Steps to conduct successful e-Learning session through Microsoft Teams:
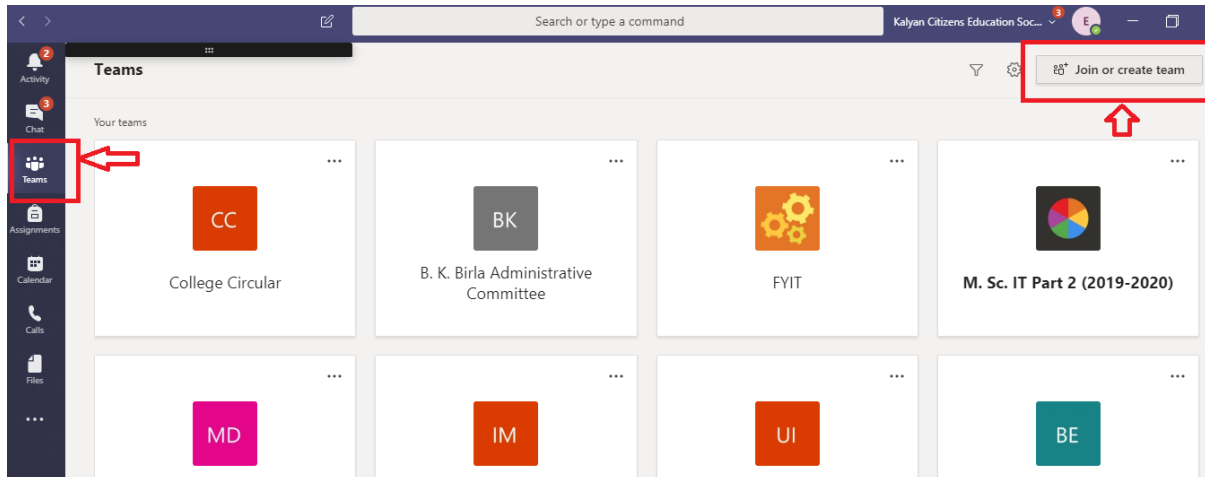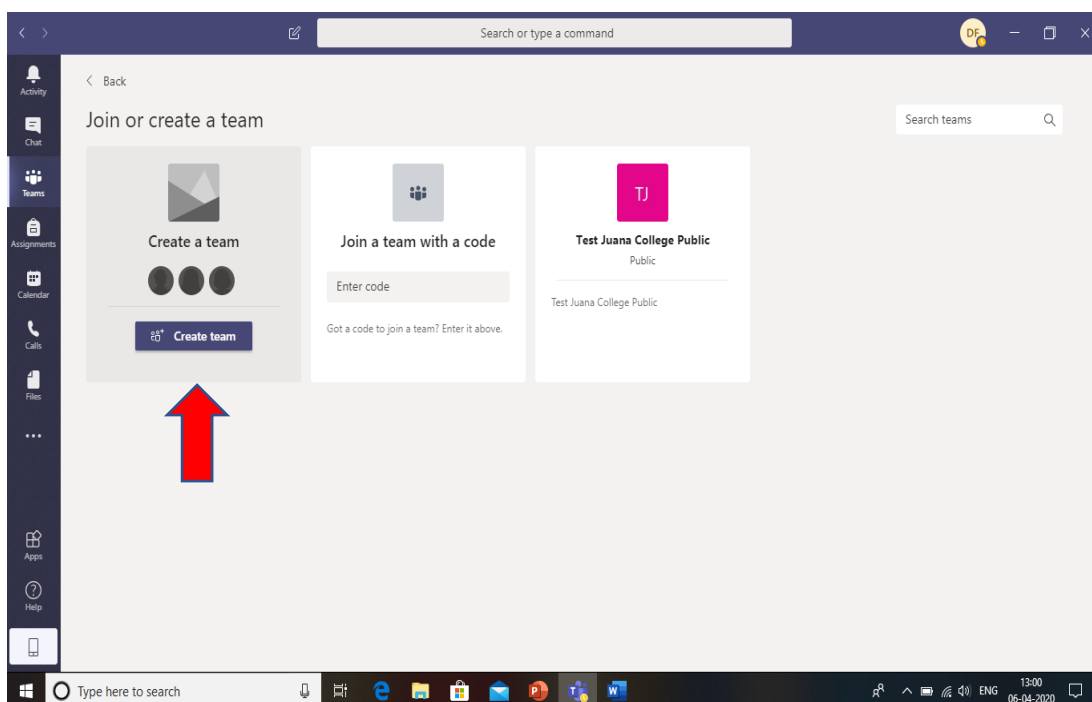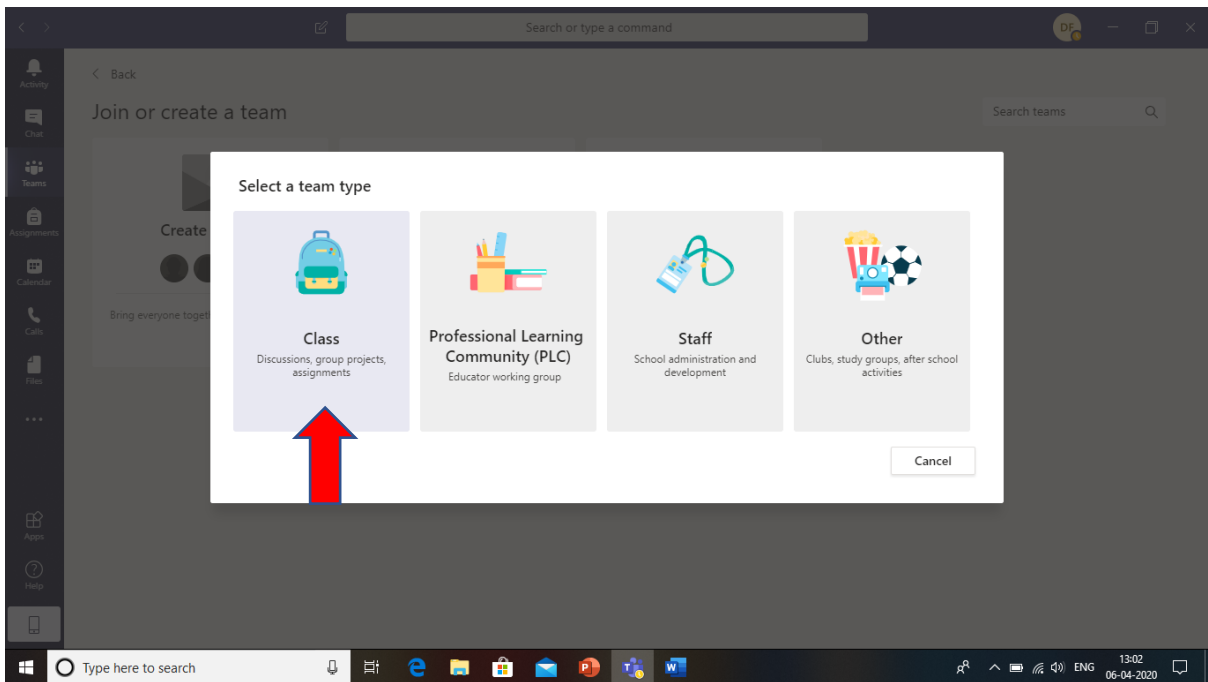
1. Install Team App provided by Microsoft
2. Login using your Microsoft credentials (Username and Password)
