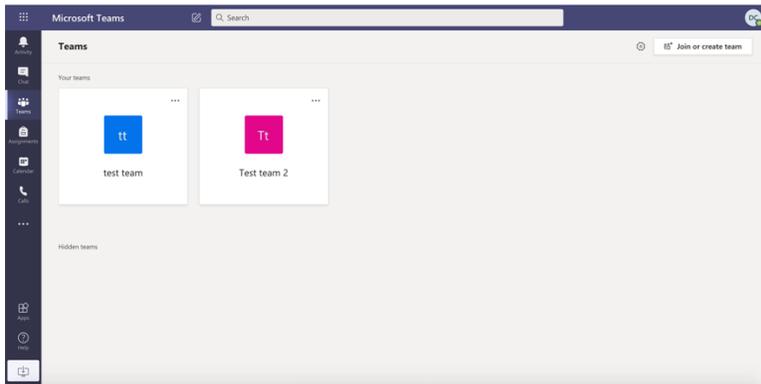
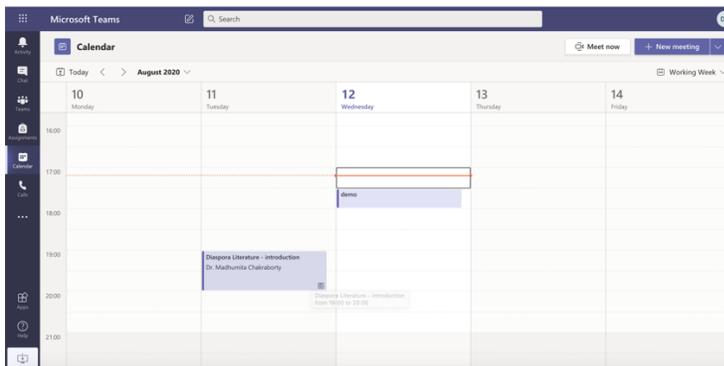


# How to use Microsoft Teams (Students) – Step by Step guide

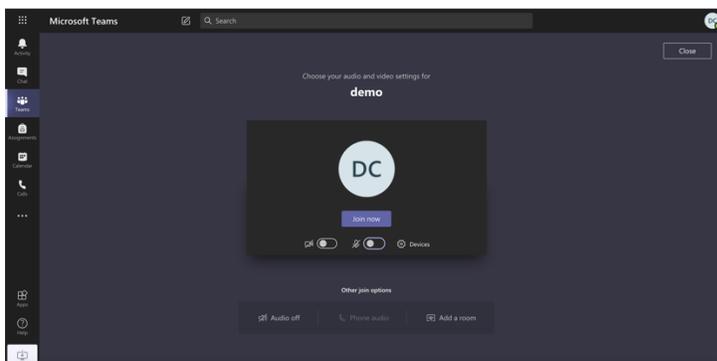
1. Download the Teams App on your laptop/desktop/phone.
2. Log in to the app on your desktop/laptop/phone
3. Once you have logged in successfully, you will see a dashboard like this:



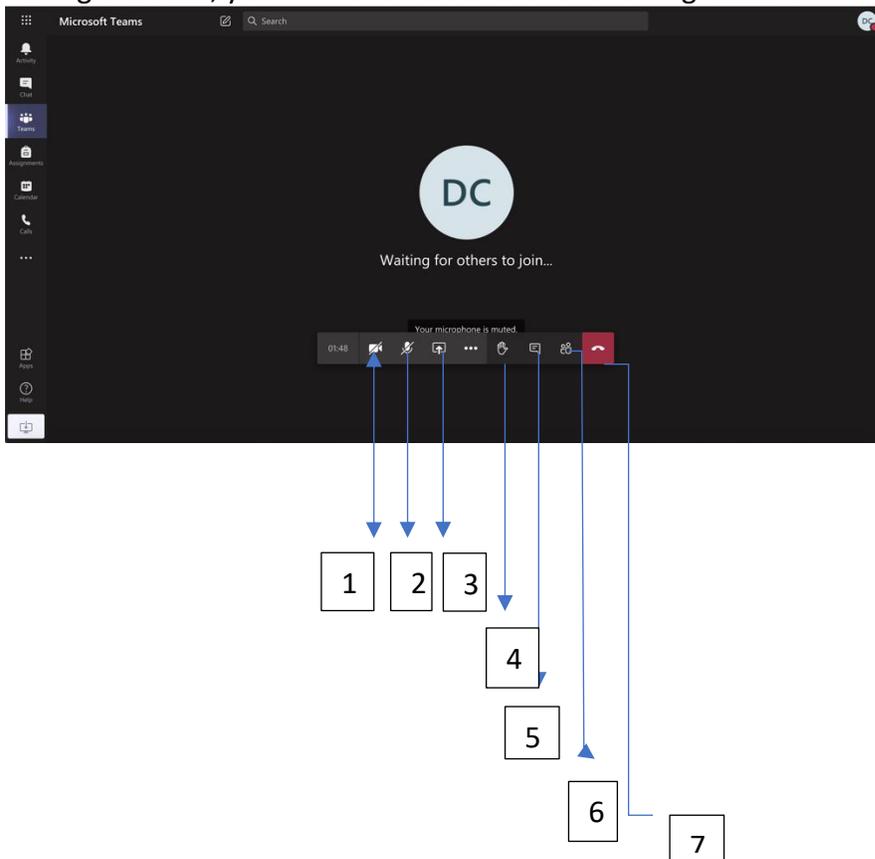
4. There may be different Teams for each of your papers/courses.
5. Click on Calendar on the Left side pane



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.