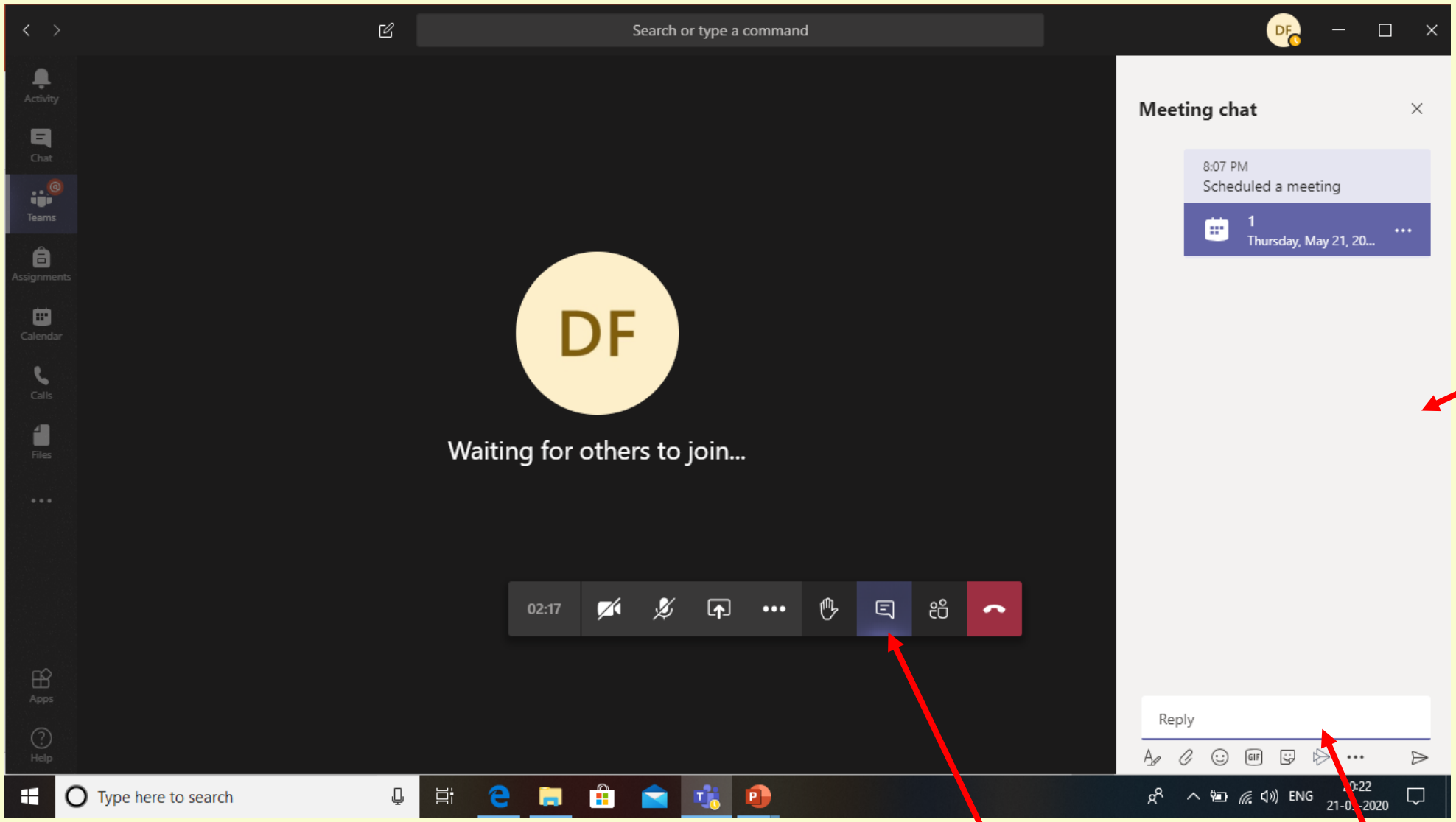
B. K. Birla College (Autonomous), Kalyan

Conducted by Kalyan Citizen's Education Society
Affiliated to University of Mumbai

'College of Excellence' status by UGC (2015-2020)
Reaccredited by NAAC (3rd Cycle) with ' A ' Grade (CGPA - 3.58) (2014-2021)

