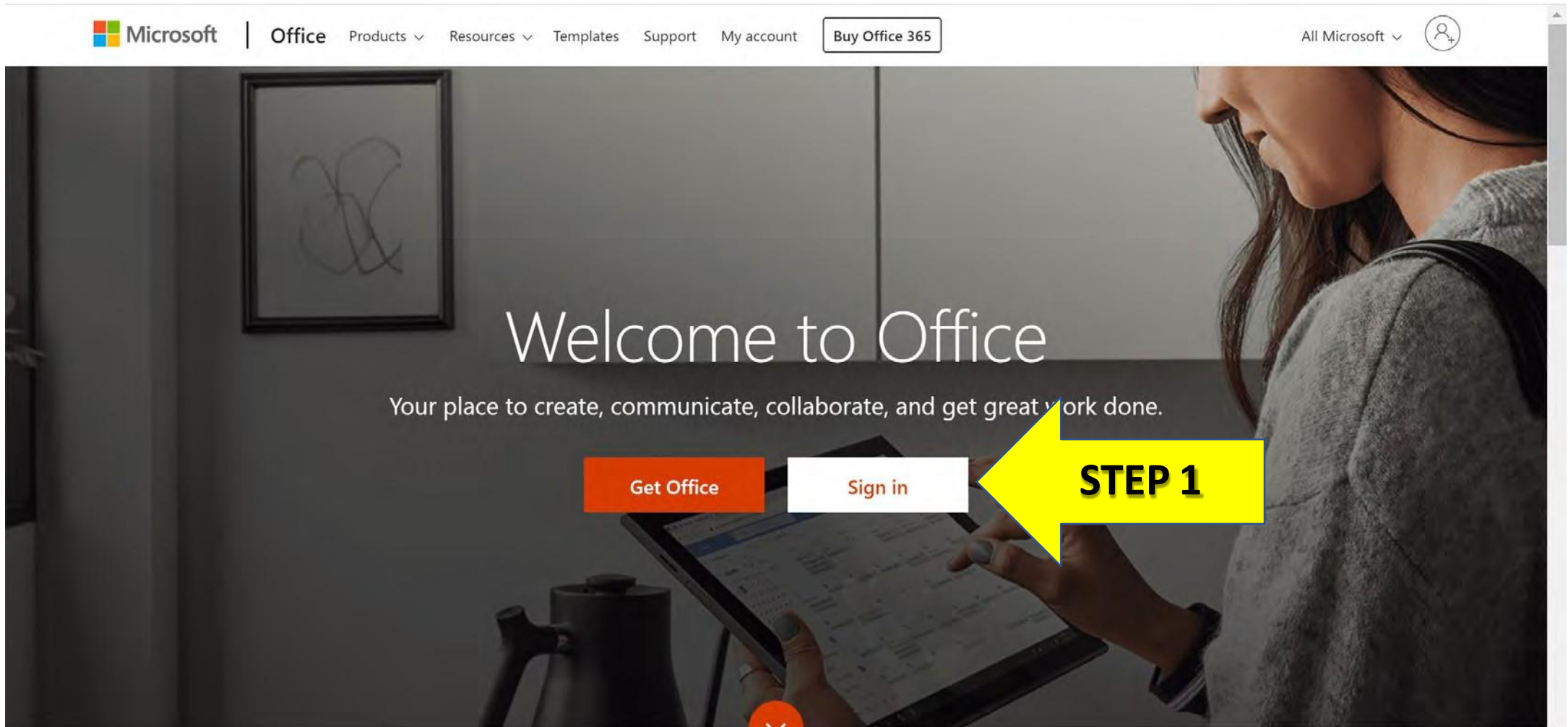




Microsoft Teams



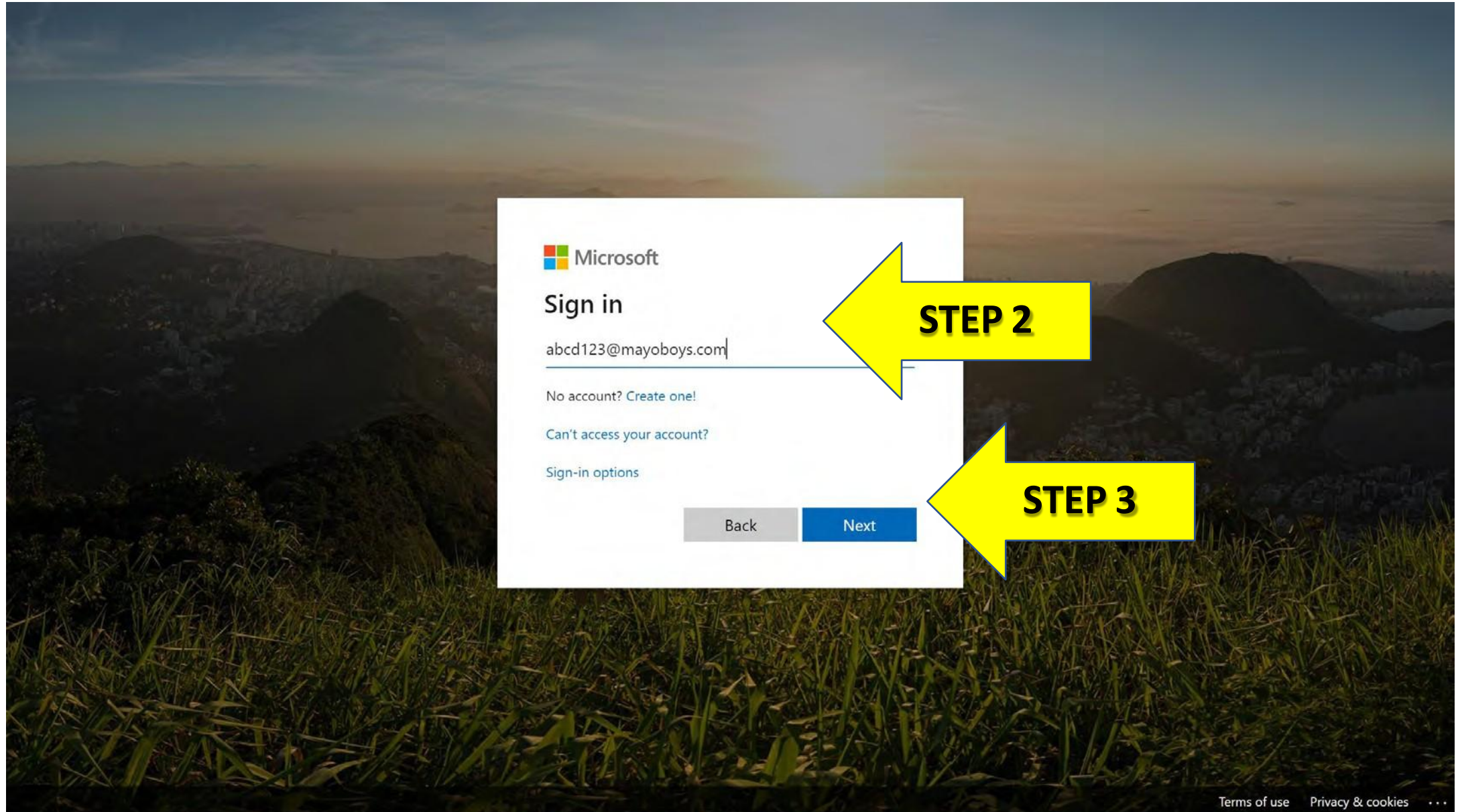
Open www.office.com to Sign in.
Use Email id & Password provided by your ward's Class Teacher



What is Office 365?



Sign in with the Email id and Enter Password



Open Outlook

The screenshot shows the Office 365 Start menu interface. At the top left, it says "Office 365" next to a grid icon. A search bar is located at the top center. On the right side, there are icons for a notification bell, settings, help, and a user profile labeled "RD". Below the search bar, the text "Good afternoon" is displayed. A yellow arrow with the text "STEP 4" points to the Outlook icon in the "Start new" section. Other icons in this section include "Forms" and "All apps". To the right, there is a row of application icons: Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, and Sway. An "Install Office" button is visible in the top right. Below the application icons, there are tabs for "Recent", "Pinned", "Shared with me", and "Discover". A "Discover" section is currently active, showing an illustration of people and the text "No Office documents to discover". At the bottom right, there is a "Go to OneDrive" link and a "Feedback" button.



Open the Email sent by the Subject Teacher. Click on the **Join Microsoft Teams Meeting**

The screenshot shows the Microsoft Outlook interface. On the left, the navigation pane shows folders like 'Inbox' and 'Sent Items'. The main pane displays a list of emails. The top email is selected, showing its details: 'test class demo 16032020 (No subject)' with a meeting time of 'Tue 17/3/2020 12:00 PM - 12:30 PM'. A yellow arrow labeled 'STEP 5' points to this email. Below the email details, there is a 'Join Microsoft Teams Meeting' link. A second yellow arrow labeled 'STEP 6' points to this link. The interface also shows a 'RSVP to this event' section with options for 'Yes', 'Maybe', and 'No', and a 'Propose new time' dropdown.



