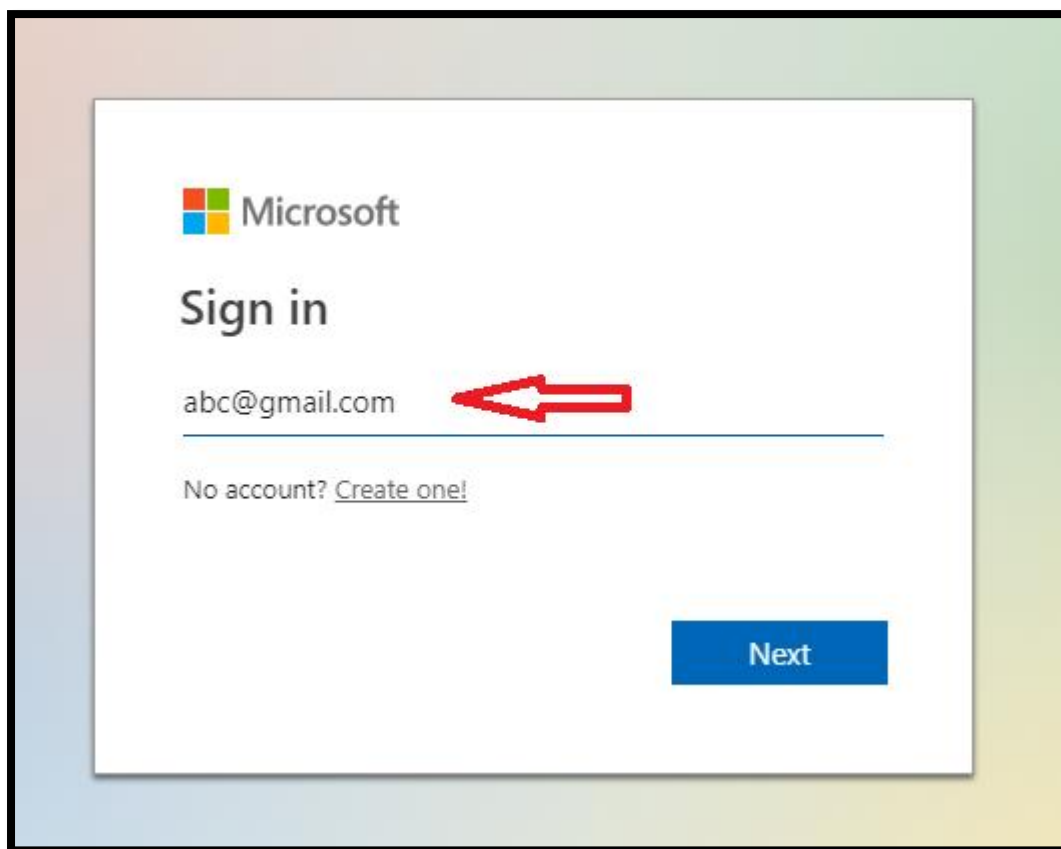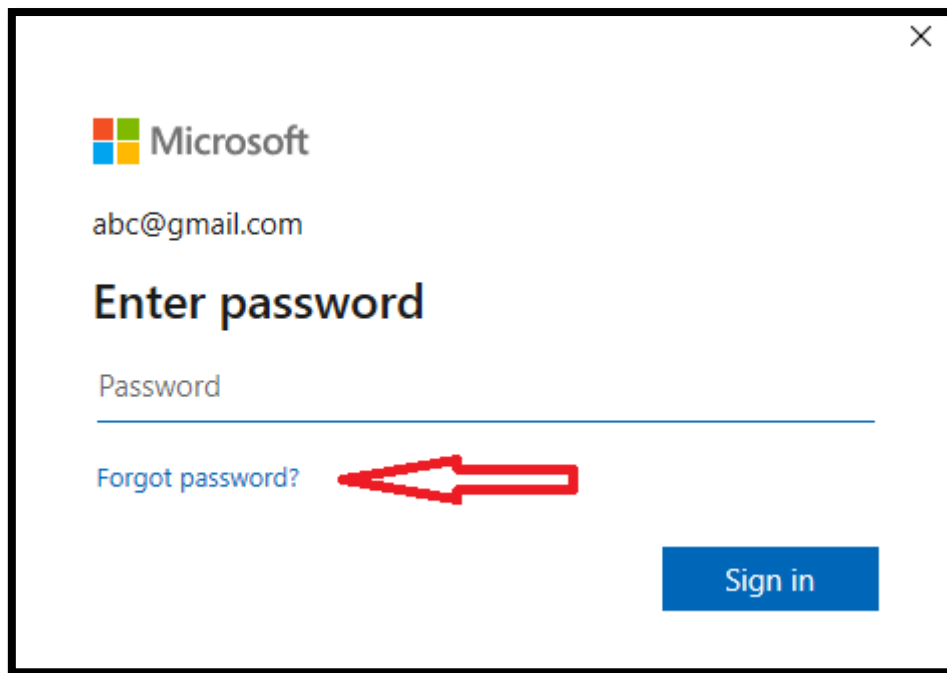## STEPS TO LOGIN TO MICROSOFT TEAMS