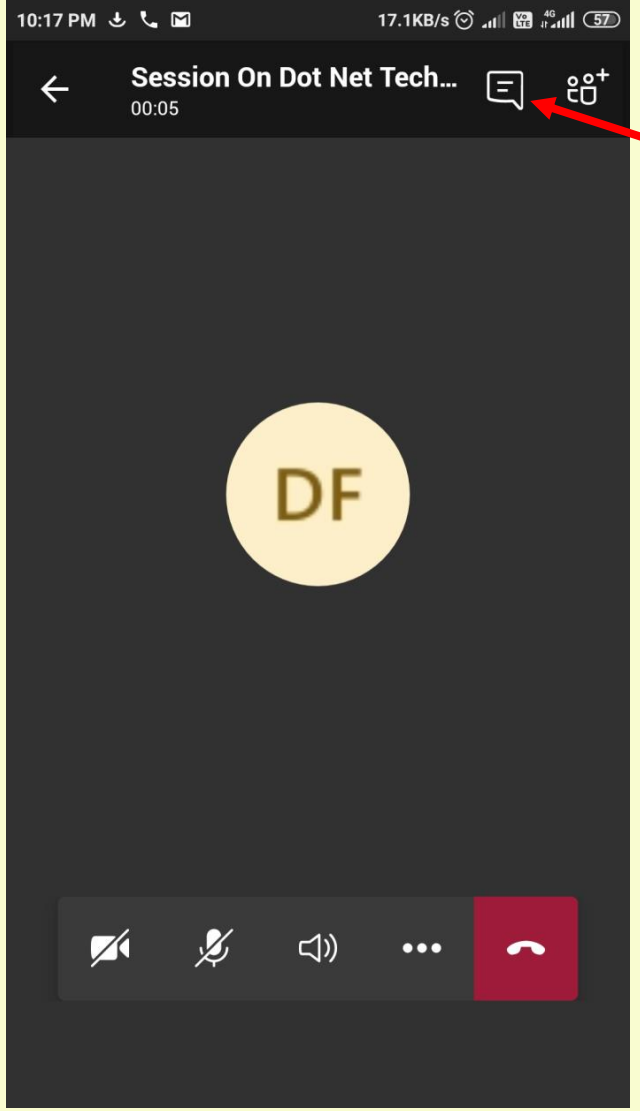
Microsoft Team App guide for Students



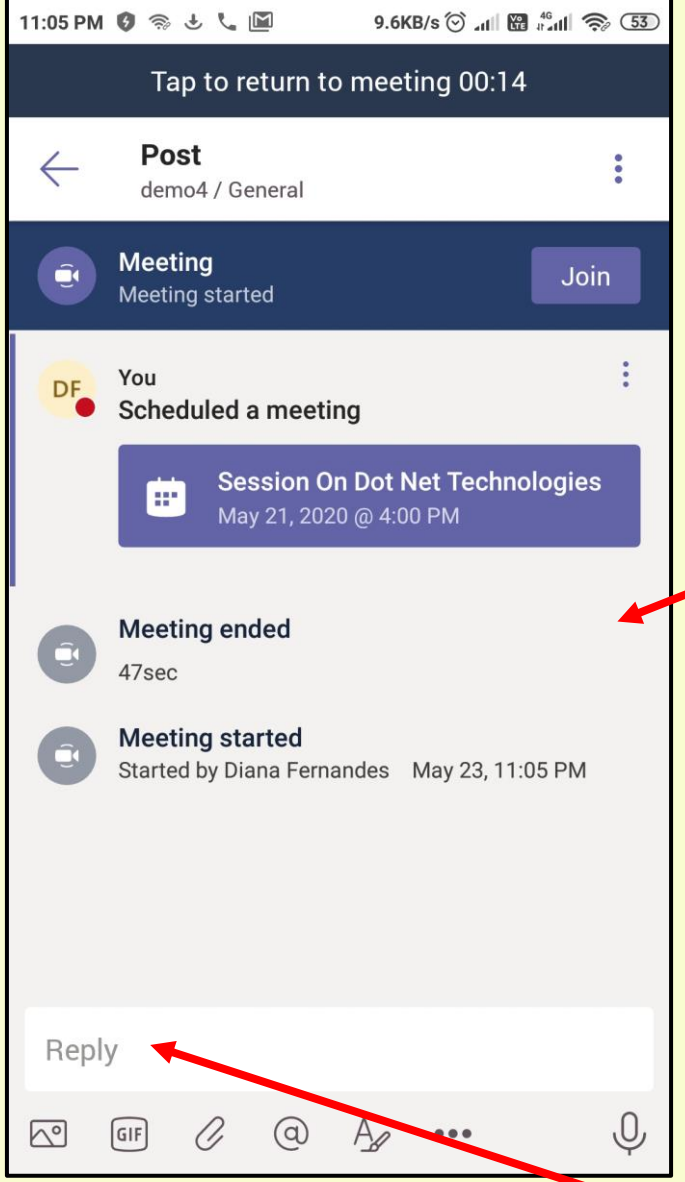
Chat box

On clicking, chat box opens

Type question here to ask teachers during lecture



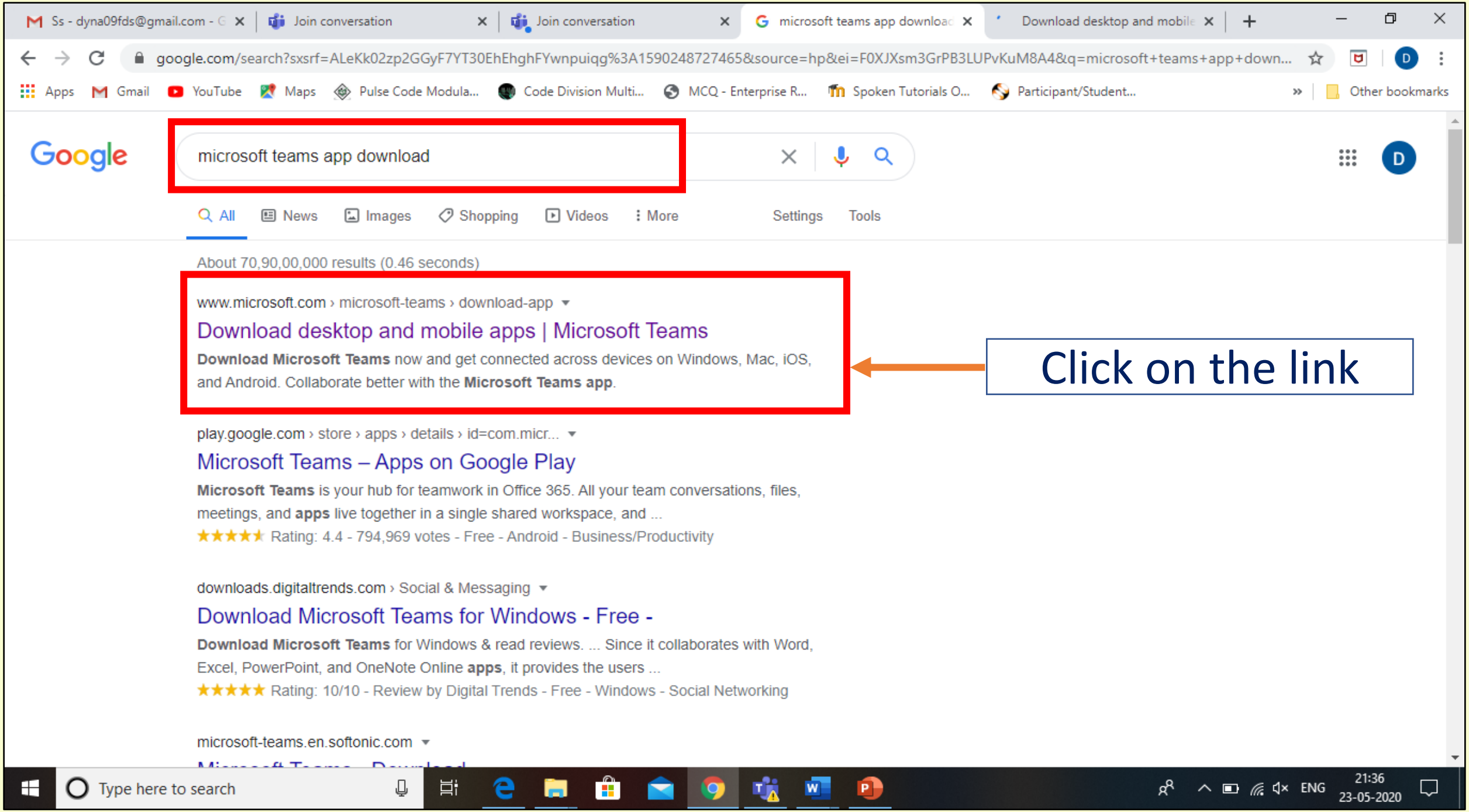
On clicking, chat box opens



Chat box

Type question here to ask teachers during lecture

How to download Microsoft Teams


Ss - dyna09fds@gmail.com - G
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Apps
Gmail
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MCQ - Enterprise R...
Spoken Tutorials O...
Participant/Student...
Other bookmarks
Google
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All
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More
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About 70,90,00,000 results (0.46 seconds)
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Microsoft Teams is your hub for teamwork in Office 365. All your team conversations, files, meetings, and apps live together in a single shared workspace, and ...
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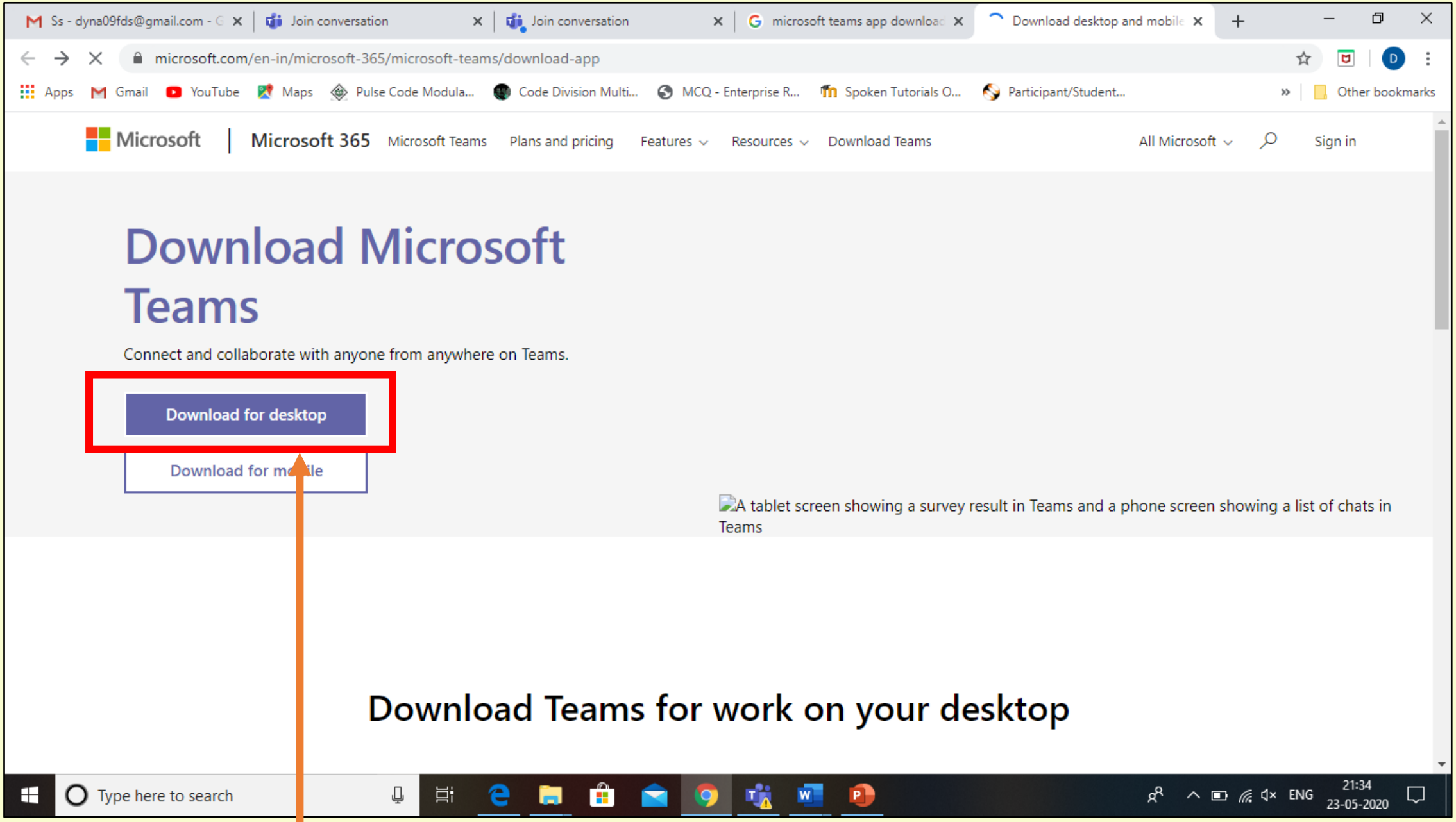
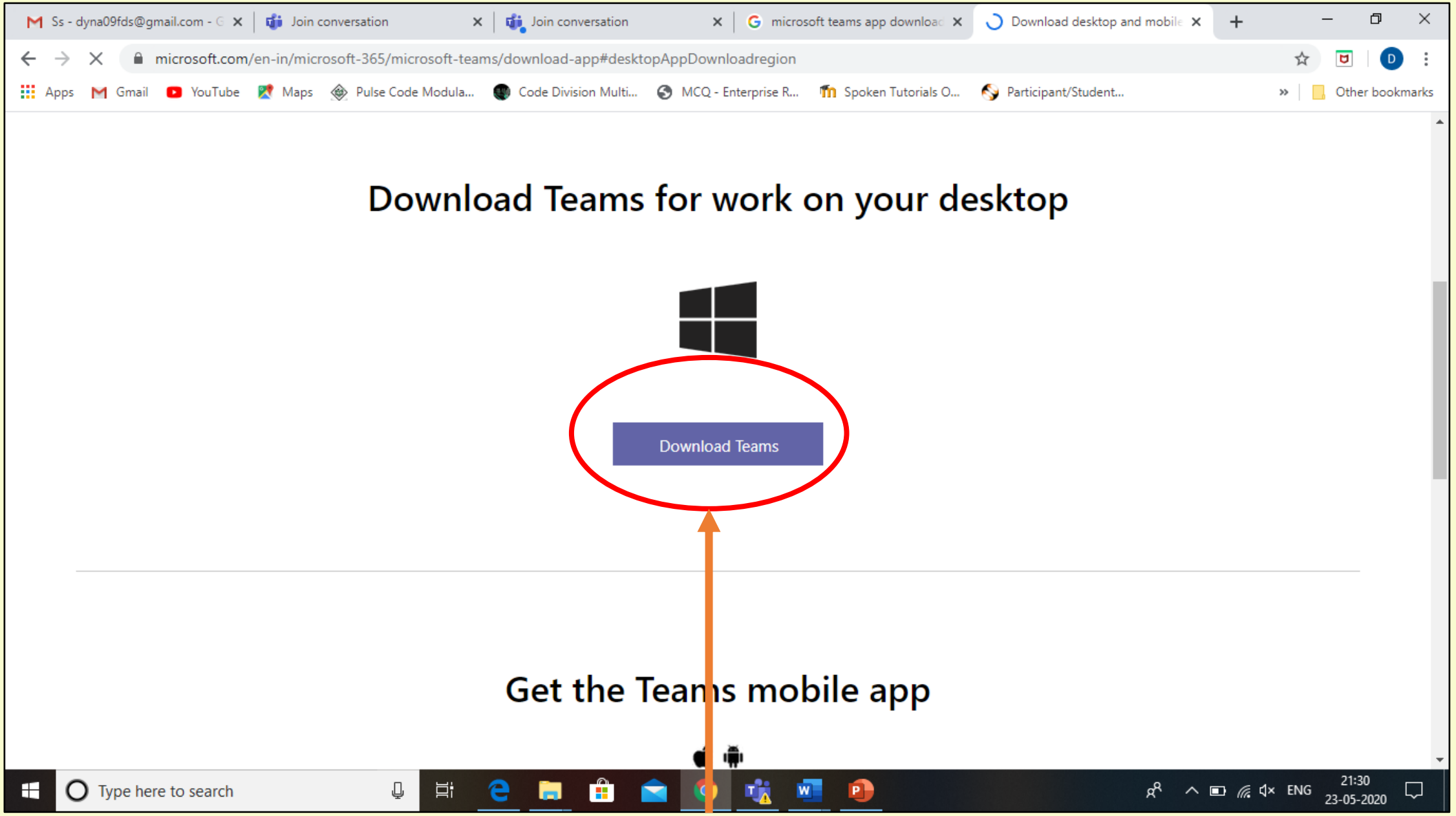
Click on the link
Type here to search
ENG
21:36
23-05-2020