3. Select Teams ⚏ from the app bar from the left hand side panel
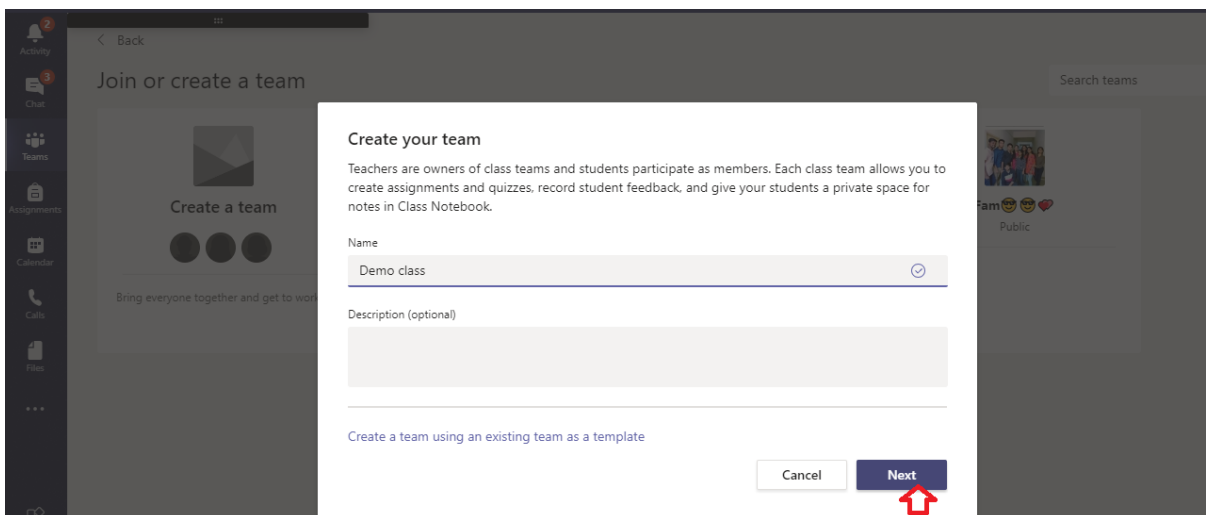4. Select Join or create team.
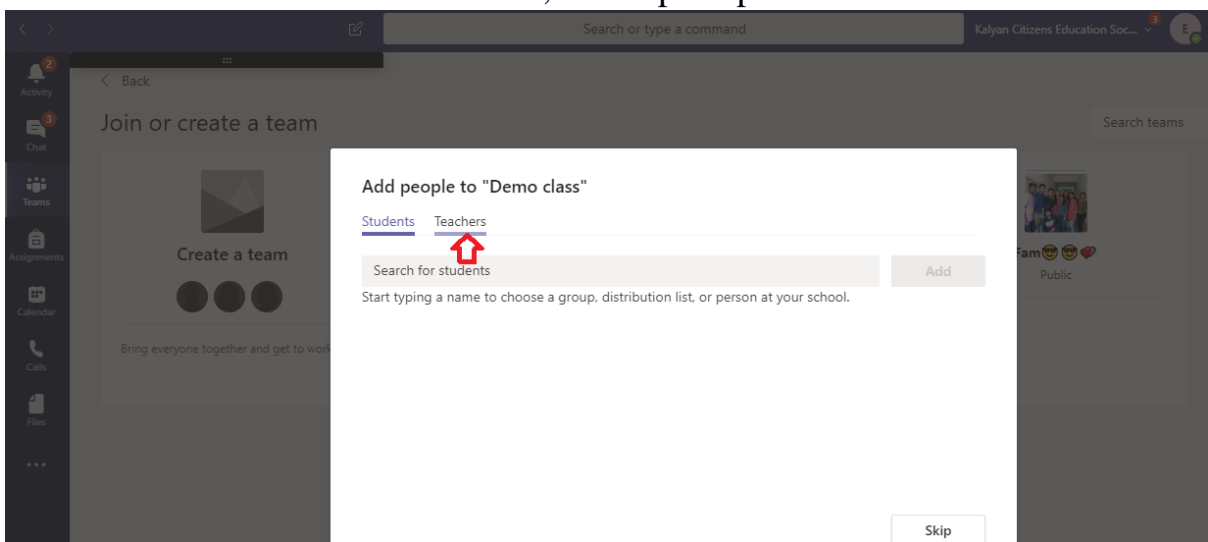

5. Click on Create a team

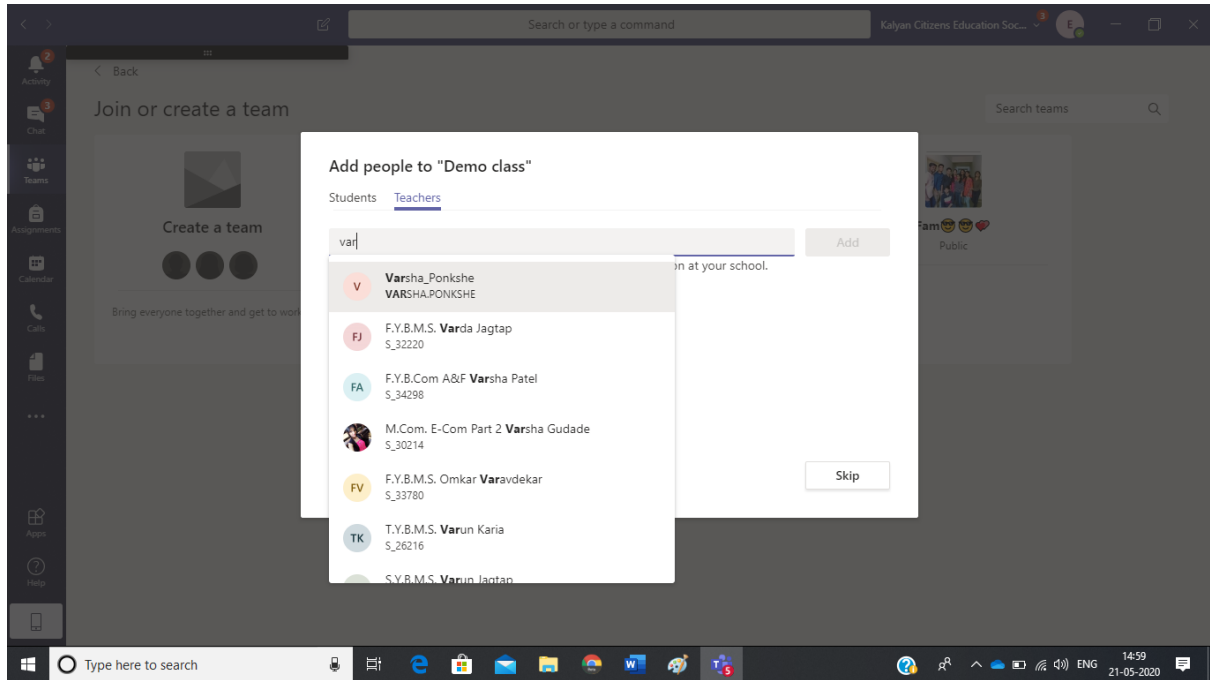6. Select **Class** as the team type.