1) **Step to create a Microsoft Account**
- Download and Install Microsoft Teams App on Mobile/Laptop from Playstore/Official Website: **https://www.microsoft.com/en-in/microsoft-teams/download-app**
- Open Microsoft Teams App.
- If you have Outlook/Live Account you can login directly in Teams App.
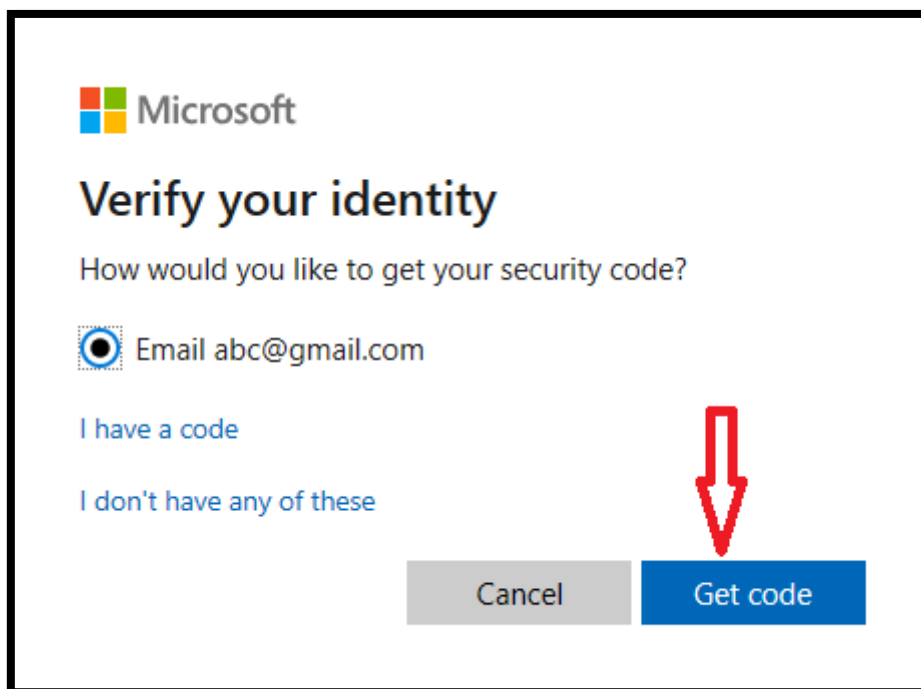- If you don't have Outlook/Live Account, follow the steps given below.

