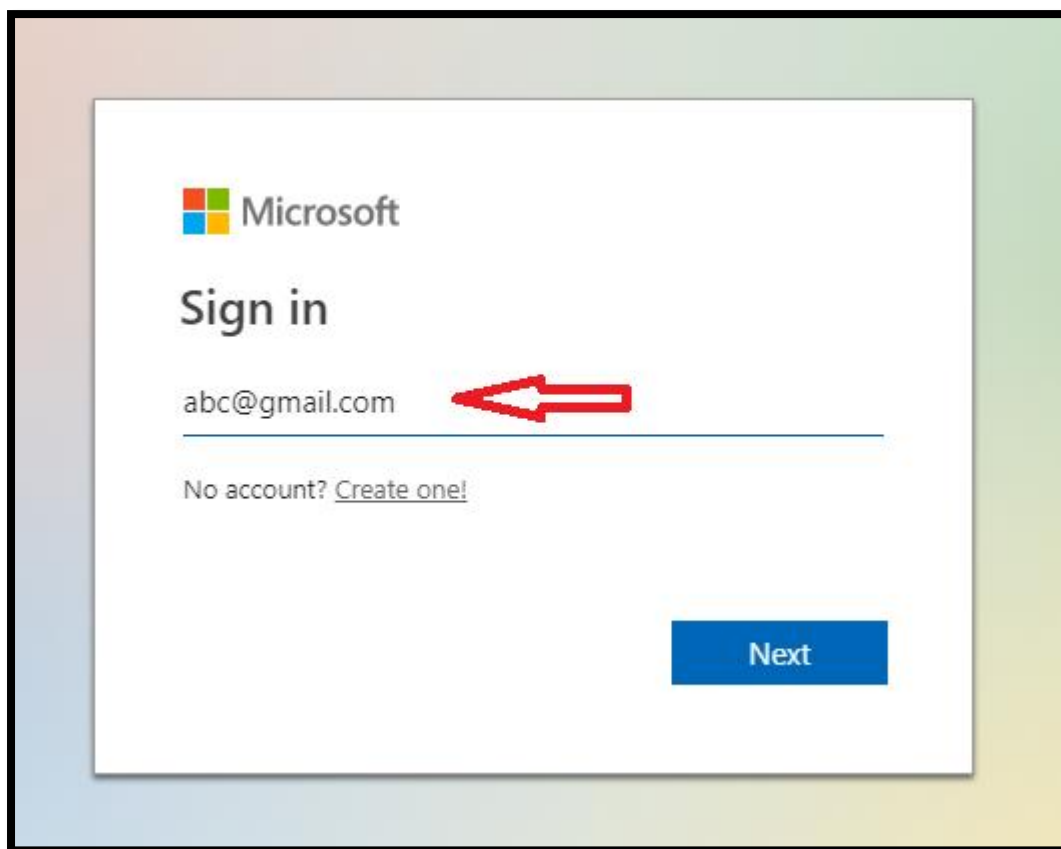


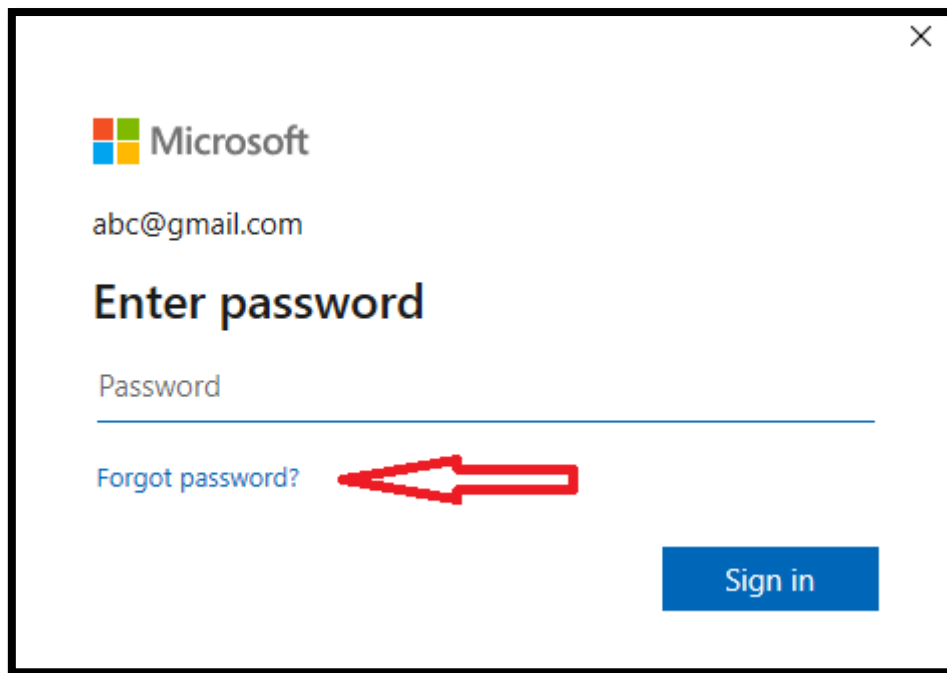
STEPS TO LOGIN TO MICROSOFT TEAMS

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.

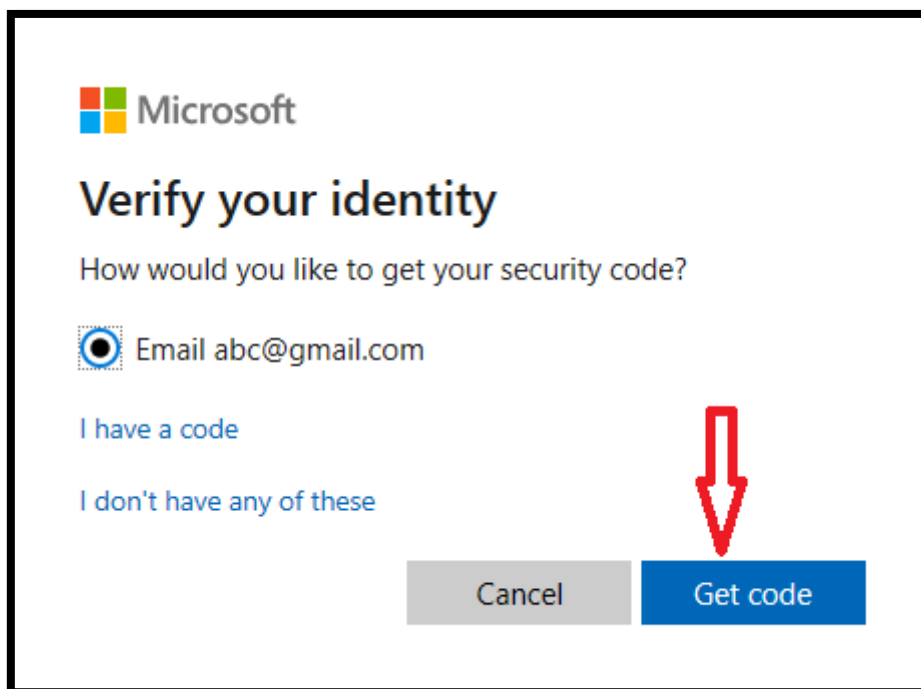


- Enter your email Id (**registered with the School**) and click on **Next**.