Click to Download



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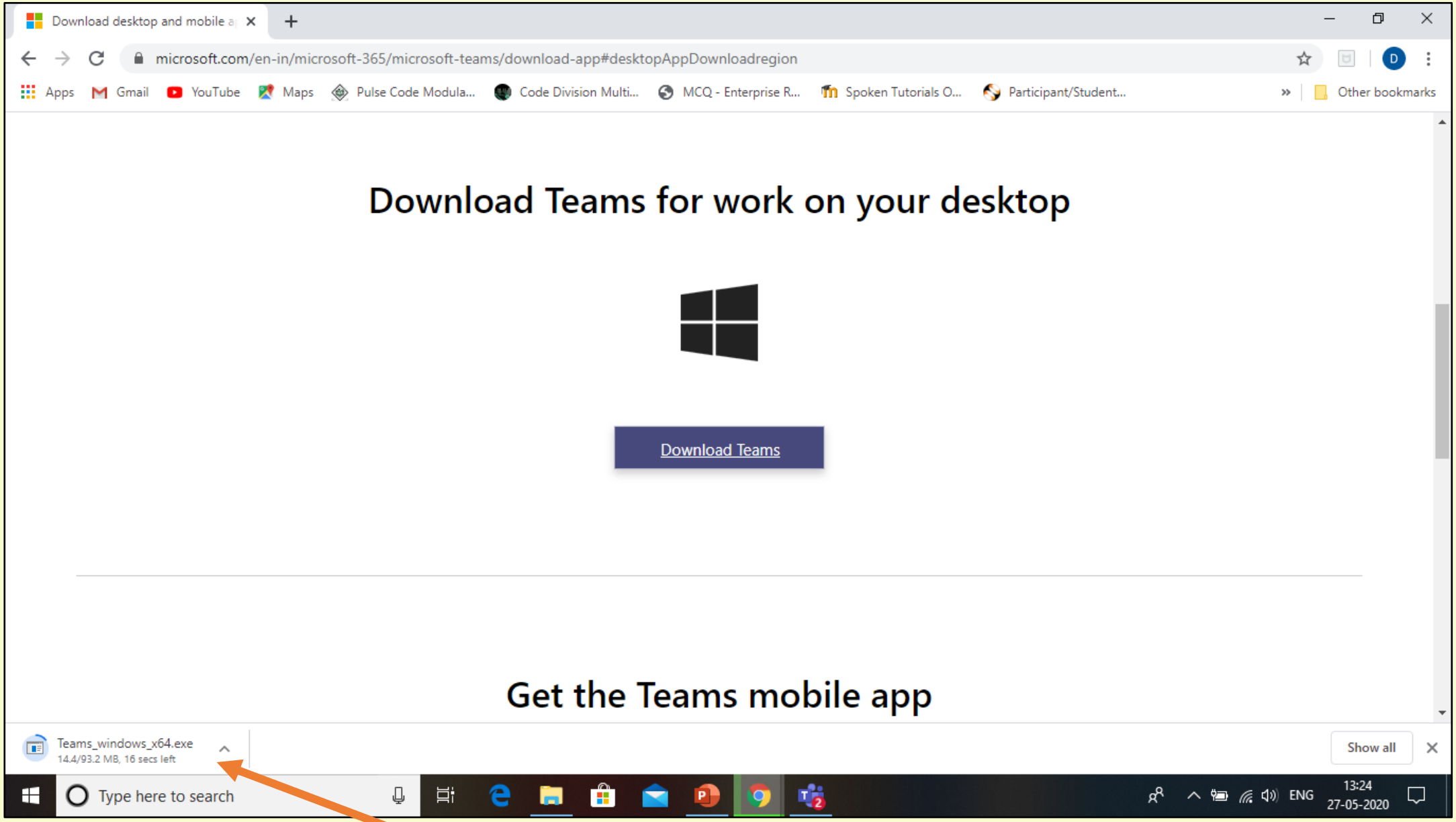

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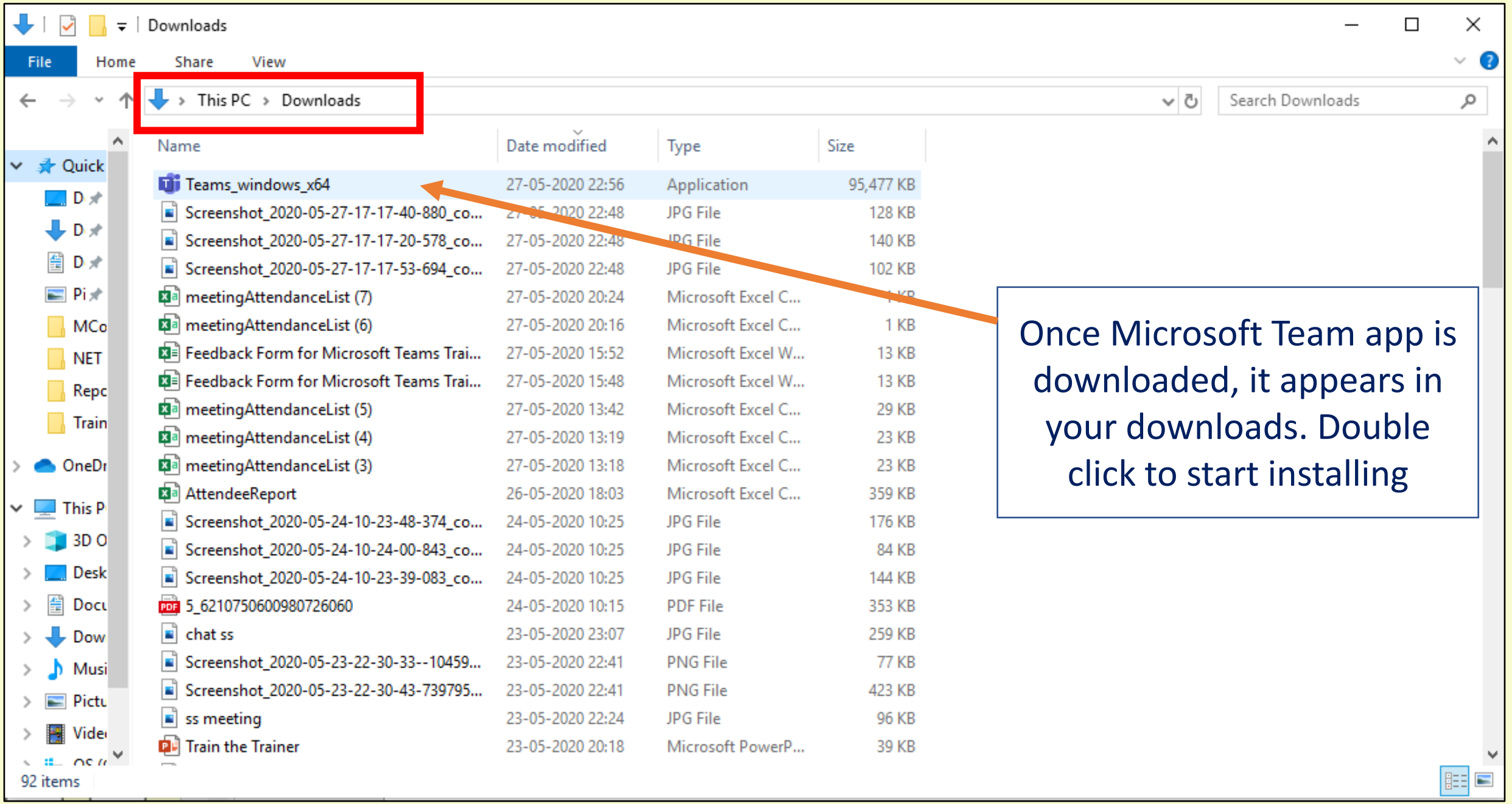
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Name
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Teams_windows_x64 27-05-2020 22:56 Application 95,477 KB
Screenshot_2020-05-27-17-17-40-880_co... 27-05-2020 22:48 JPG File 128 KB
Screenshot_2020-05-27-17-17-20-578_co... 27-05-2020 22:48 JPG File 140 KB
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meetingAttendanceList (7) 27-05-2020 20:24 Microsoft Excel C...
meetingAttendanceList (6) 27-05-2020 20:16 Microsoft Excel C... 1 KB
Feedback Form for Microsoft Teams Trai... 27-05-2020 15:52 Microsoft Excel W... 13 KB
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AttendeeReport 26-05-2020 18:03 Microsoft Excel C... 359 KB
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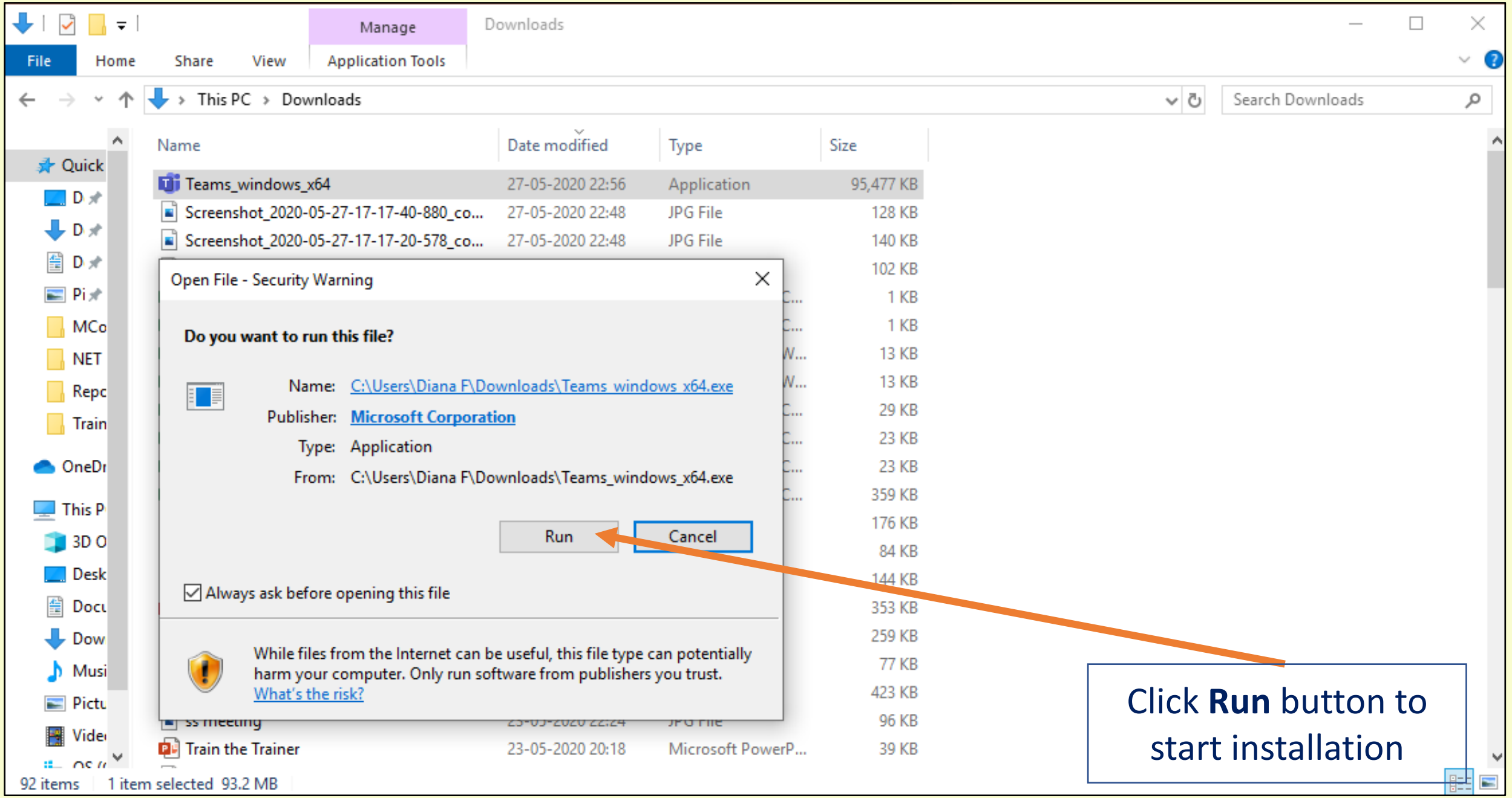
chat ss 23-05-2020 23:07 JPG File 259 KB
Screenshot_2020-05-23-22-30-33--10459... 23-05-2020 22:41 PNG File 77 KB
Screenshot_2020-05-23-22-30-43-739795... 23-05-2020 22:41 PNG File 423 KB
ss meeting 23-05-2020 22:24 JPG File 96 KB
Train the Trainer 23-05-2020 20:18 Microsoft PowerP... 39 KB
92 items
Once Microsoft Team app is downloaded, it appears in your downloads. Double click to start installing