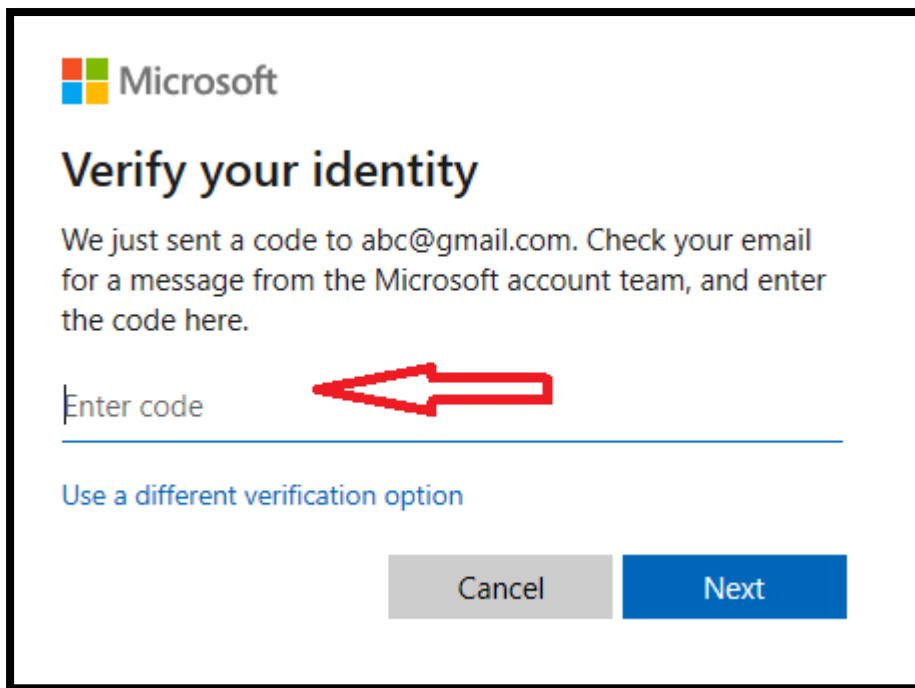- Enter your email Id (**registered with the School**) and click on **Next.**

- If you have Microsoft Account Password, enter the password and click on **Sign in.**
- If NOT, click on **Forgot Password.**

- Now Click on **Get Code**, a One Time security code will be sent to your mail ID.
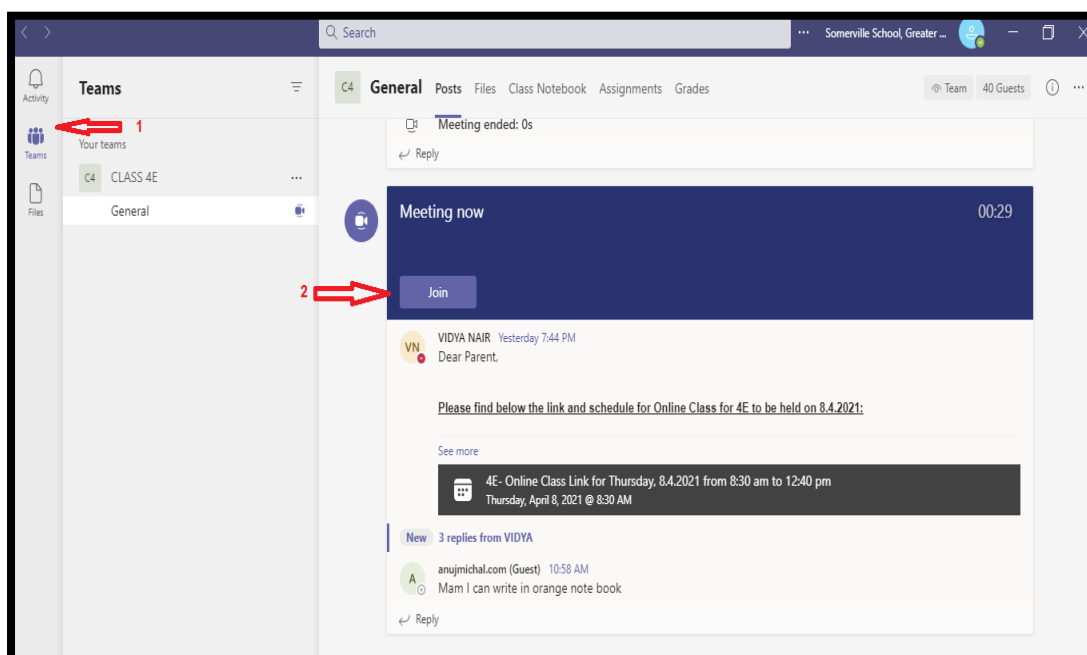
- Enter the security code and Click on **Next**
- Now create your new Password for Microsoft Team and click on Next.
- Now Login in Teams App using your **Mail ID** and **New Password.**