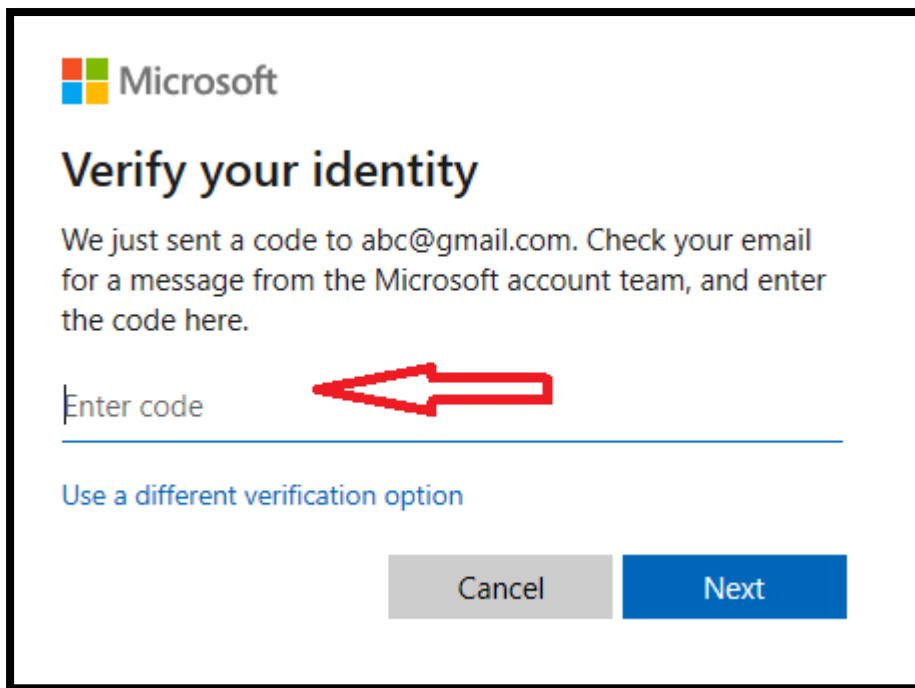
A screenshot of the Microsoft sign-in window. At the top is the Microsoft logo. Below it, the email address 'abc@gmail.com' is displayed. The main heading is 'Enter password'. There is a password input field with the placeholder text 'Password'. Below the input field is a link that says 'Forgot password?'. A red arrow points to this link. At the bottom right is a blue button labeled 'Sign in'.

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



A screenshot of the Microsoft 'Verify your identity' screen. At the top is the Microsoft logo. Below it is the heading 'Verify your identity'. The text 'How would you like to get your security code?' is displayed. Below this is a radio button icon followed by the text 'Email abc@gmail.com'. There are two links: 'I have a code' and 'I don't have any of these'. At the bottom are two buttons: a grey 'Cancel' button and a blue 'Get code' button. A red arrow points down to the 'Get code' button.

- Now Click on **Get Code**, a One Time security code will be sent to your mail ID.