Manage
Downloads
File
Home
Share
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Application Tools
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Search Downloads
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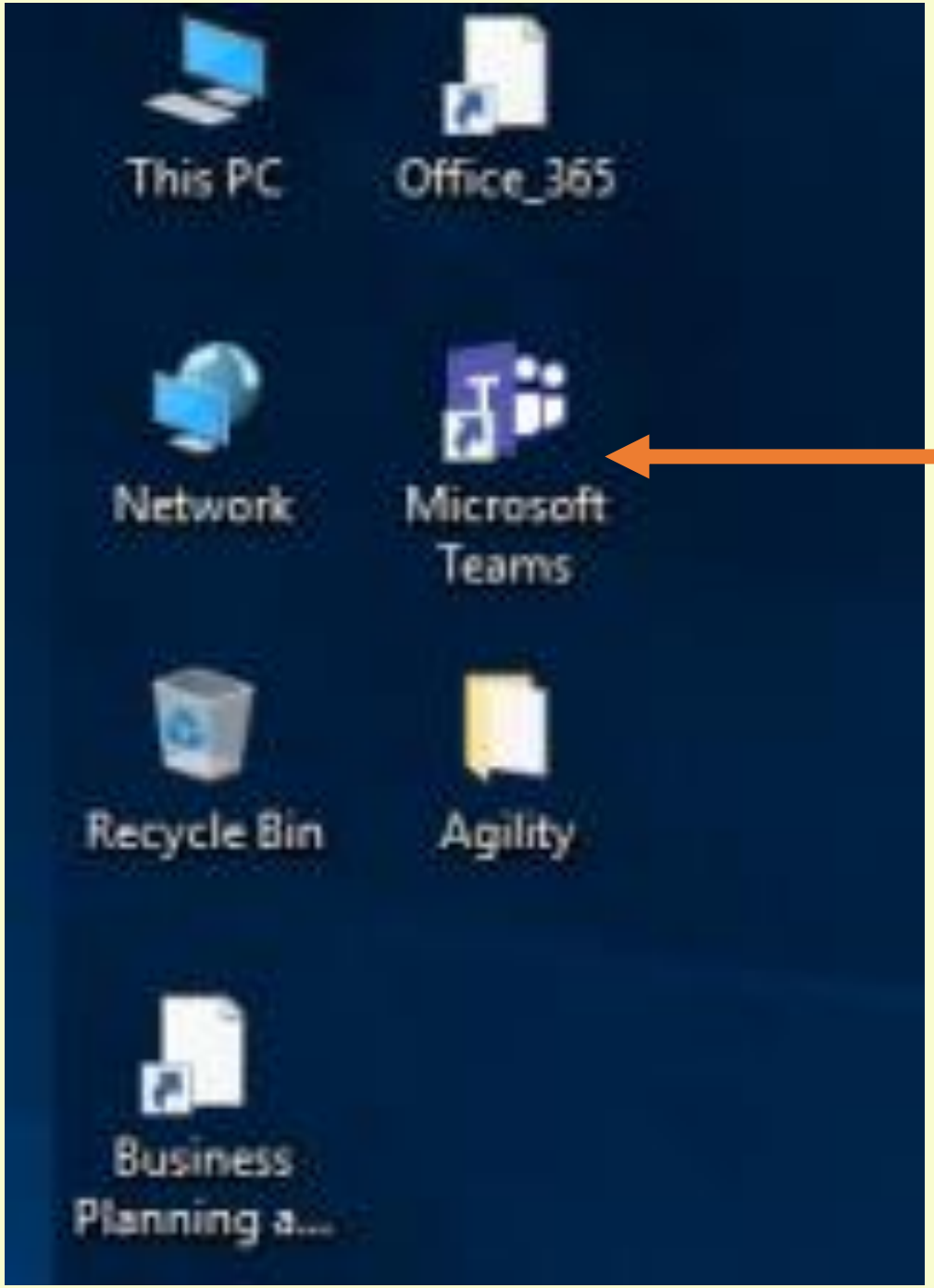
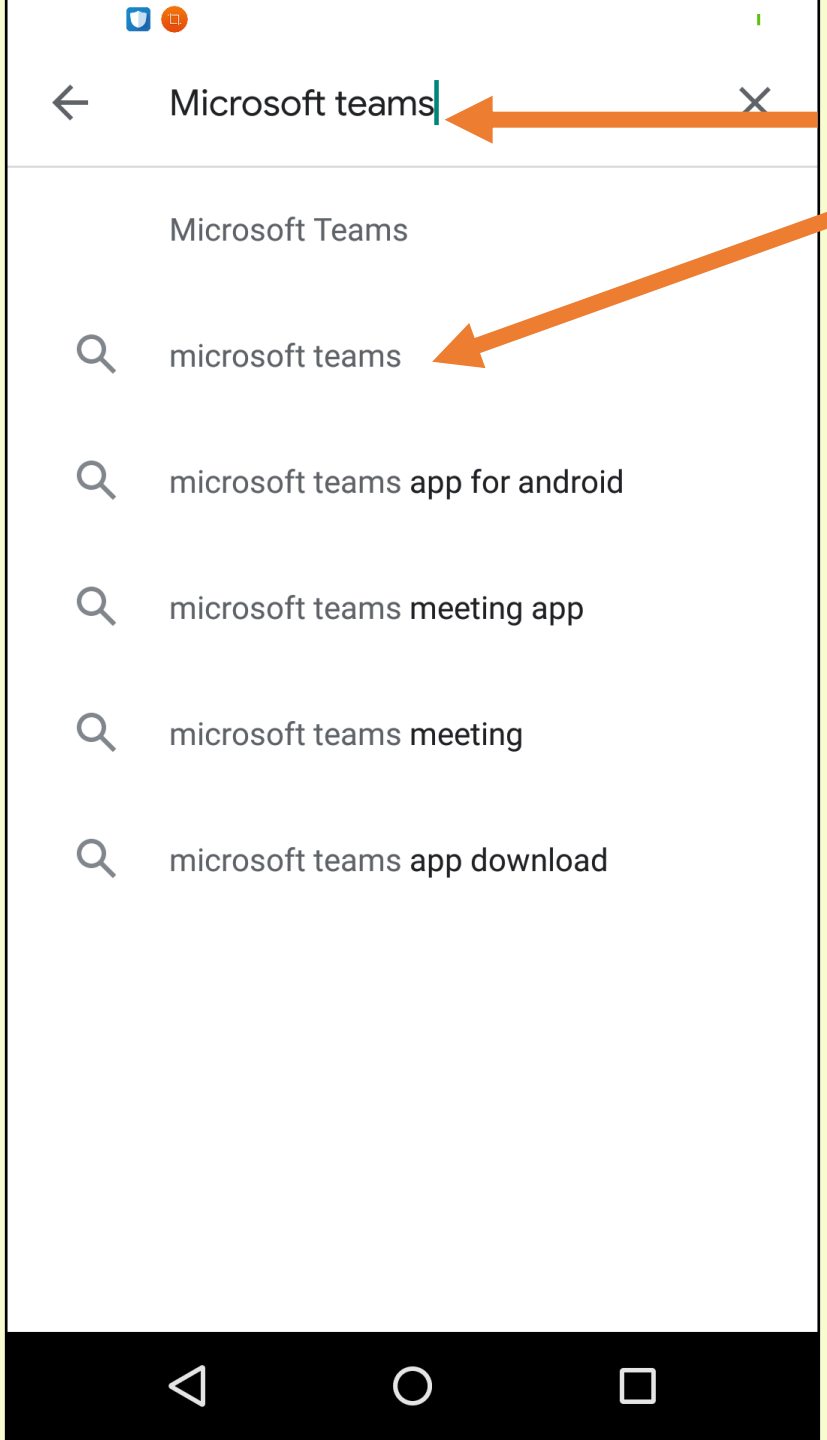
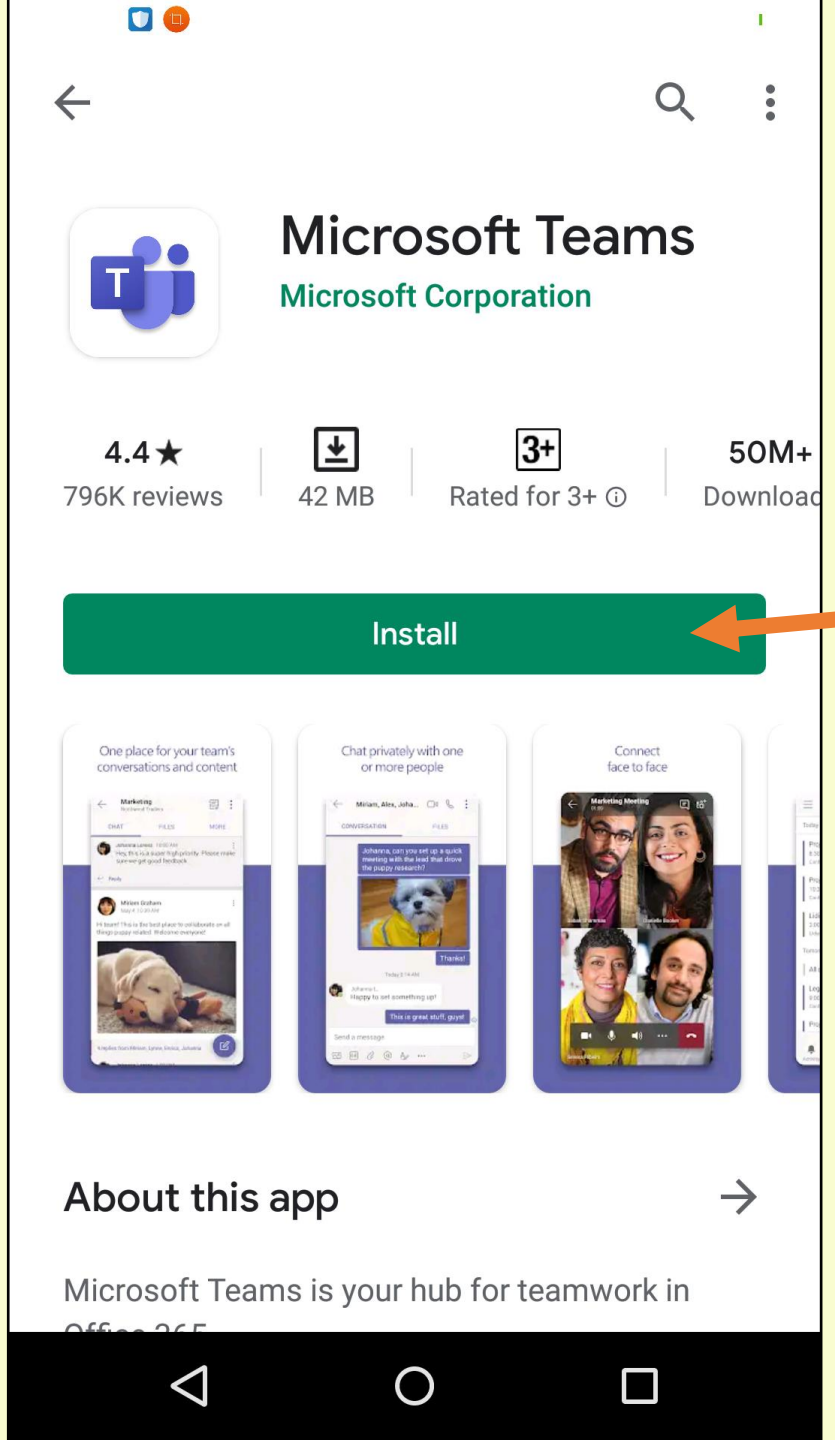
Train the Trainer
23-05-2020 20:18
Microsoft PowerP...
39 KB
92 items
1 item selected 93.2 MB
Open File - Security Warning
Do you want to run this file?
Name: C:\Users\Diana F\Downloads\Teams_windows_x64.exe
Publisher: Microsoft Corporation
Type: Application
From: C:\Users\Diana F\Downloads\Teams_windows_x64.exe
Run
Cancel
Always ask before opening this file
While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust.
What's the risk?
Click Run button to start installation