2) **Steps to join Meeting in Microsoft Teams**

Method 1 –Through Class Team

Open Teams App, select your class Team. Once the meeting is started by the respective Teacher, you will be able to see '**Meeting Now'**. Click on **Join option** to join the Class.
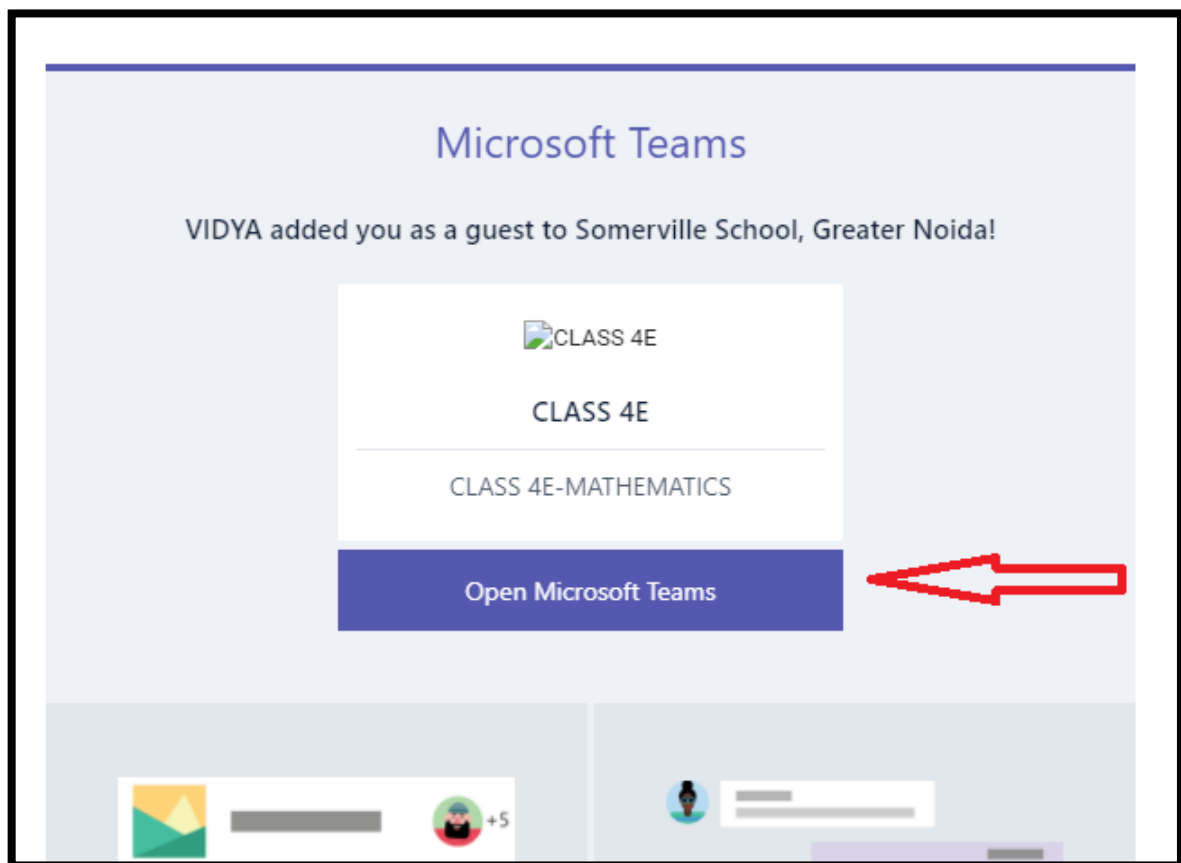
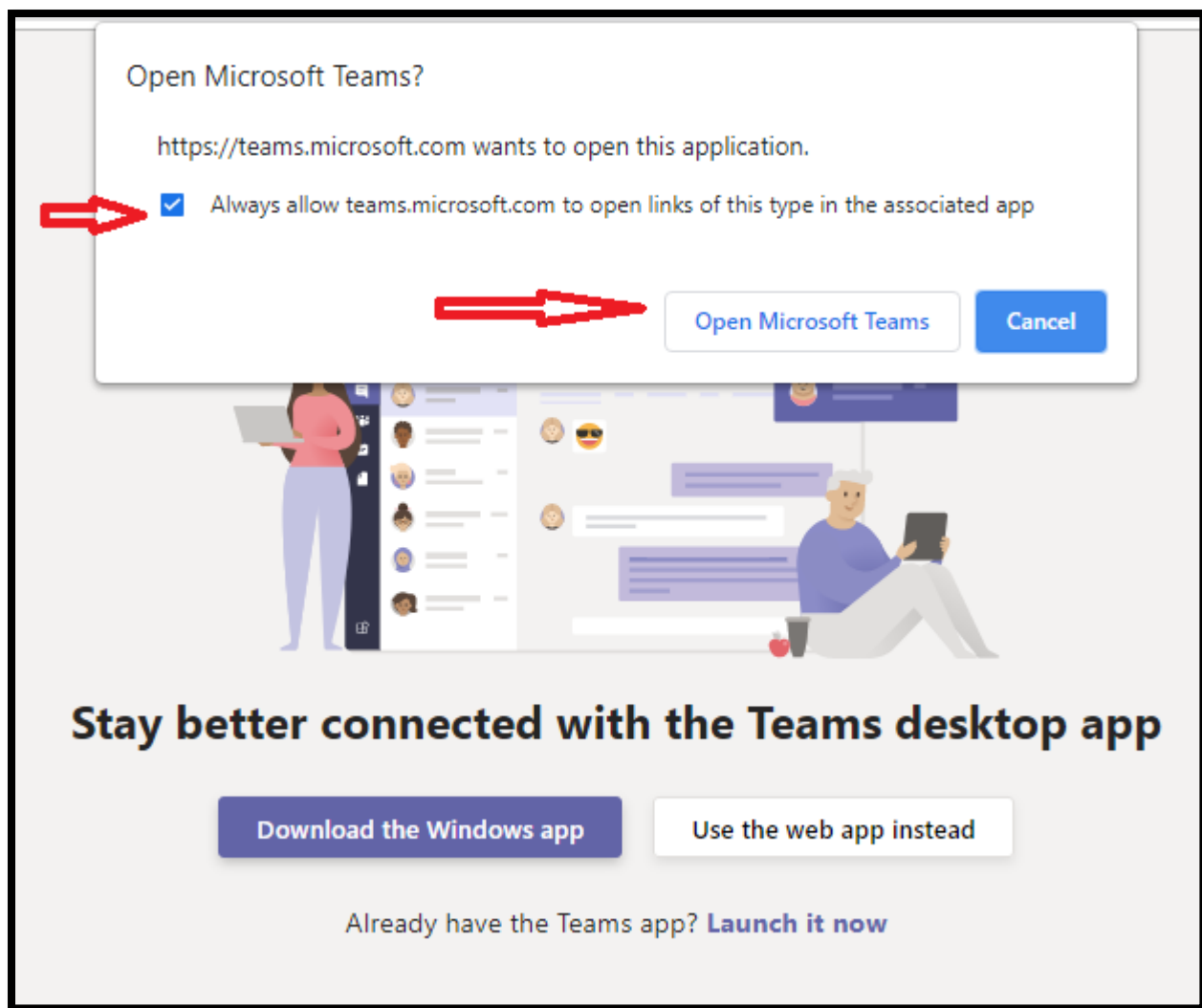**Method 2: Through Link posted in the Class Team**

