Downloading and Using Microsoft Team on Desktop/Laptop Computer

1. On Internet Explorer/Edge/Google Chrome browser, type office.com, and press enter. A screen like this will appear.



2. Sign In. For signing in, a log-in ID has already been created for you in this format:

firstname.adm-nomb@saintmarksschool.in





## 3. Type in the Password mentioned below: Student@123

🚦 Sign in to your account 🛛 🗙 🕂	-		3	×
🗧 🔆 C 🗴 🔒 login.microsoftonline.com/common/oauth2/authorize?client_jd=4345a7b9-9a63-4910-a426-35363201d503&redirect_uni=https:%3A%2F%2Fwww.office.com%2Planding&response_type=code%	\$	8	1	:
and a second sec				
- Microsoft				Post a
E sameta suere disalatamarker hood in				
Entract anarchine that and a contract and a contrac				
Life: password				
Passord				
Forgat my parment				
Sign in				
	大弦			
	Debra		okier	
erris of us	ENG	00:59		
	27	7-03-20	20 7	9

4. After login, you will be prompted to provide your mobile no. and email ID for further authentication. Enter your active mobile number and email ID. (This has to be done only for the first time you login)

S don't lose access to your accoun × +							
← → C ☆ 🔒 account.activedires	ctory.windowsazure.com/passwordreset/regi				\$	🔒 Incognito	:
	Microsoft		P	PARINAY.12613MB@saintmarksschool.in	2		
	don't lose access to y	our account!					
	To make sure you can reset your password, we secure. You'll need to set up at least 1 of the c	e need to collect some info so we can v ptions below.	erify who you are. We won't use this to	o spam you - just to keep your account more			
	Authentication Phone is not configured. S	et it up now					
	Authentication Email is not configured. Se	t it up now					
	linish cancel						
	©2020 Microsoft Legal   Privacy			Your session will expire in 14:53	E.		
P Type here to search	o H 😻 💽	🕨 🗲 💼 💼 Marcu	🔚 🦻 Sticky 🗾 Sticky	9 Micro 9 don't 6 4 - Pa	👔 🔨 🛥 📾 🌾 do) EN	G 01:03 27-03-2020	6

5. You will be directed to the Homepage of office.com which will provide you with various apps to use online like Word, Excel, PowerPoint, Teams, Sway etc. to name a few.



6. Click on TEAMS software and join the class as per the schedule received. The teacher will initiate a video call which you have to accept and connect to the class. The screen will be as shown below.

	Microsoft Teams	e		Search or type a command		PS
<b>L</b> tivity	Teams	$\nabla$	Gen	eral Posts Files Class Notebook Assignments Grades		⊚ Team ••
	Your teams Class SC General		AM	AKANISHA MISHRA (V C) 11/8/19 8/27 PM I have searched feedback everywhere but not seen er Reply		
a priments			AM	AKANKSHA MISHRA (IV C) 11/8/19 8.33 PM Now i Tind ← Reply	*	
encar L Mis			AM	AKANISHA MISHRA (V C) 11/8/19 8:33 PM But not in Informal letter e* Resty	•	
iles				November 9, 2019		
			AM	AKANISHA MISHRA (V C) 11/9/19.204.PM Good after noon mam ← Reply	<b>4</b> 1	
B			AM	AKANISHA MISHRA (IV C) 11/9/19 307 PM When will the next test possted	@1	
pps ?) edp				er Reply Start a new conversation. Type @ to mention someone.	Stay in the know. Tur desktop notifications	
47	88 <sup>+</sup> Join or create a team	0			Turn on	Dismiss