Teams icon on desktop after installing
Double click to open app



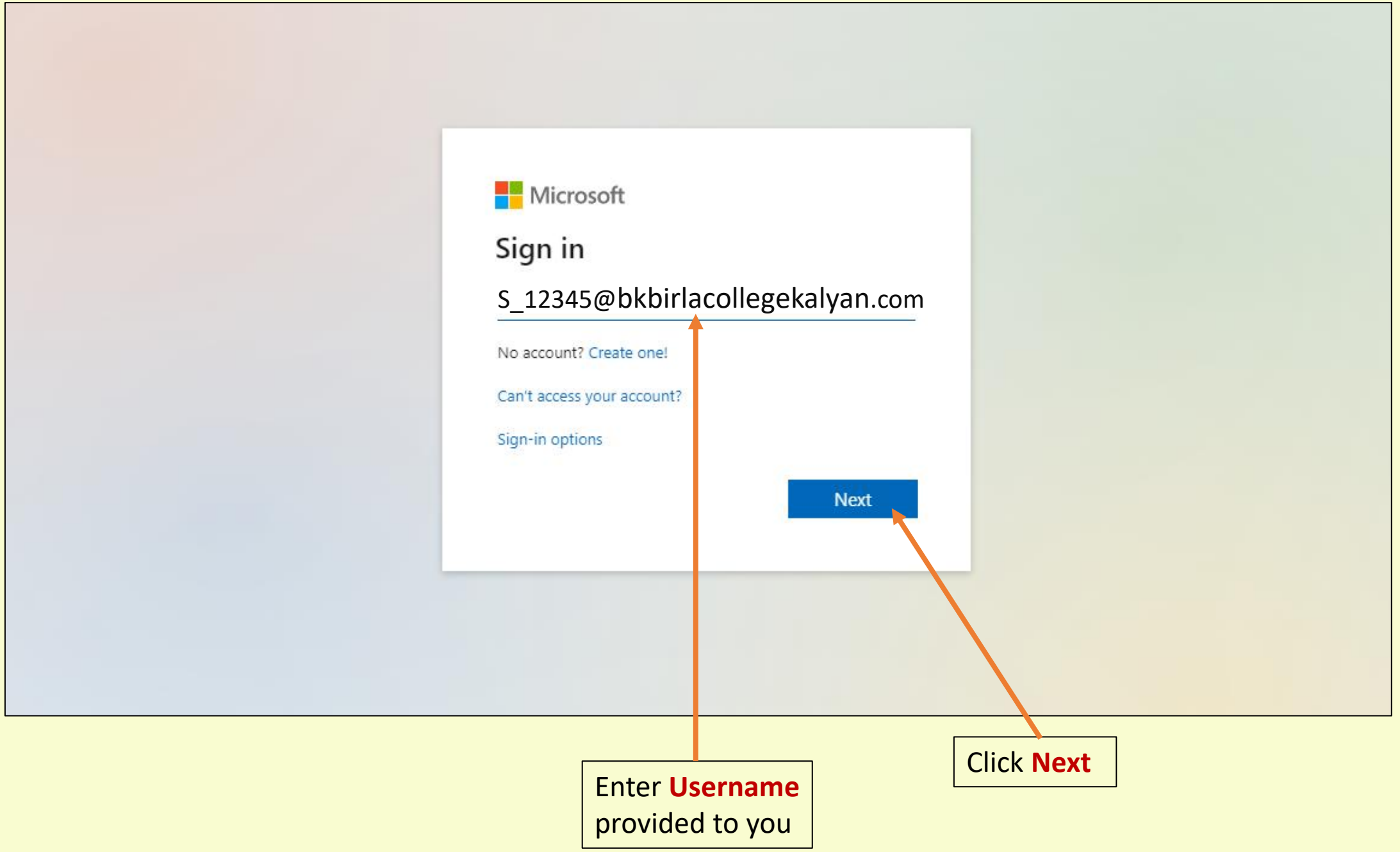
Type in play store and select first option