Link will be posted in your class Team a day before. Student need to click on the link to join the class. You will be admitted to the meeting by the teacher, if the class has started.
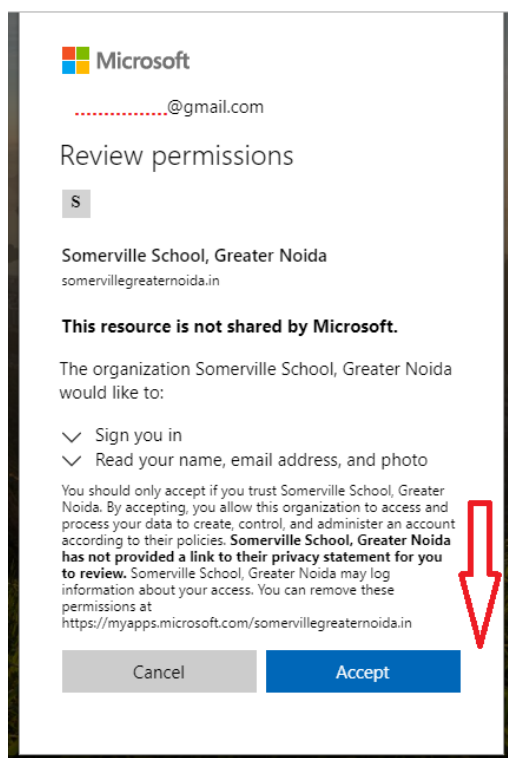
Method 3: Through link from mail

Click on the link. Follow the steps and screenshots given below to join your class through the Link received on your mail.
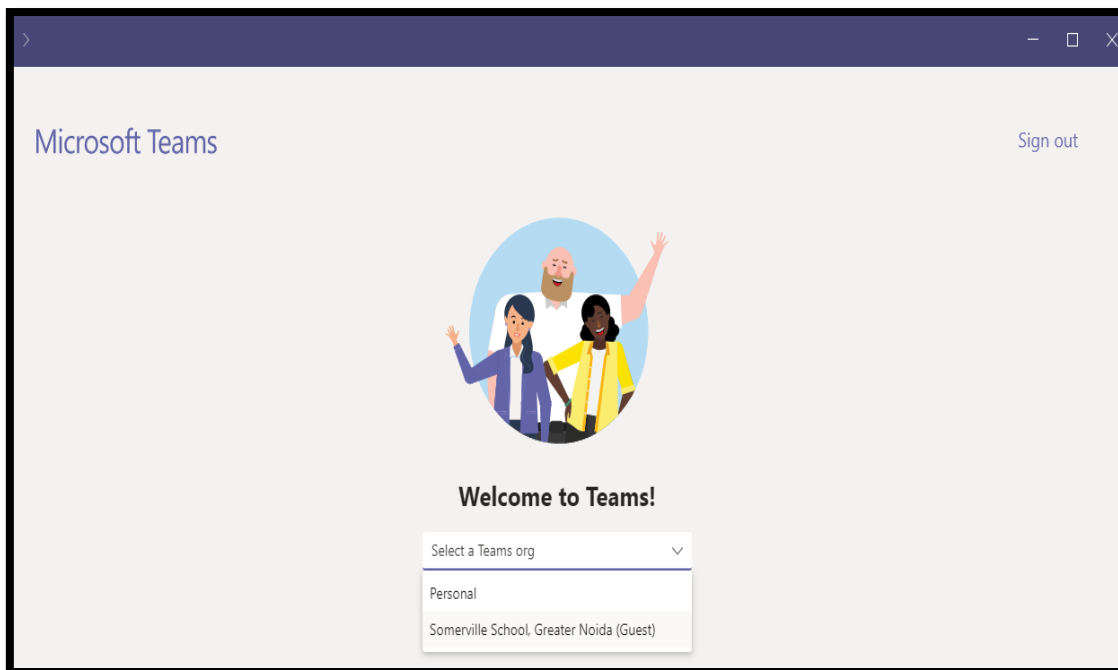

- Open your mail which have been sent by Subject Teachers and click on **Open Microsoft Team**