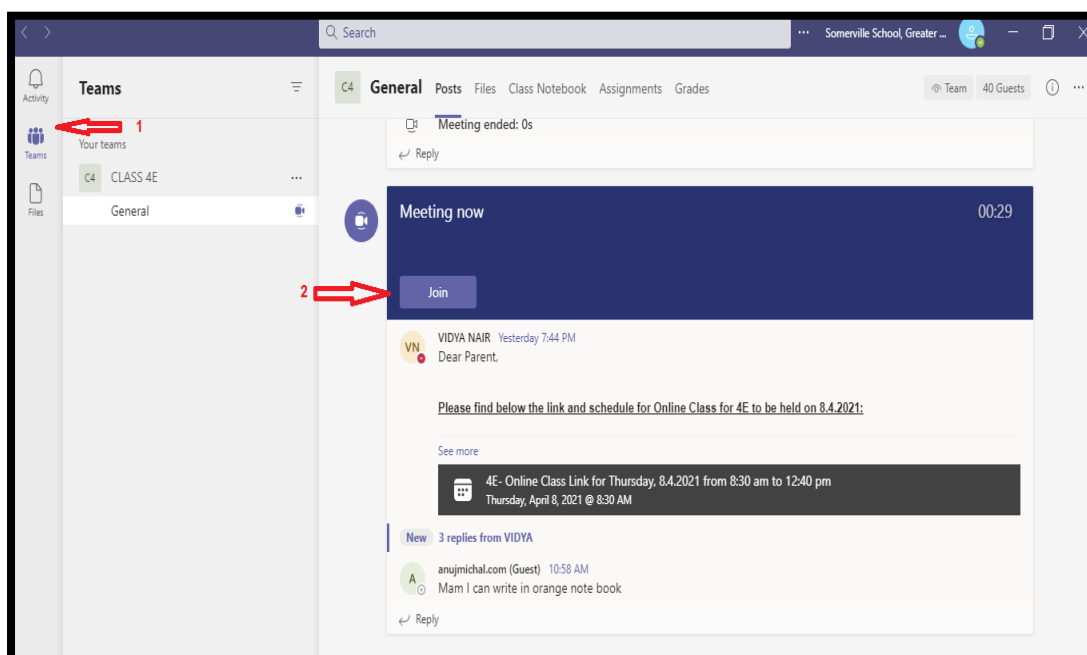


- Enter the security code and Click on **Next**
- Now create your new Password for Microsoft Team and click on Next.
- Now Login in Teams App using your **Mail ID** and **New Password**.

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.