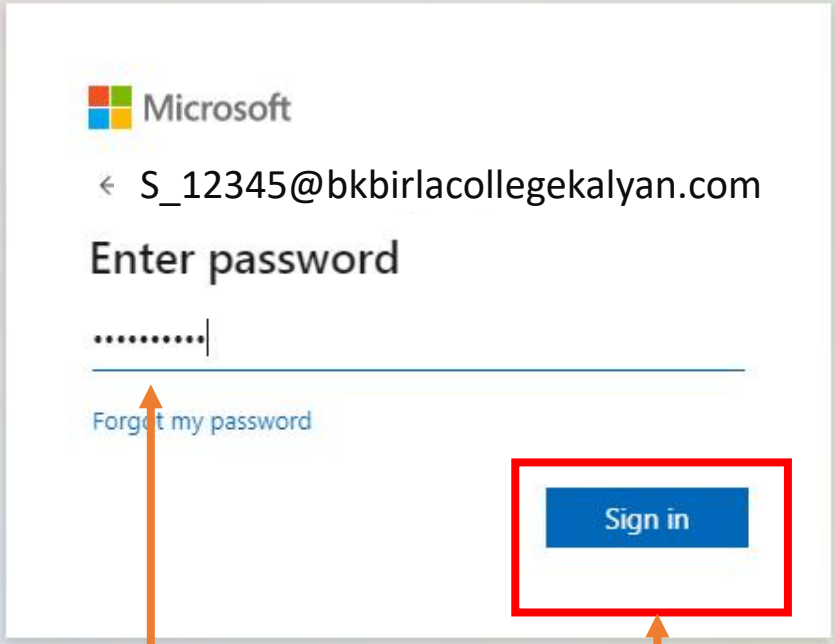


Click Install button to install Microsoft teams

Teams app installed and visible on mobile screen

Login in Microsoft Teams app

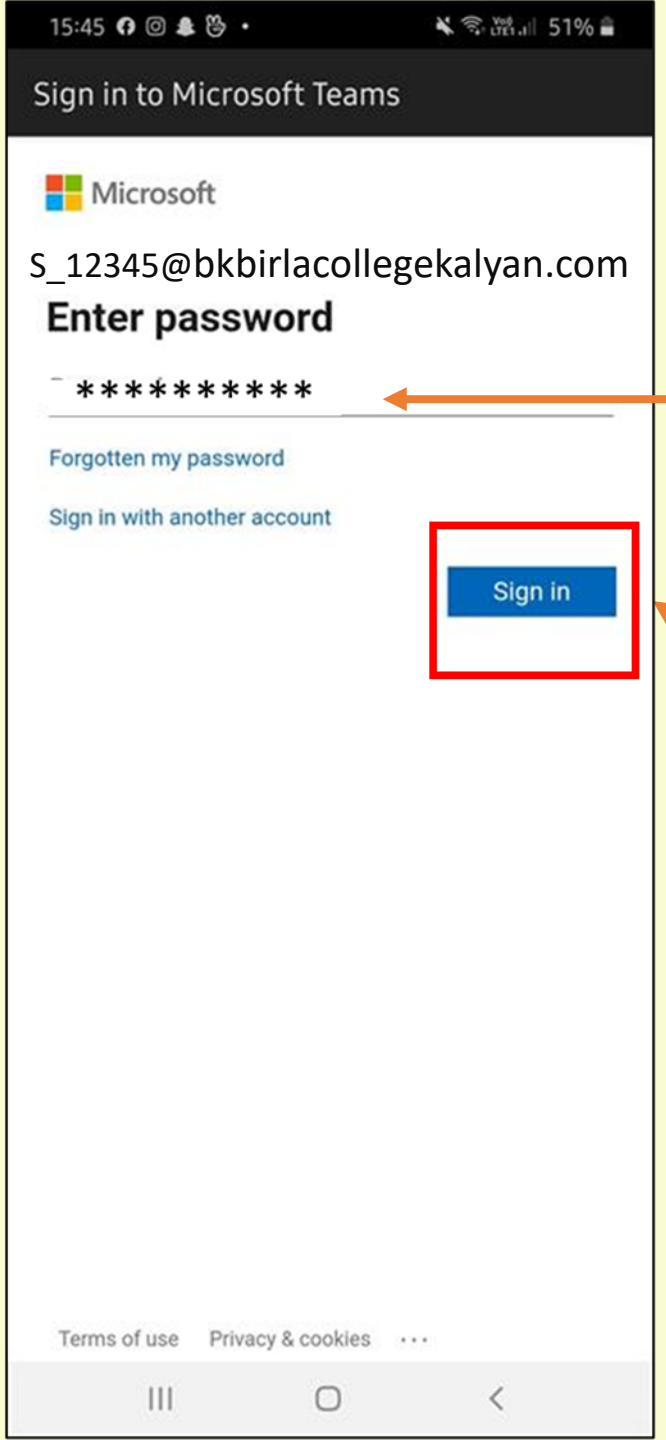

Microsoft
Sign in
S_12345@bkbirlacollegekalyan.com
No account? Create one!
Can't access your account?
Sign-in options
Next
Enter Username provided to you
Click Next



Enter **Password** provided to you

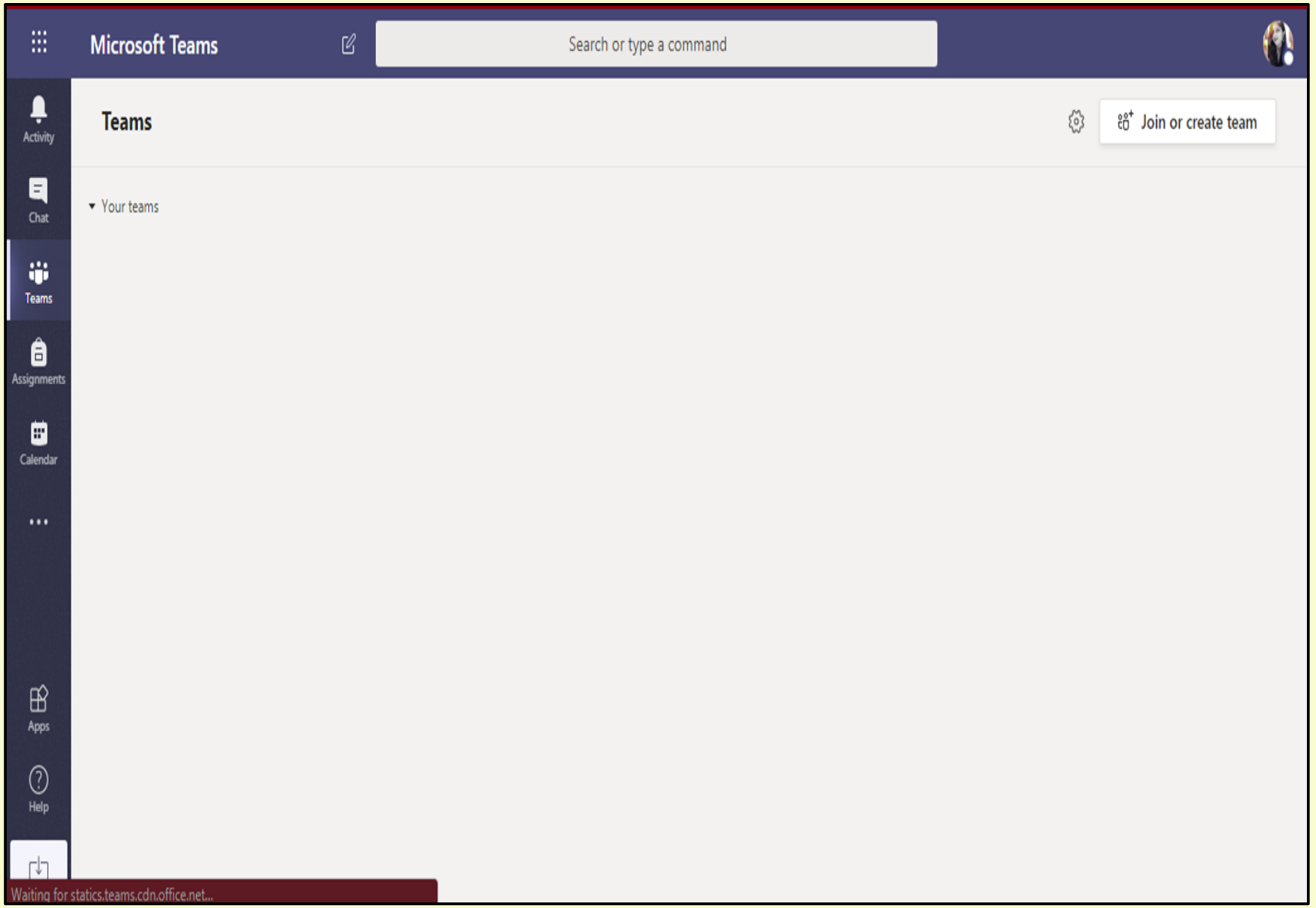
Click on **Sign In** button to login in your teams account