7. Give a name to your team and description(optional) and click on next

8. After the creation of the class, it will prompt to add students and teachers.
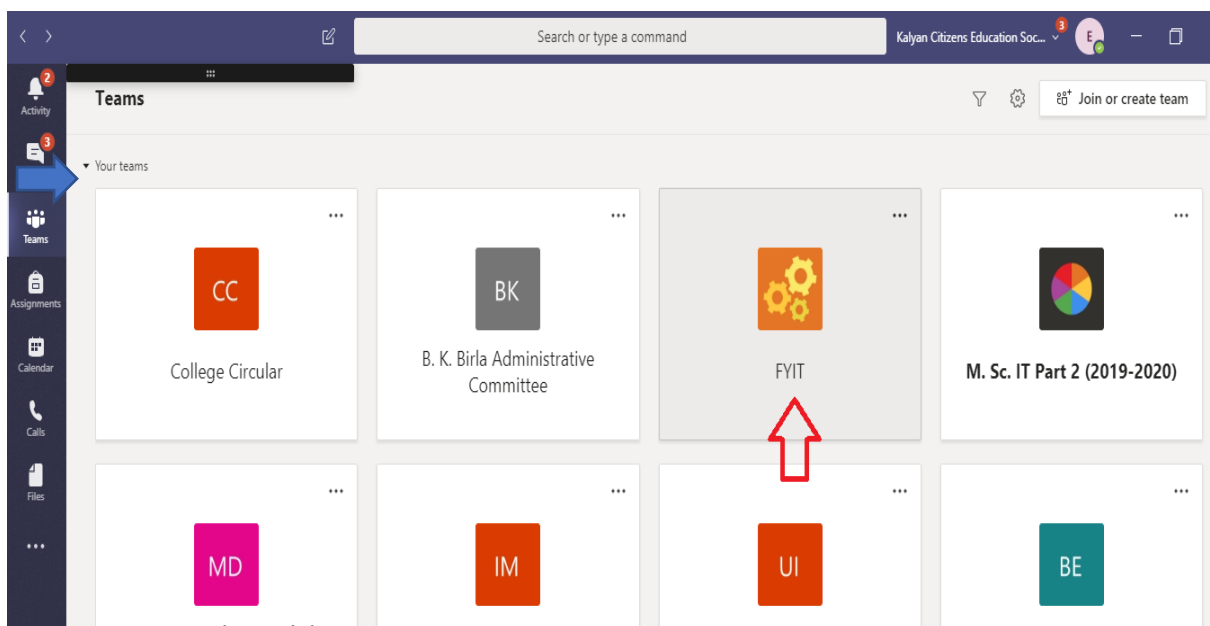
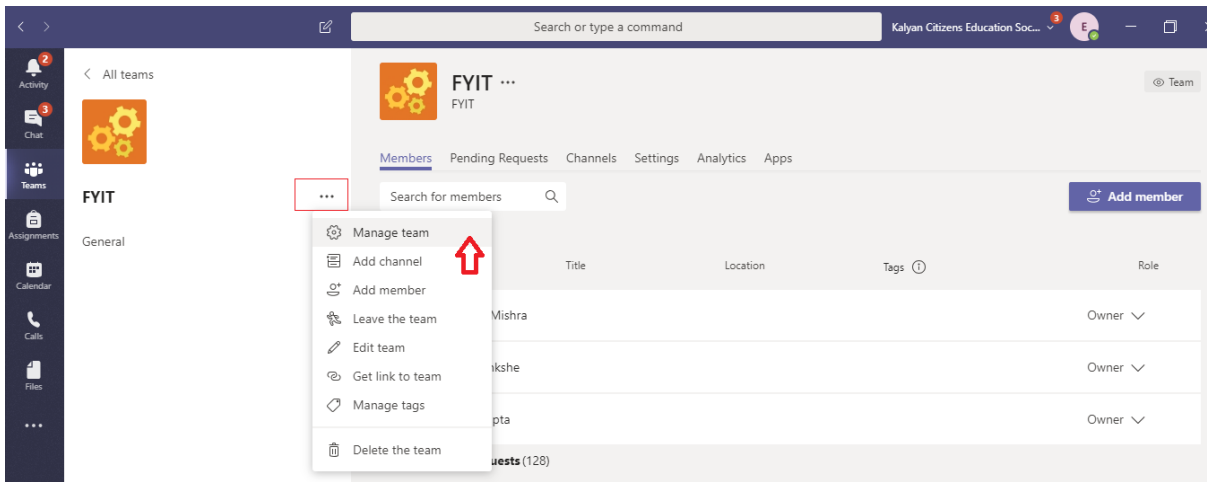9. Sect the teacher tab and add the email_ids of teachers

10. To add students, either you can add their email_address or names provided or else through CODE we can ask them to join our class.