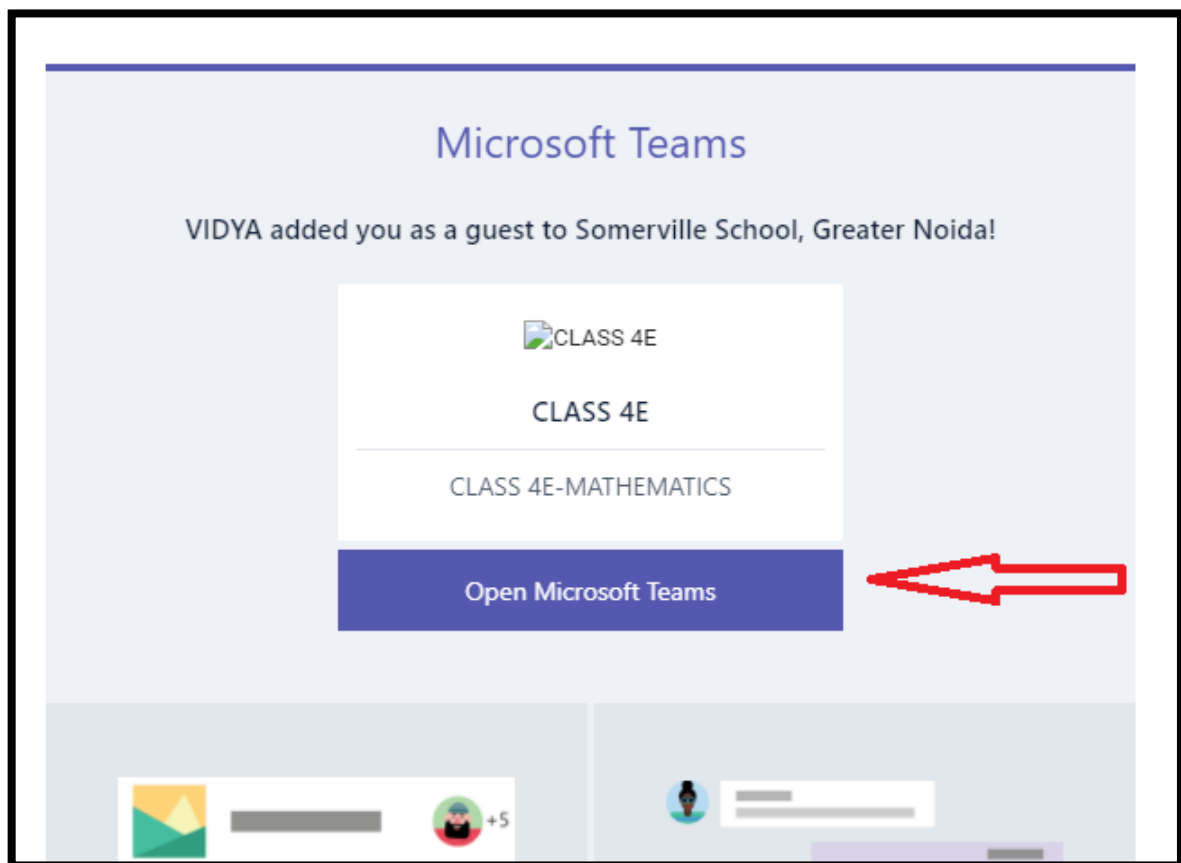


Method 2: Through Link posted in the Class Team

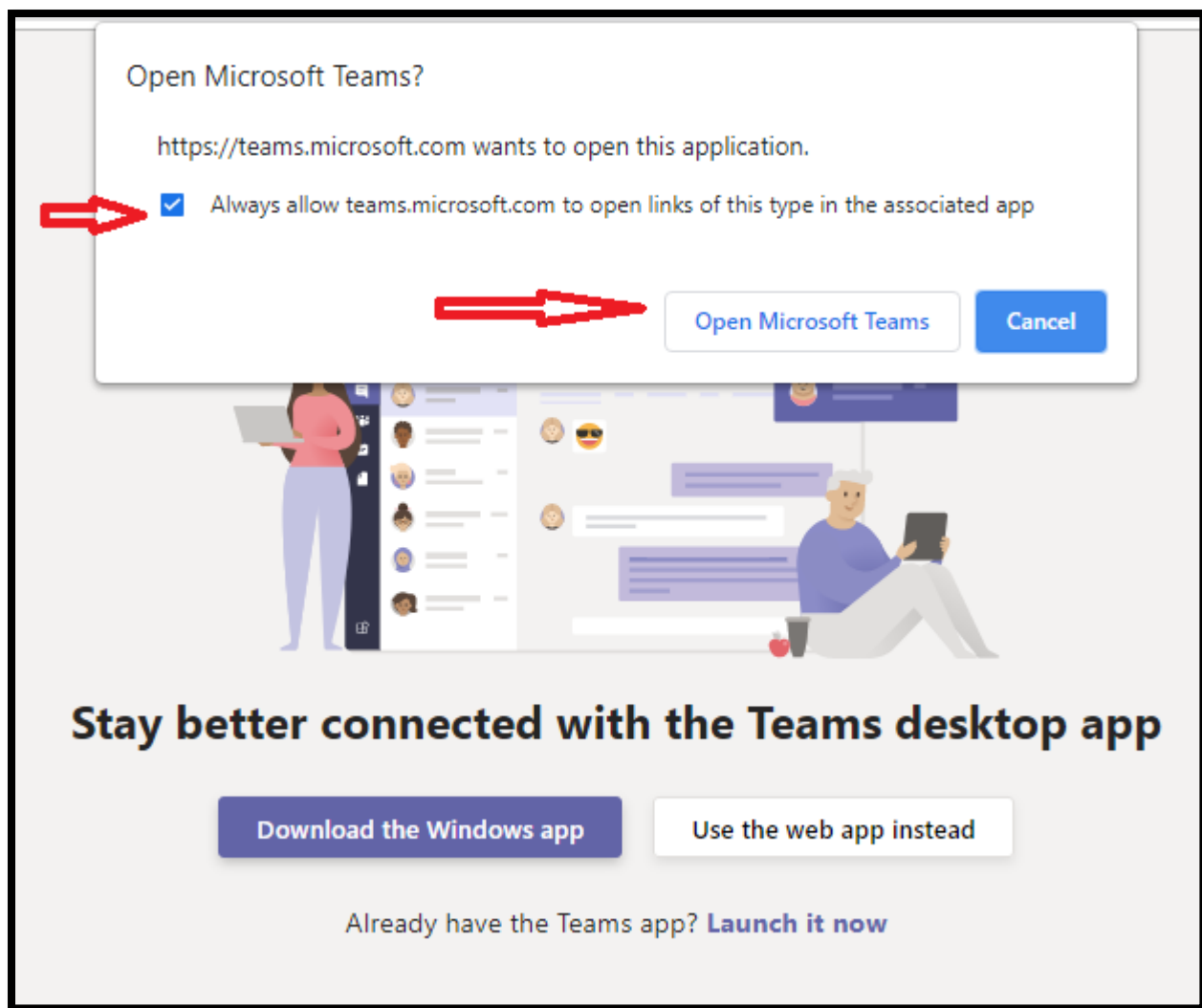
Link will be posted in your class Team a day before. Student need to click on the link to join the class. You will be admitted to the meeting by the teacher, if the class has started.