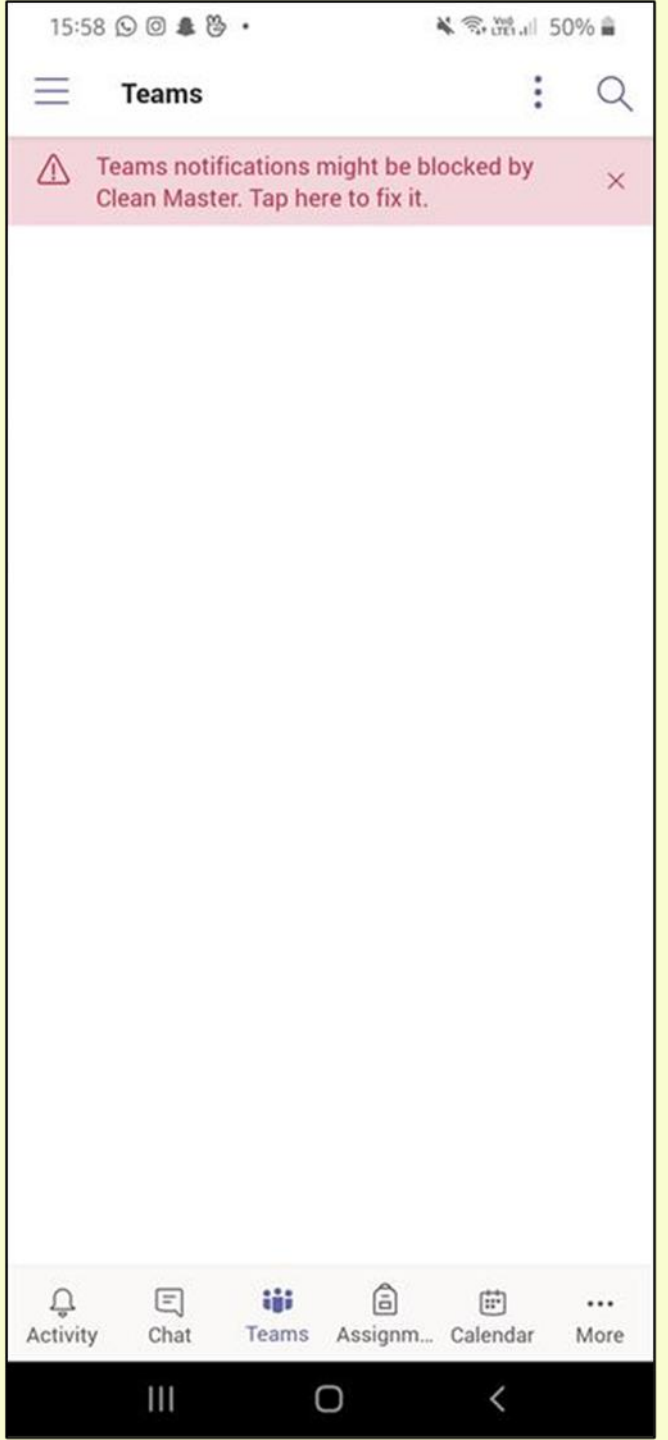
Enter **Username** provided to you



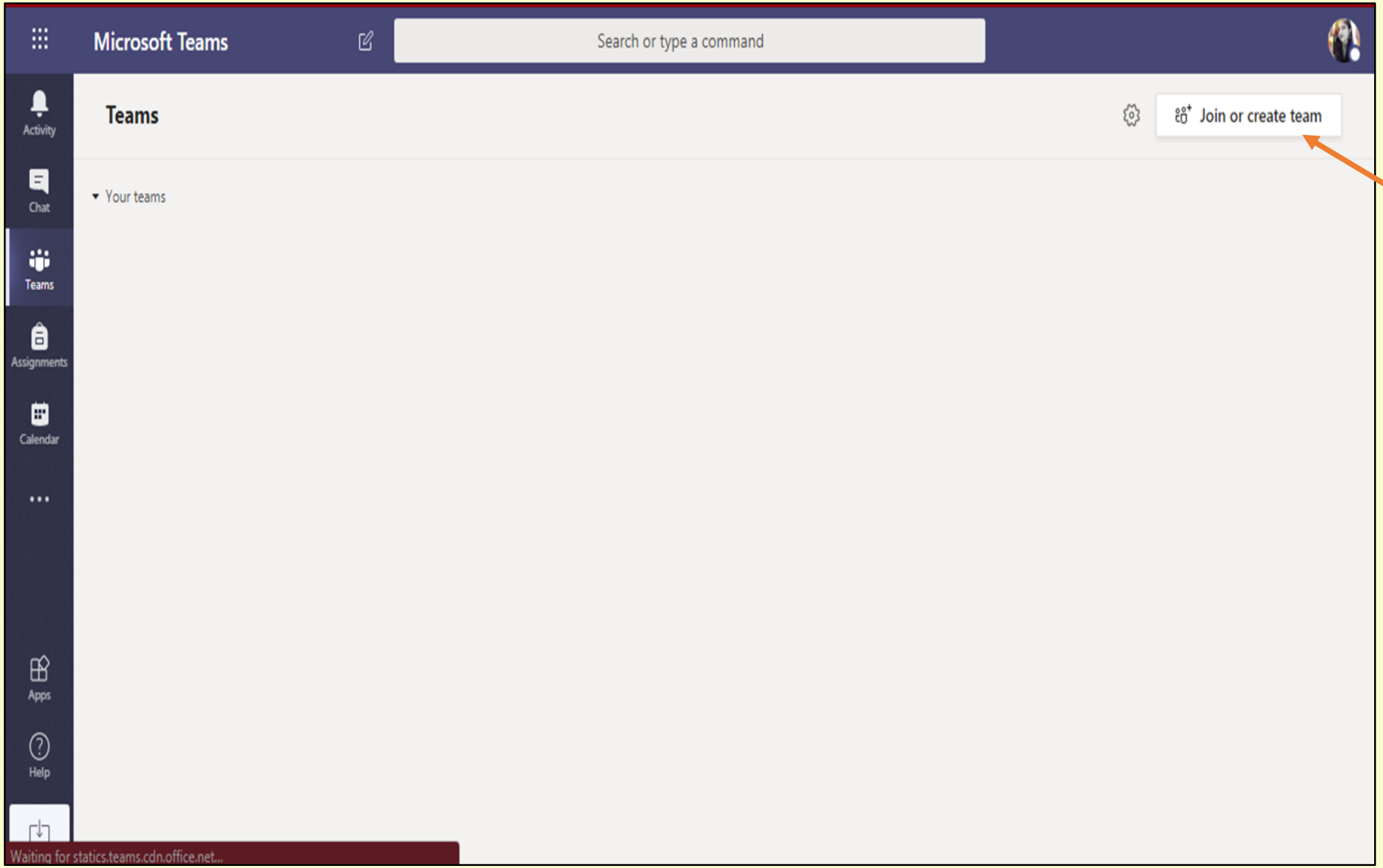
Enter **Password** provided to you

Click on **Sign In** button to login in your teams account

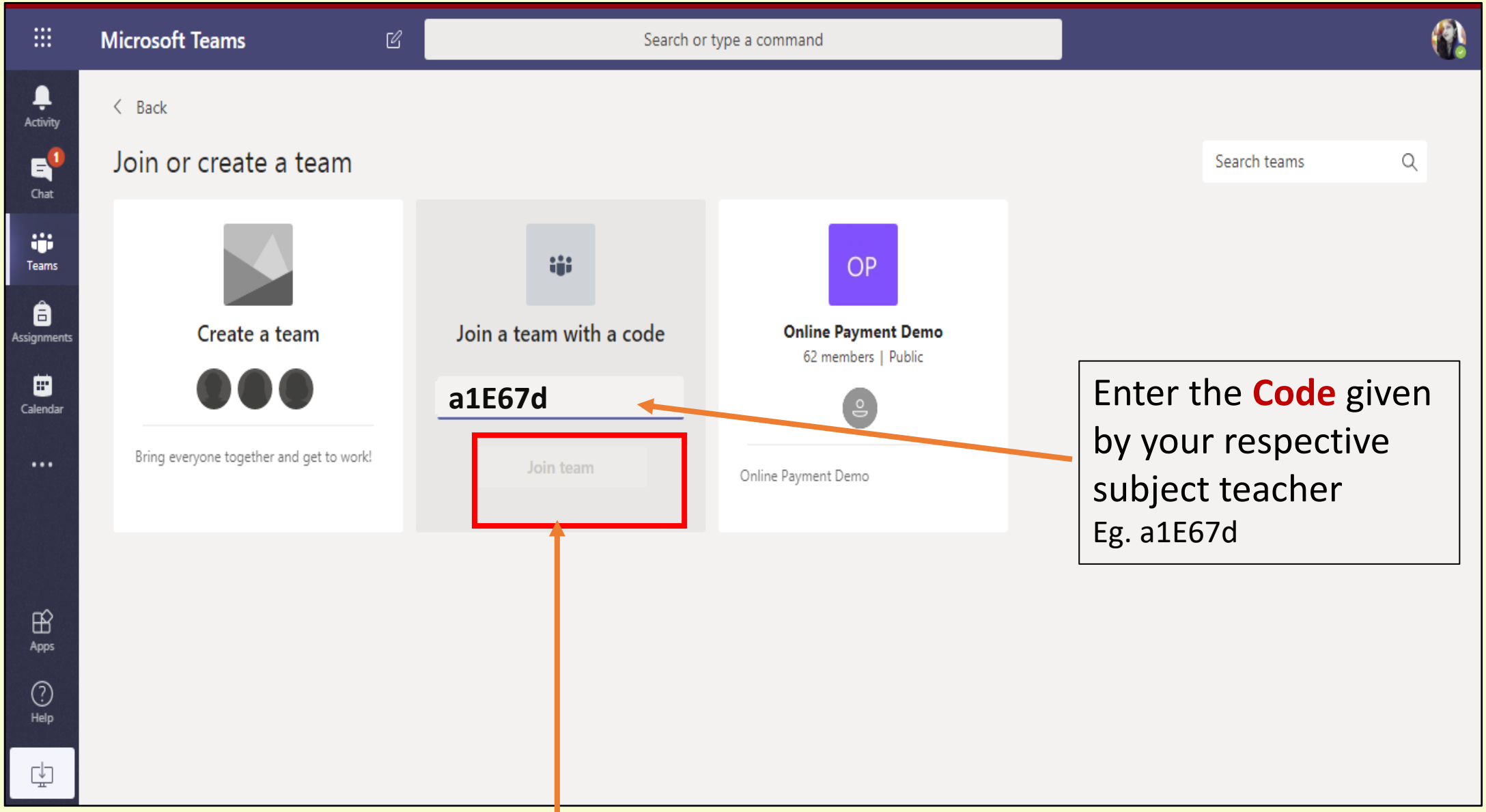

Microsoft Teams
Search or type a command
Activity
Chat
Teams
Assignments
Calendar
Apps
Help
Teams
Join or create team
Your teams
Waiting for statics.teams.cdn.office.net...