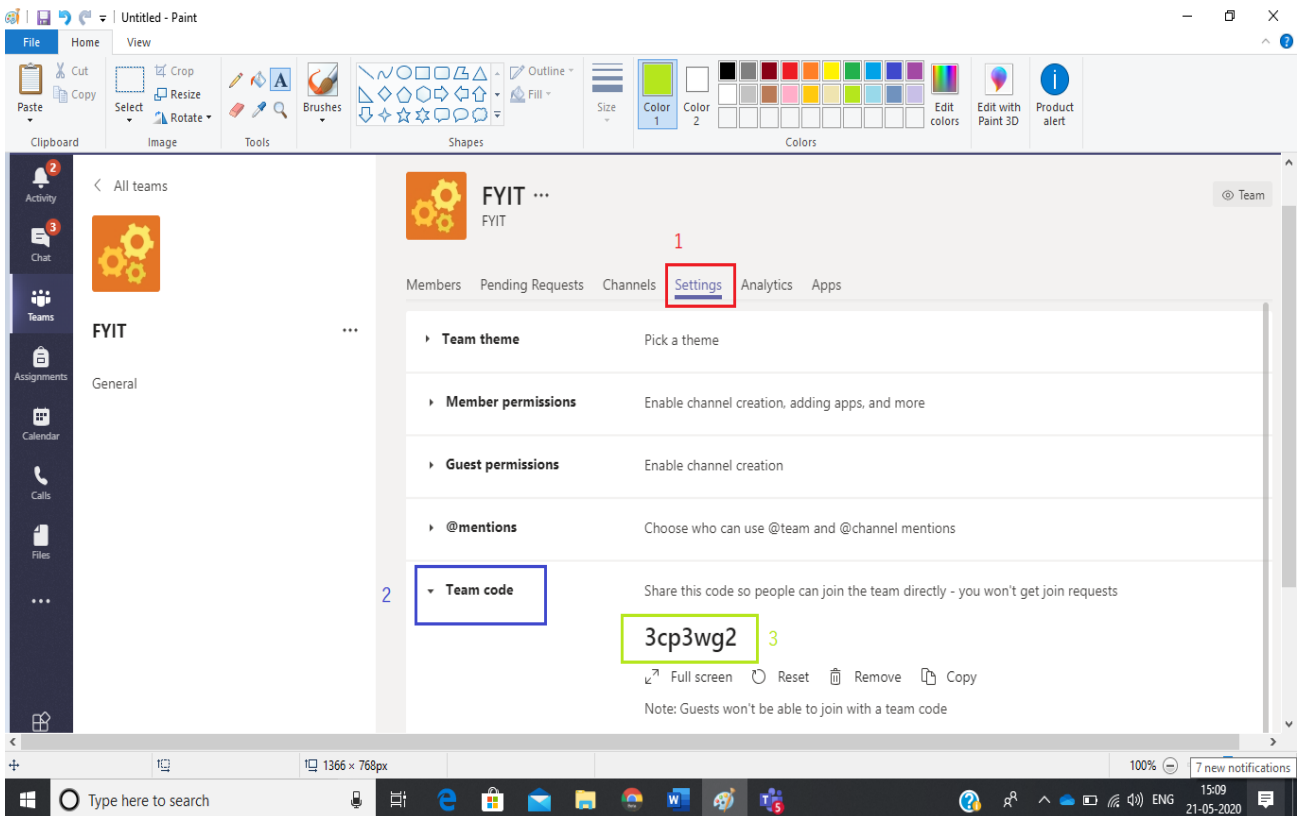
11. Once the data of teacher is entered again select the teams tab and select the created class.
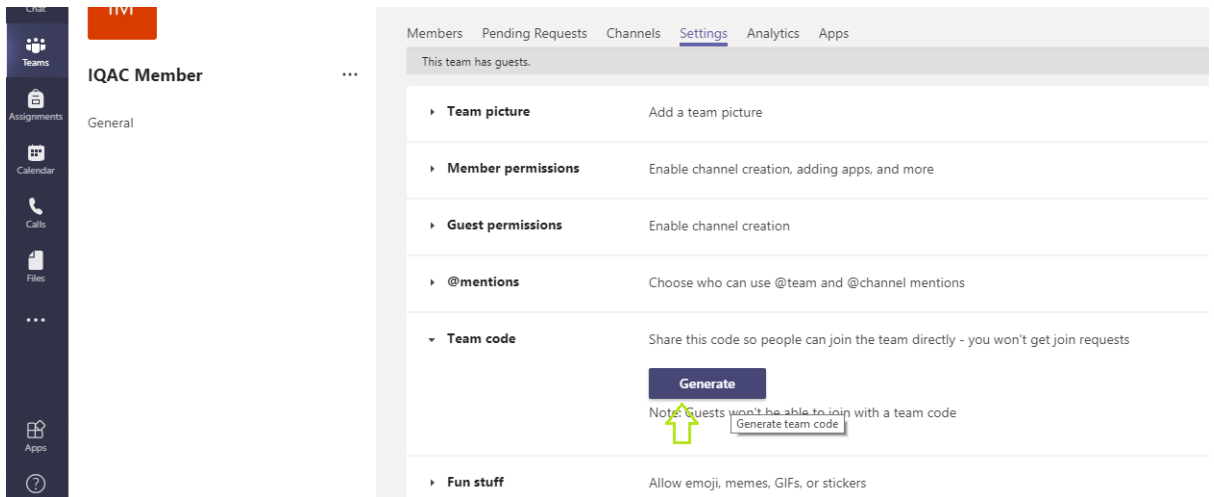
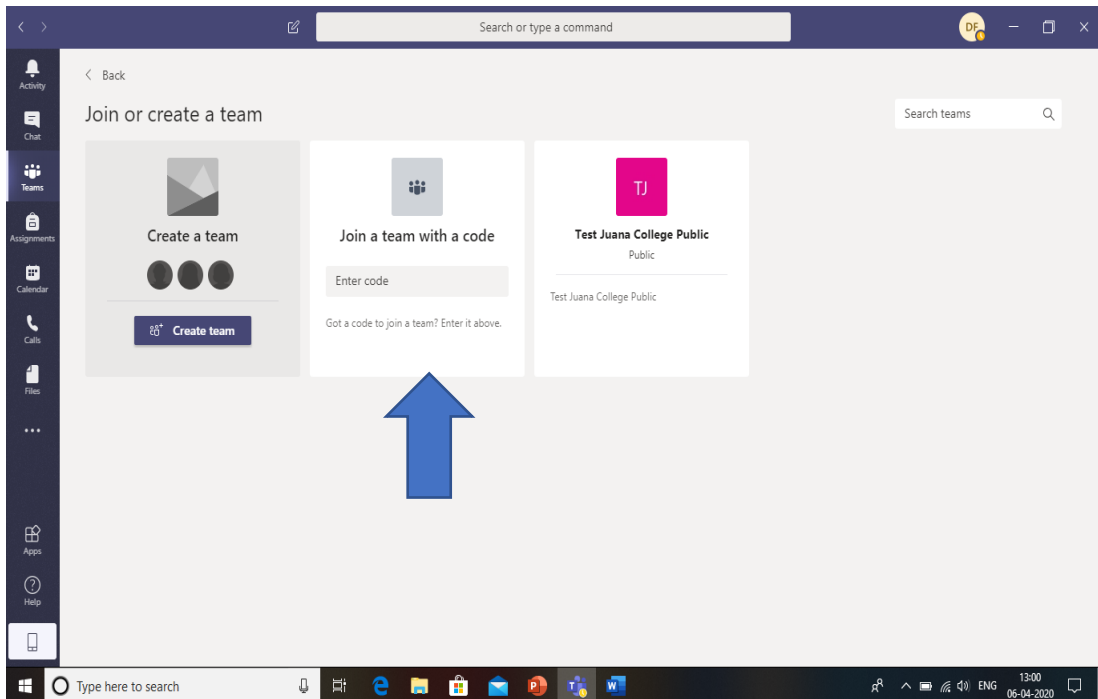12. After opening the class select manage team option as shown below:

13. In the Manage team dialog box follow the steps 1,2,3 as given in below figure:

14. If team code is not present you can generate code by clicking on the button generate code as given below:

15. Share the team code with your students and ask them to join the class through that code.

16. Once a team is created, the following dashboard appears or you can go to teams options in the panel of team app and select your team.
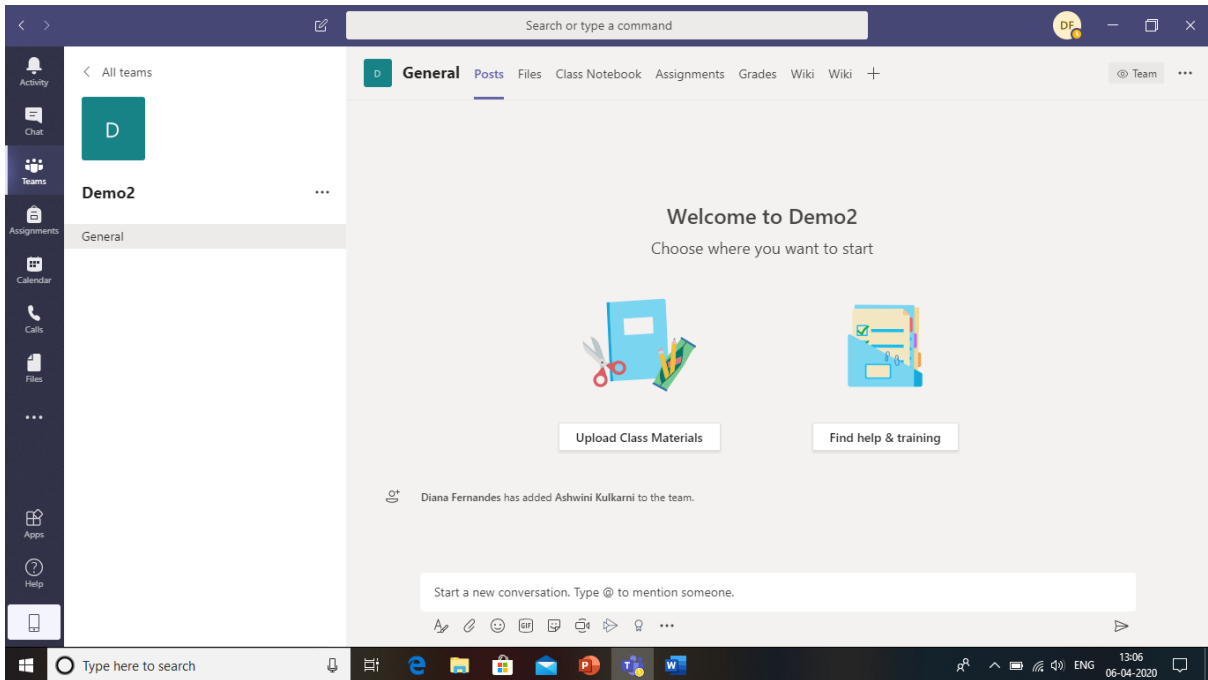
17. You can start with the conversation by sending and receiving messages.

18. To conduct a session, select calendar session from left panel and select New Meeting which is at left right corner
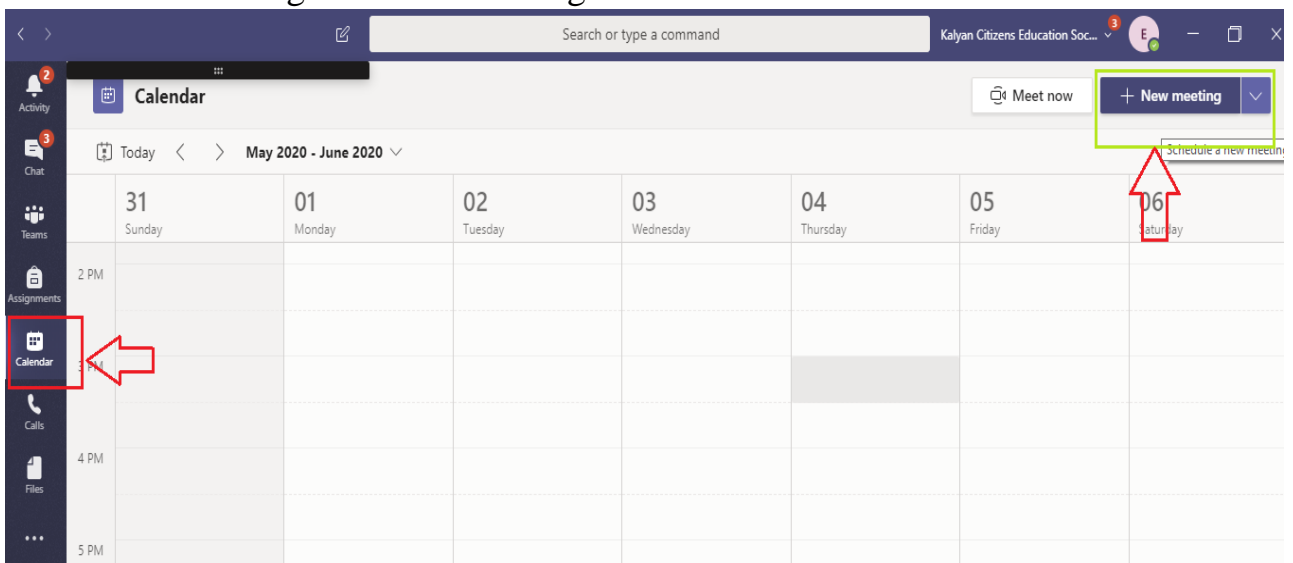

19. Enter the details such as name of the meeting, description (optional), date, time, channel (mandatory