Method 3: Through link from mail

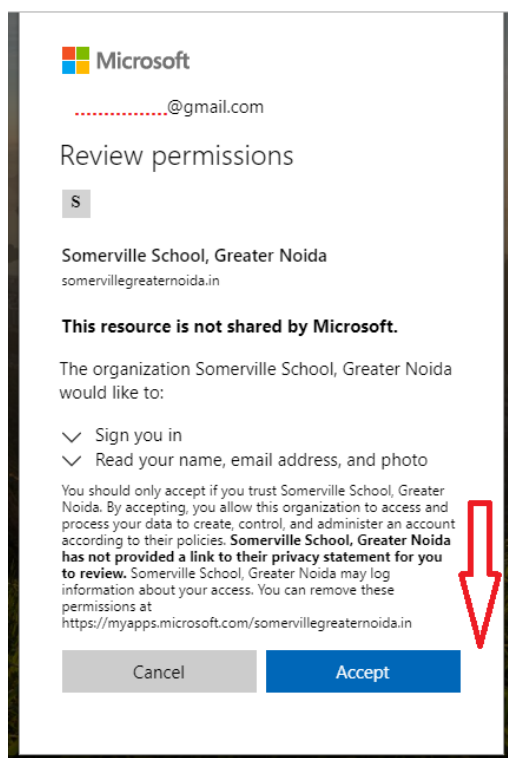
Click on the link. Follow the steps and screenshots given below to join your class through the Link received on your mail.



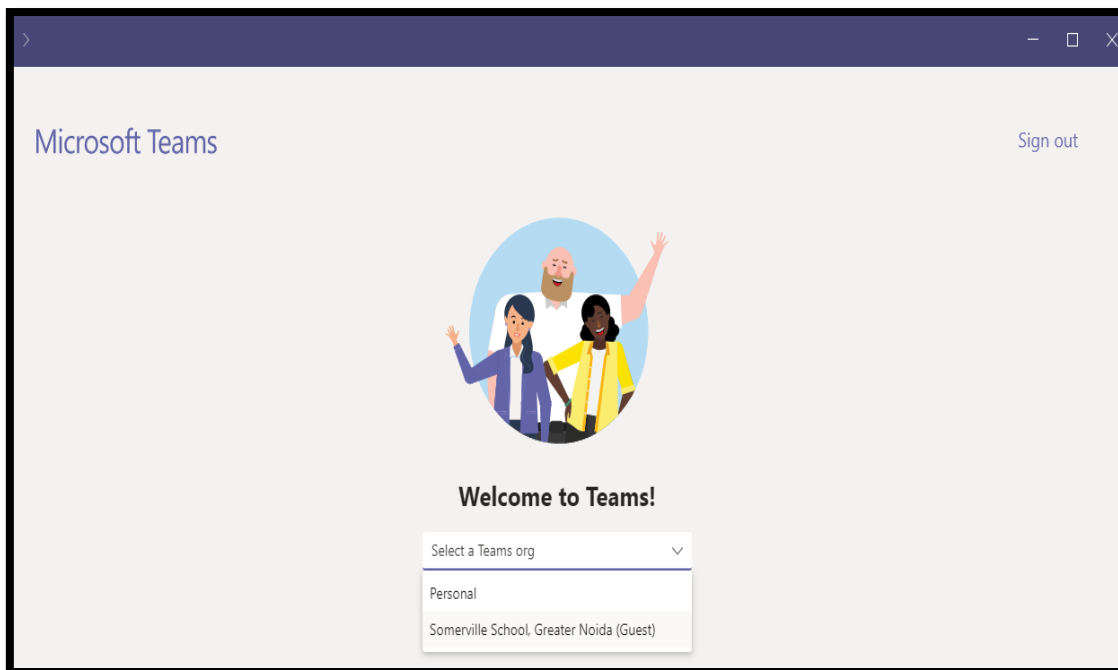
- Open your mail which have been sent by Subject Teachers and click on **Open Microsoft Team**



