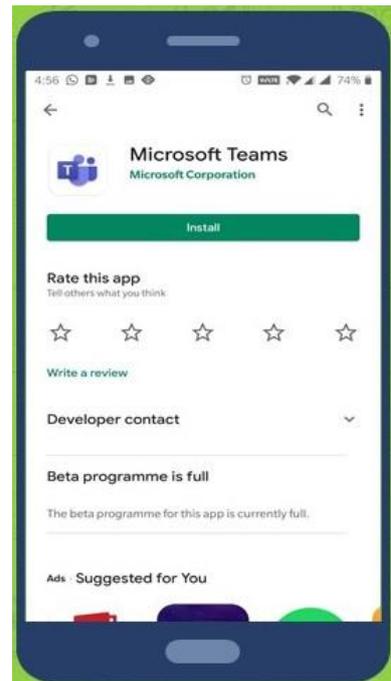


**Downloading and Using Microsoft Team on Smartphones**

Please note that Microsoft Teams can also be installed and used on smartphones to view the online classes. The following steps will help you through the installation and signing in process:

1. Install Microsoft Teams from the Playstore or AppStore.



2. Click on Sign in.

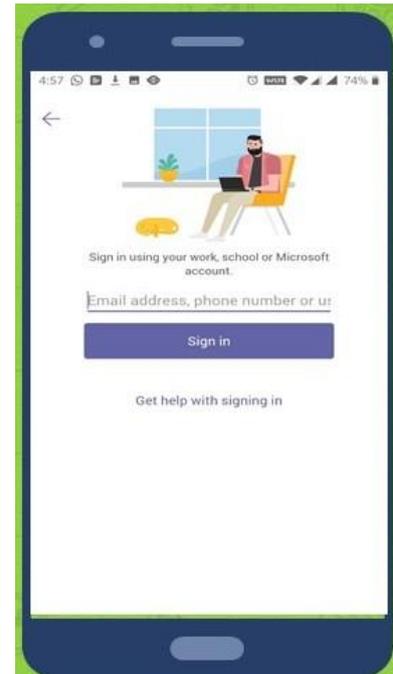


### 3. Sign In.

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

firstname.adm-nomb@saintmarksschool.in

e.g. pranav.19862mb@saintmarksschool.in



### 4. Type in the Password mentioned below:

Student@123

After login, you may be prompted to provide your mobile number and personal 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)



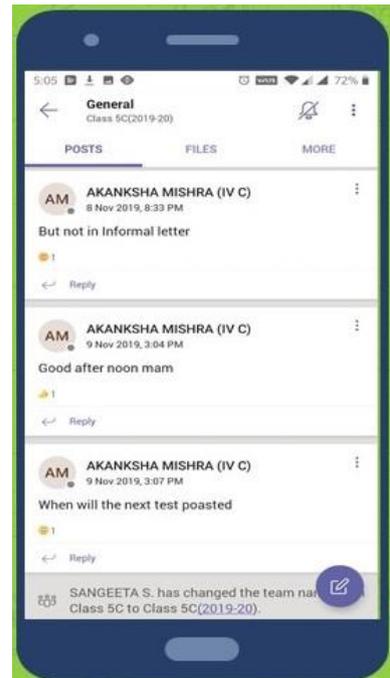
5. Click on Teams at the bottom of the screen.



6. You will see the list of Class Teams to which you have been added.  
Click on General to 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.



7. You can see the list of messages also in the posts. Read the posts carefully to ensure that you don't miss any messages from the teachers.



8. You can use this space to post your individual queries to the teacher.