field – specify the team name with whom you want to conduct the meeting) and select send
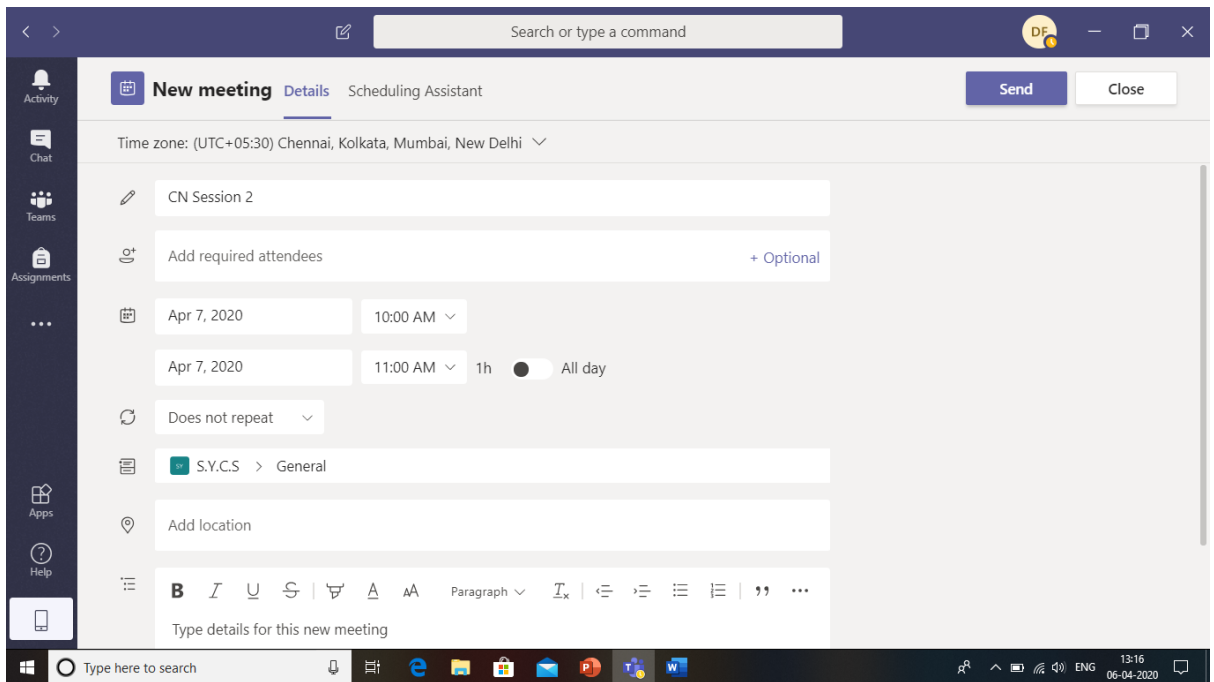
20. You can go to teams from the left panel and see the scheduled meeting
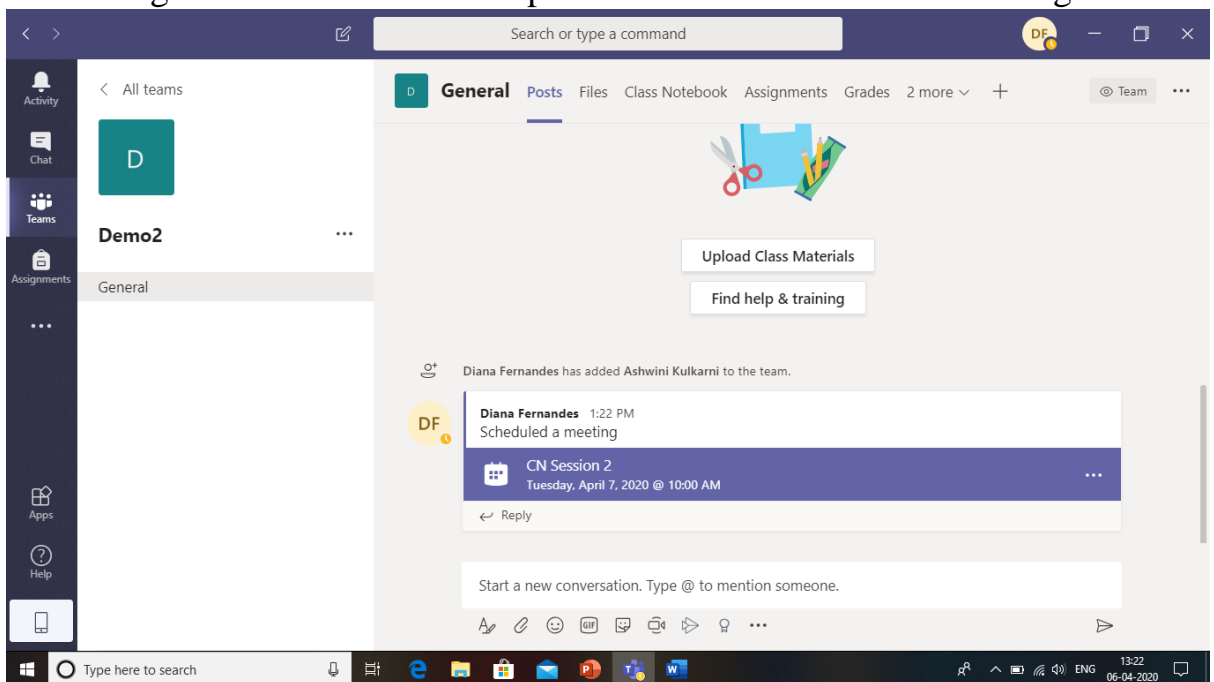
21. You can click on the Join Session and join option to start with the session on the specified date and time of the meeting scheduled
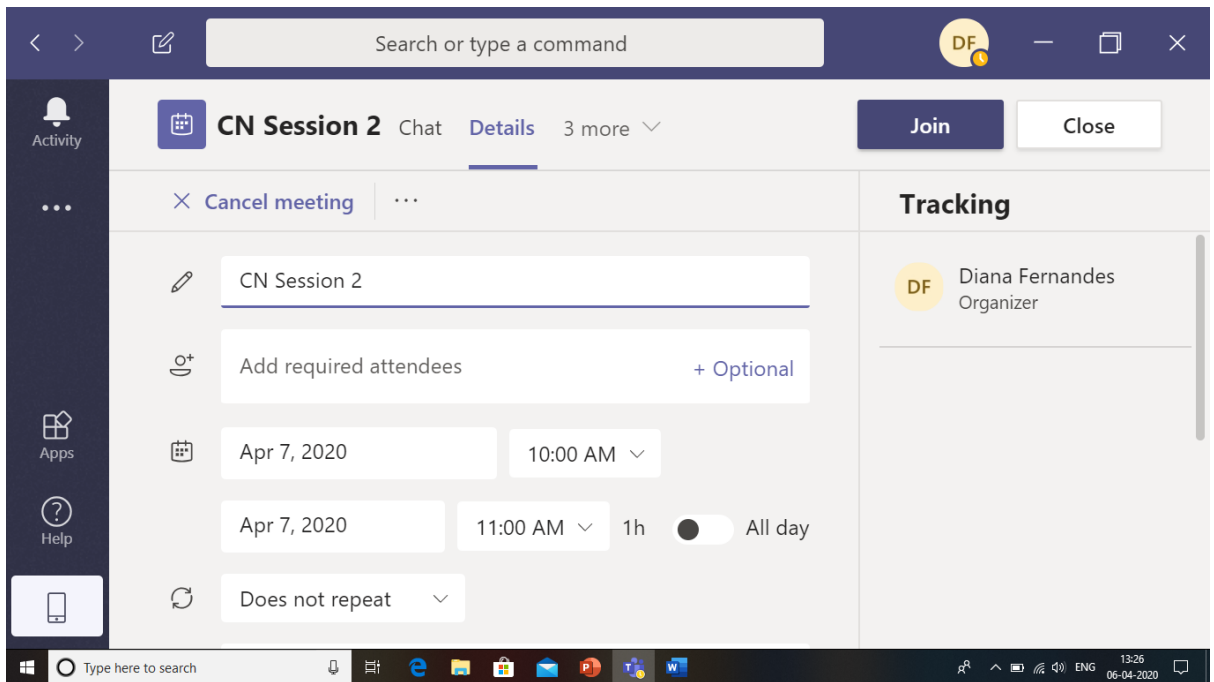
22. If during session, you want to share your PPT / presentation/desktop/window screen then you can select share option from the navigation bar provided to you and accordingly select.