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

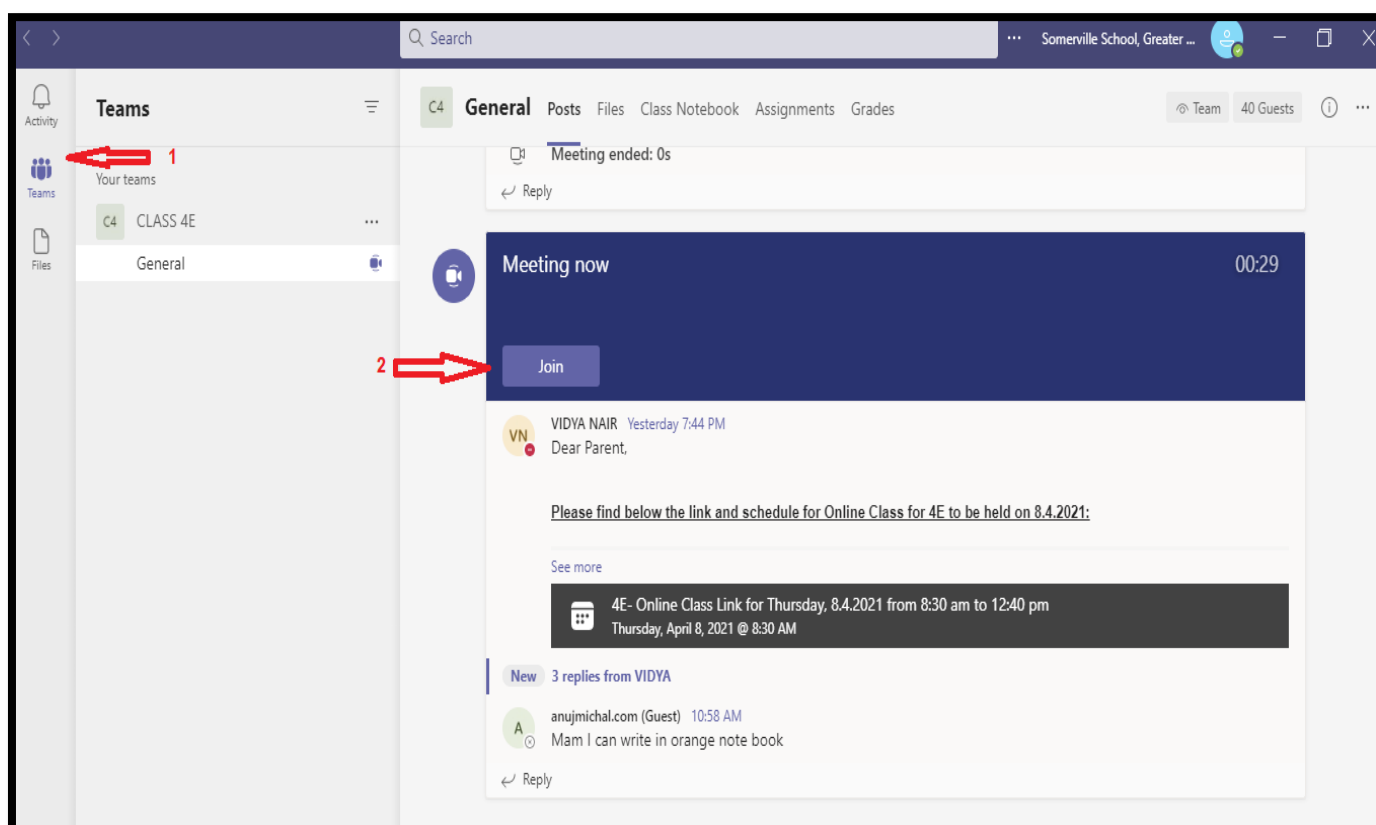


[in Phone]



[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.