Click **Join the Web Instead**

Microsoft Teams



Experience the best of Teams meetings with the desktop app

Download the Windows app

Join on the web instead

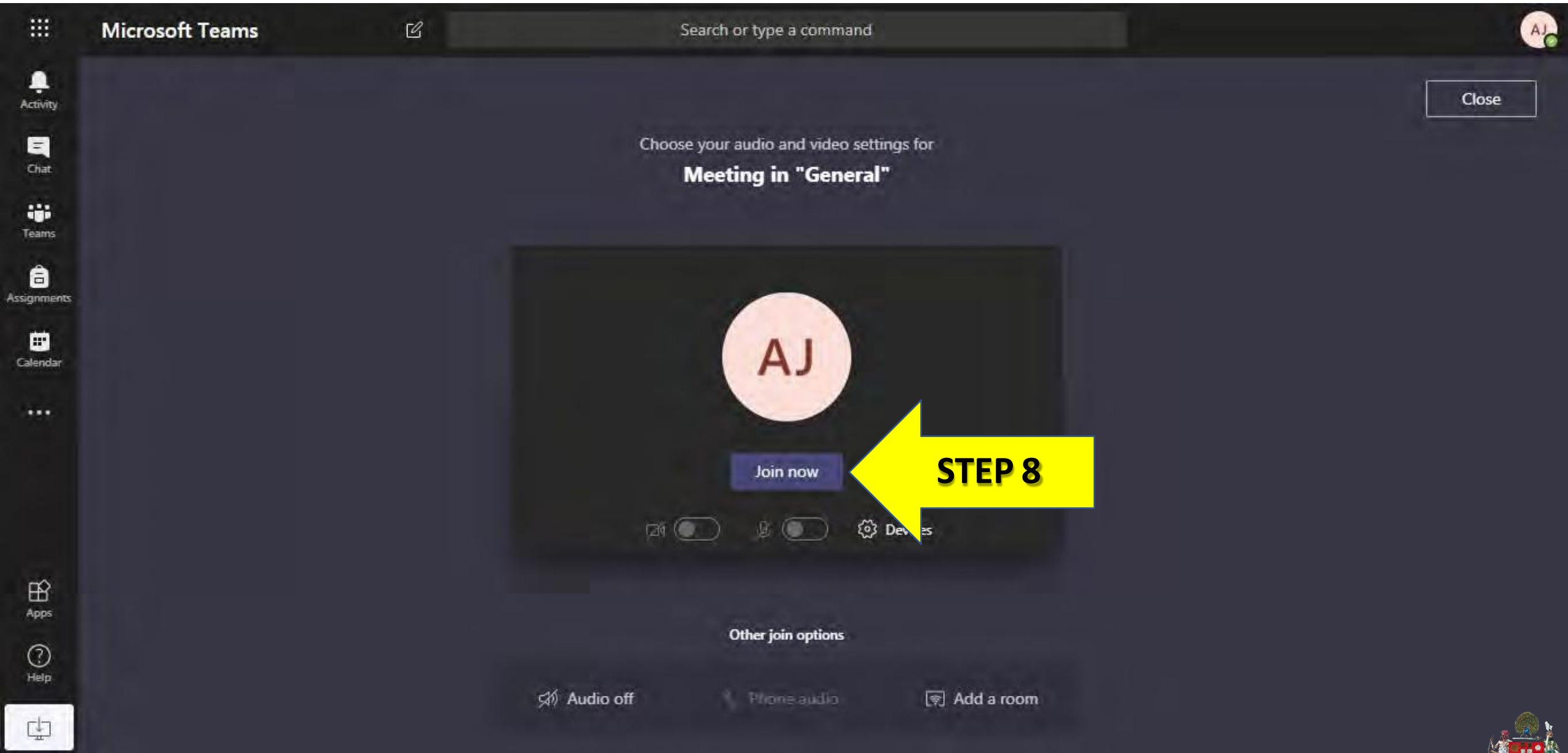
STEP 7

Already have the Teams app? [Launch it now](#)

[Third-Party Disclosures](#)



Click **Join Now** to attend the Class



The screenshot shows the Microsoft Teams interface for joining a meeting. At the top, the text "Microsoft Teams" is on the left, and a search bar with the placeholder "Search or type a command" is in the center. On the right, there is a profile icon for "AJ" and a "Close" button. The main content area is titled "Choose your audio and video settings for Meeting in 'General'". In the center, there is a large circular profile picture for "AJ" and a prominent blue "Join now" button. A large yellow arrow points from the right towards the "Join now" button, with the text "STEP 8" written on it. Below the "Join now" button are three toggle switches: "Video" (turned off), "Audio" (turned off), and "Devices" (with a gear icon). At the bottom, under the heading "Other join options", there are three buttons: "Audio off" (with a muted speaker icon), "Phone audio" (with a phone icon), and "Add a room" (with a plus icon).

Microsoft Teams

Search or type a command

AJ

Close

Choose your audio and video settings for
Meeting in "General"

AJ

Join now

STEP 8

Video Audio Devices

Other join options

Audio off Phone audio Add a room



For Queries Contact

Classes XI – XII	Mr. Chandan K. Mallick
Classes IX – X	Ms. Shelly Rawla
Classes VI – VIII	Ms. Heena Narang
Classes IV – V	Ms. Kiran Sharma
Classes II – III	Ms. Vandana sharma
Class I	Ms. Mani Gupta

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