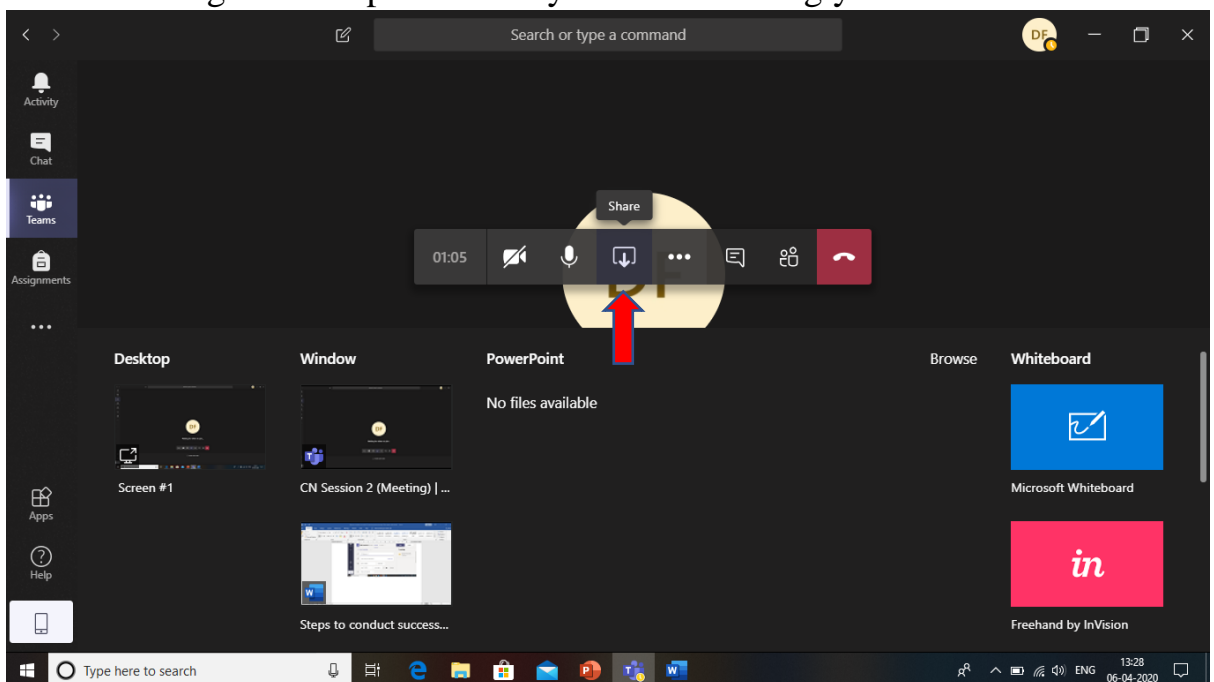
23. Once you have completed with your session, you can sign off by clicking on Hang up from navigation menu
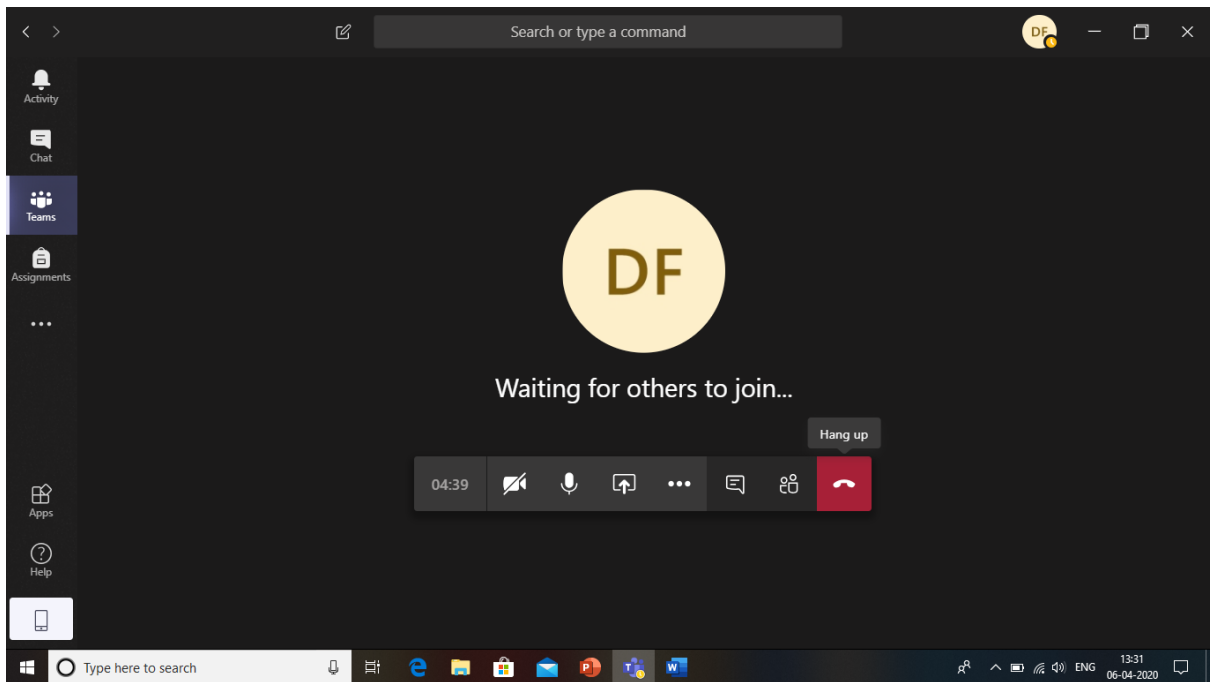
24. To share Assignments with the students select Assignment Tab from the Left panel. It will prompt you to choose a class
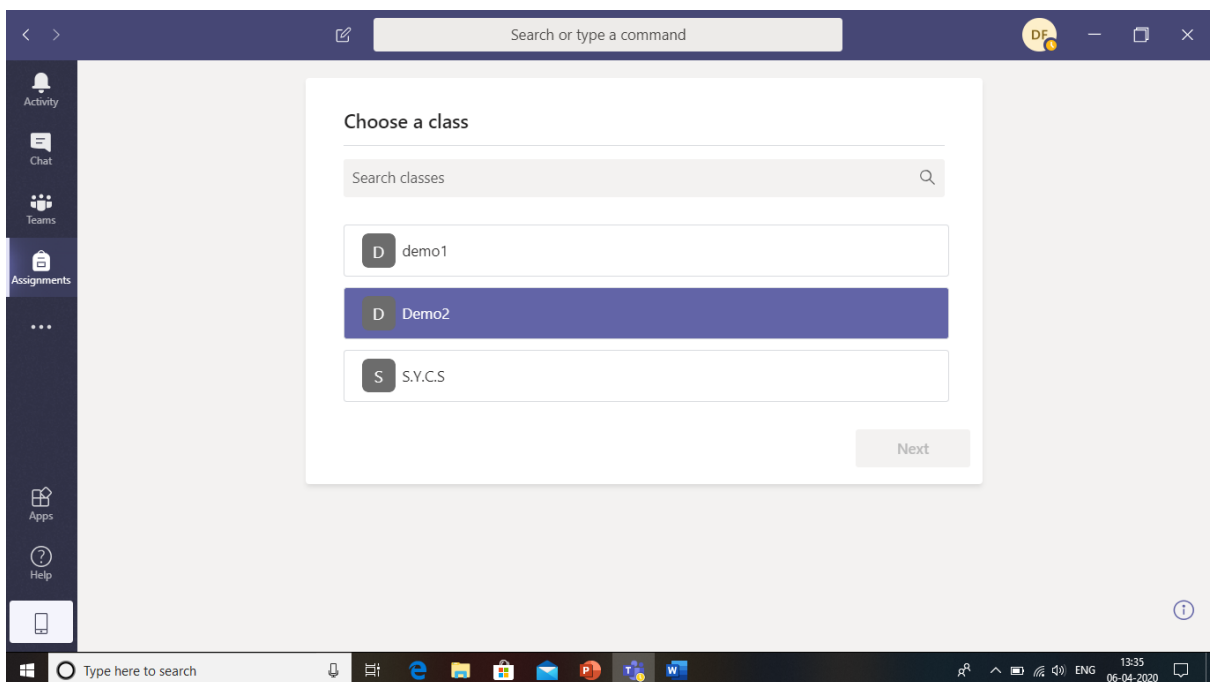
