## How to use Microsoft Teams (Students) – Step by Step guide

- 1. Download the Teams App on your laptop/desktop/phone.
- 2. Log in to the app on your desktop/laptop/phone
- 3. Once you have logged in successfully, you will see a dashboard like this:



- 4. There may be different Teams for each of your papers/courses.
- 5. Click on Calendar on the Left side pane

	Microsoft Teams 🖉 Q. Search							<b>\$</b>
Activity	© Calendar						्रि Meet	now + New meeting V
	(i) Today < > August 2020 >							$\boxplus$ Working Week $\lor$
		10 Monday	<b>11</b> Tuesday		12 Wednesday	13 Thursday		14 Friday
Assignments	16:00							
Calendar	17:00					-		
<u></u>					demo			
	18:00							
	19:00		Diaspora Literature - introduction	e.				
			Dr. Madhumita Chakraborty	88				
H Apps	20:00							
	21.00							
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- 6. Your scheduled classes will show up. At the time of the class as per your timetable, just click on the link and Join
- 7. You will get a screen like this



- 8. Make sure your video and audio are set to OFF mode. Then click on "Join Now".
- 9. During the class, you will have access to the following buttons:



- 1. Video off
- 2. Audio off
- 3. Share screen (only teacher is allowed)
- 4. Raise hand. when you have a doubt
- 5. Chat box For class interaction
- 6. Participants list.
- 7. Hang up once the class is over, click here to end the class.

These are the basic instructions. You will learn more as you explore the app.