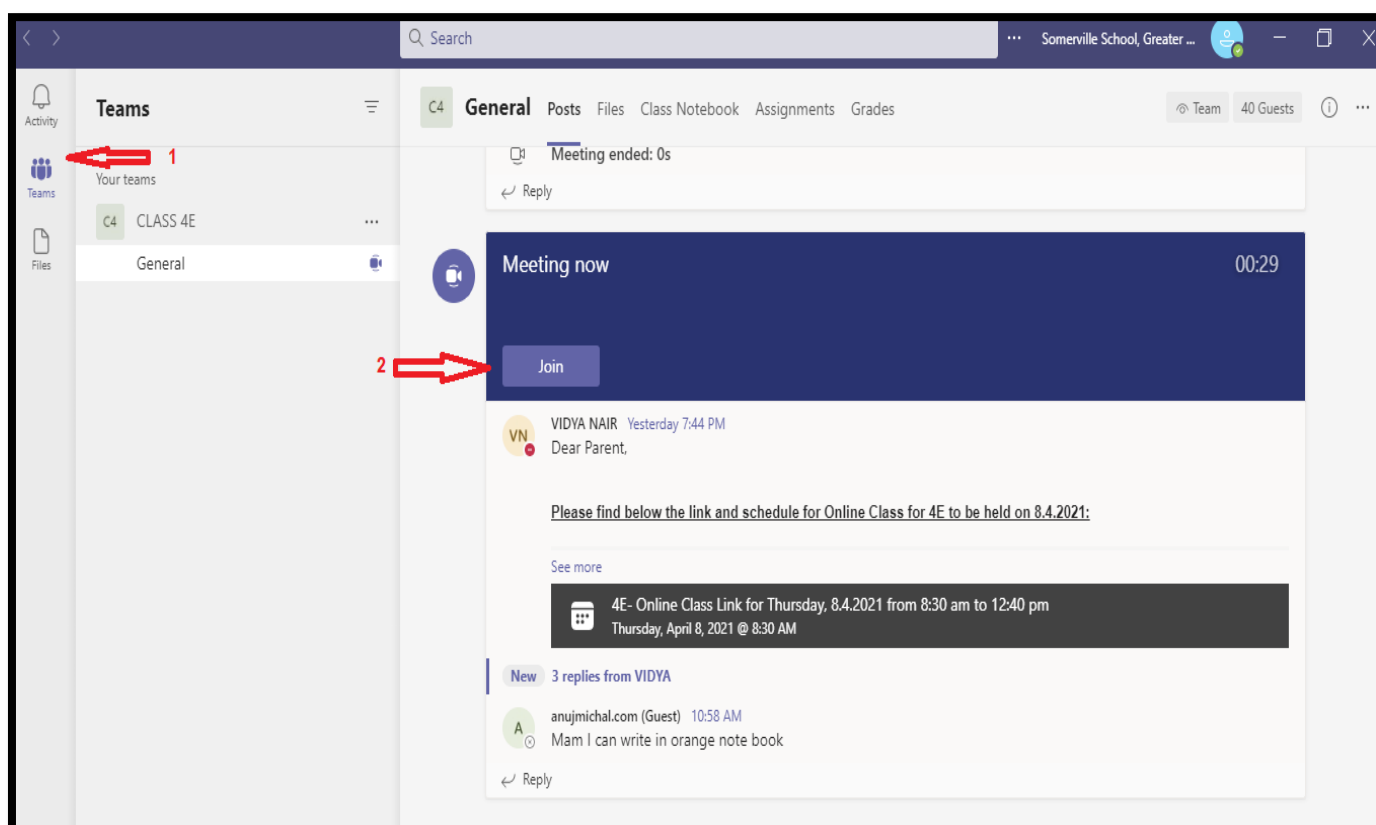- Now, ensure checkbox is checked and click on Open Microsoft Teams

[in Phone]

[in Laptop/PC]

- Now select organisation as **Somerville School, Greater Noida(Guest)** and click on **NEXT**

- Now you are in Teams App. Click on Teams icon and select the Team in which you want to join.
- Click on the link posted for the day and Click on **Join** to join the class.

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