25. Select the class and press Next.

26. A new window with a Create Button will appear.

27. Click on create, you can create an assignment by attaching a file (doc file) consisting of assignment questions or also you can create a quiz (similar to google form).
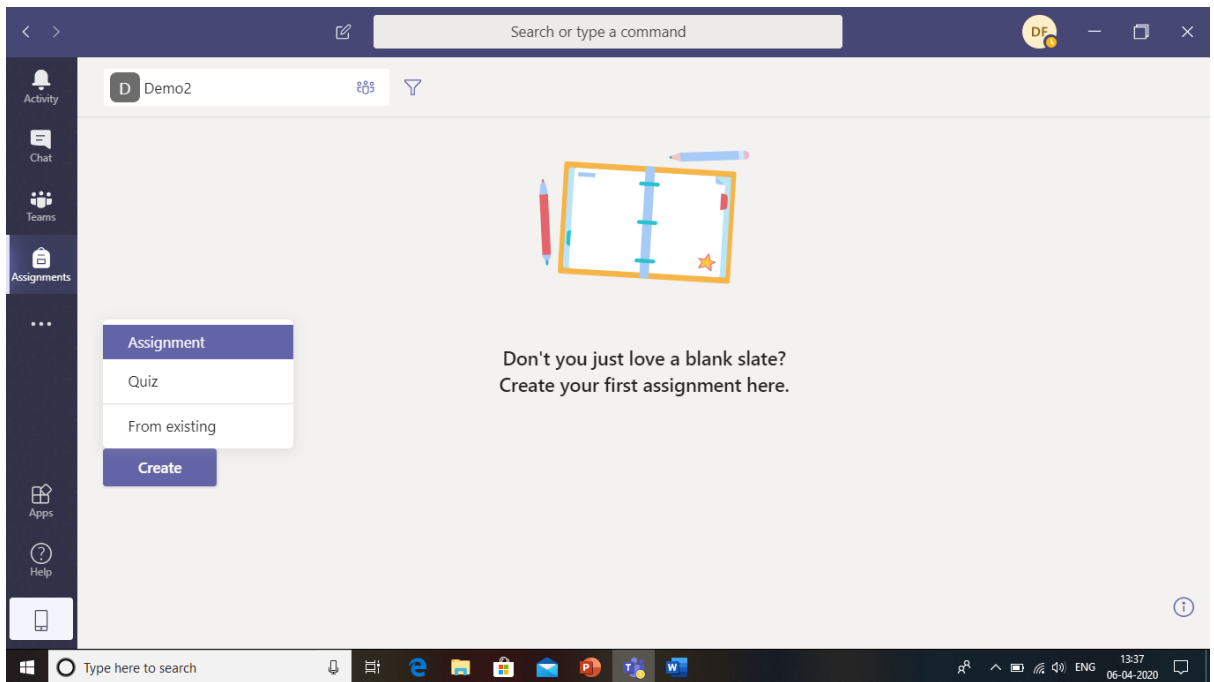
HOPE YOU HAD AN INTERACTIVE SESSION!!!!

THANK YOU!!!!