15:58
50%
Teams
Teams notifications might be blocked by Clean Master. Tap here to fix it.
Activity
Chat
Teams
Assignm...
Calendar
More

Joining teams through code

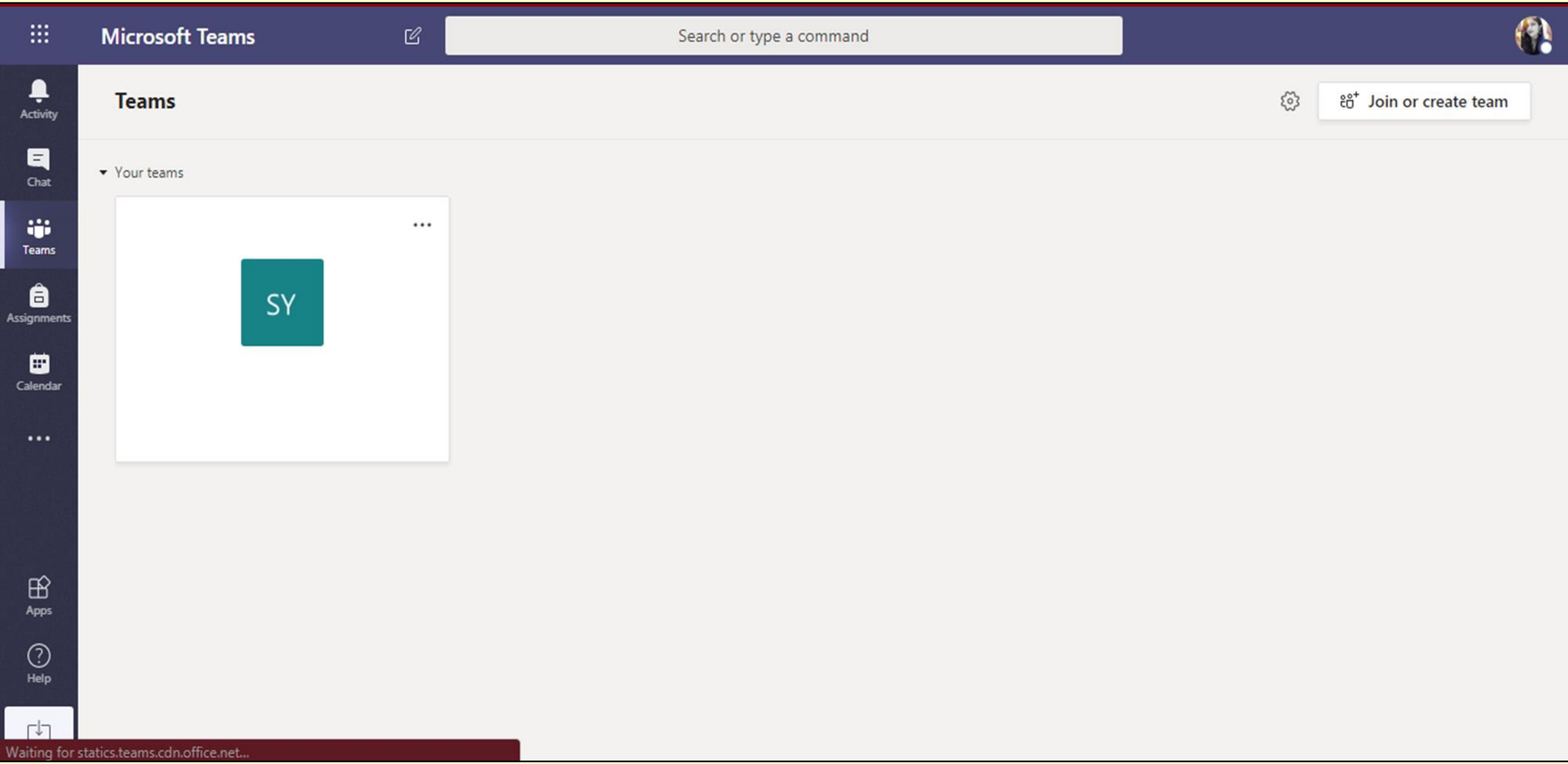


Click on the button to join the team through code given by your respective teachers

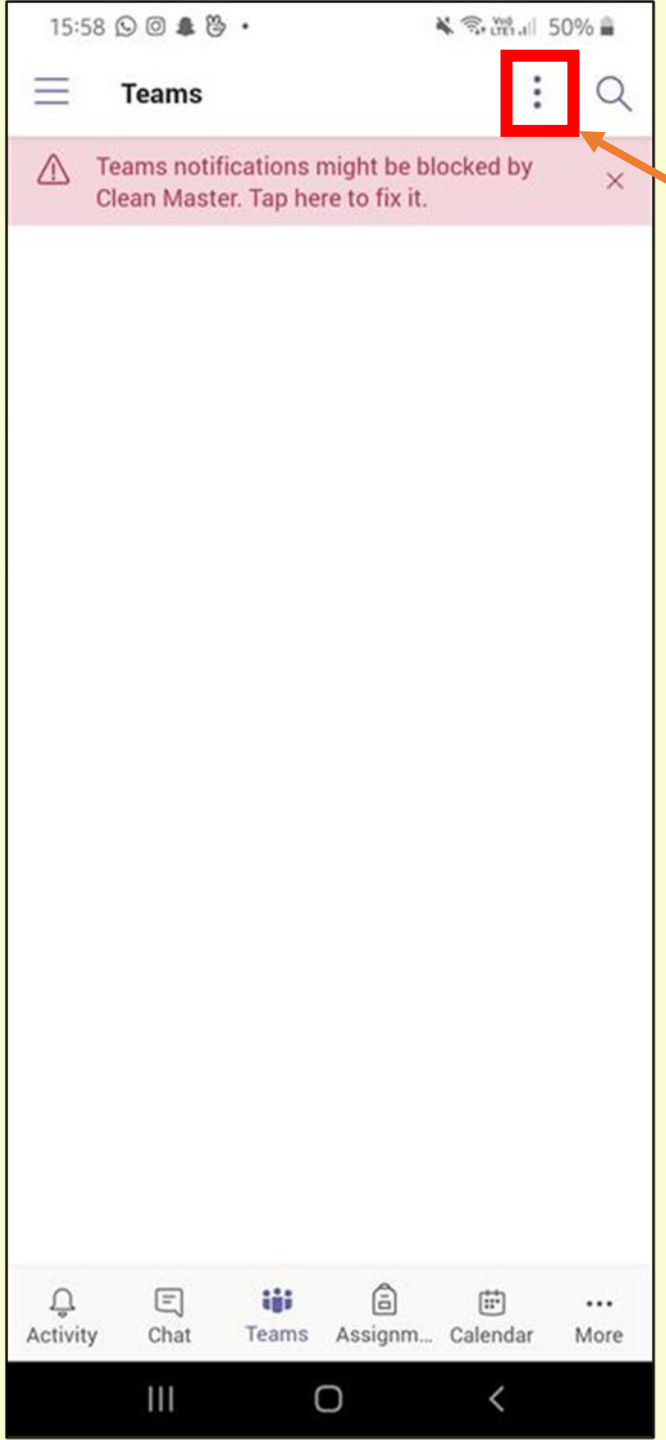


Enter the **Code** given by your respective subject teacher
Eg. a1E67d

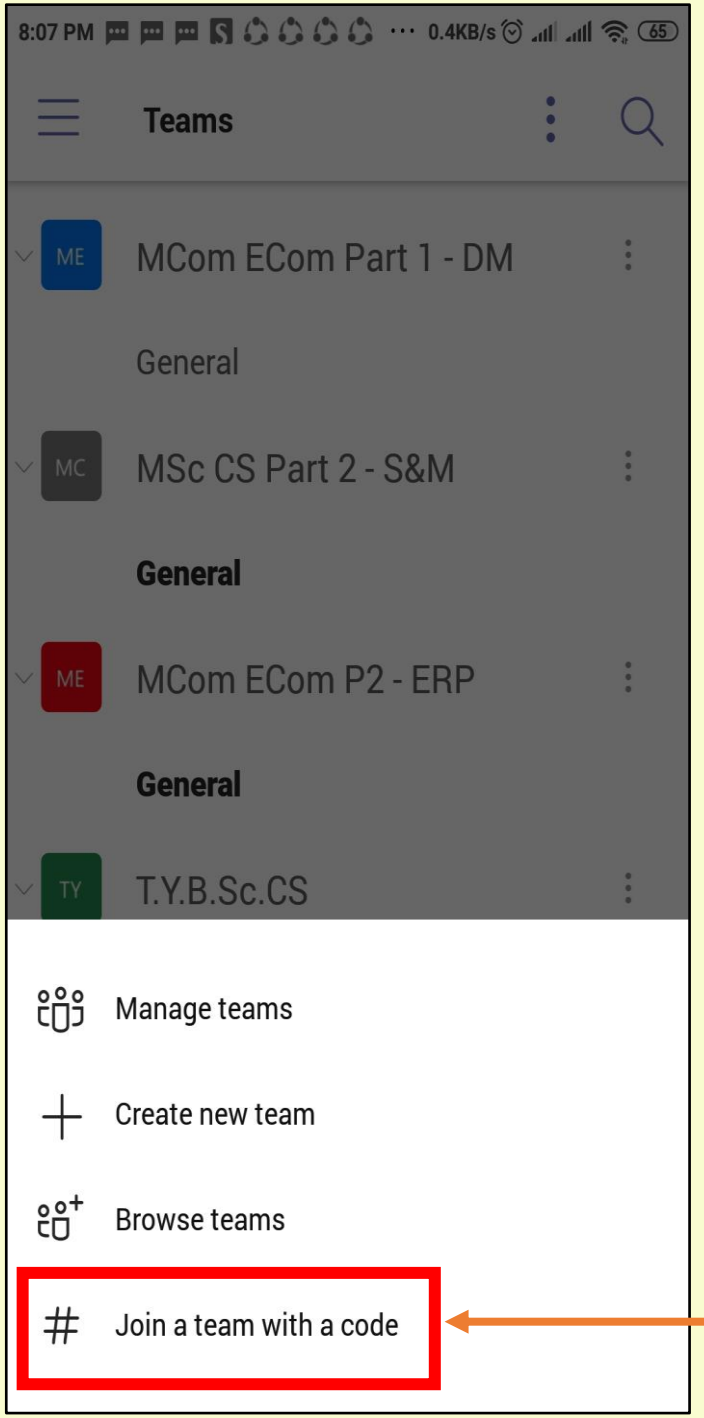
click on the **Join** button to get yourself added in the team



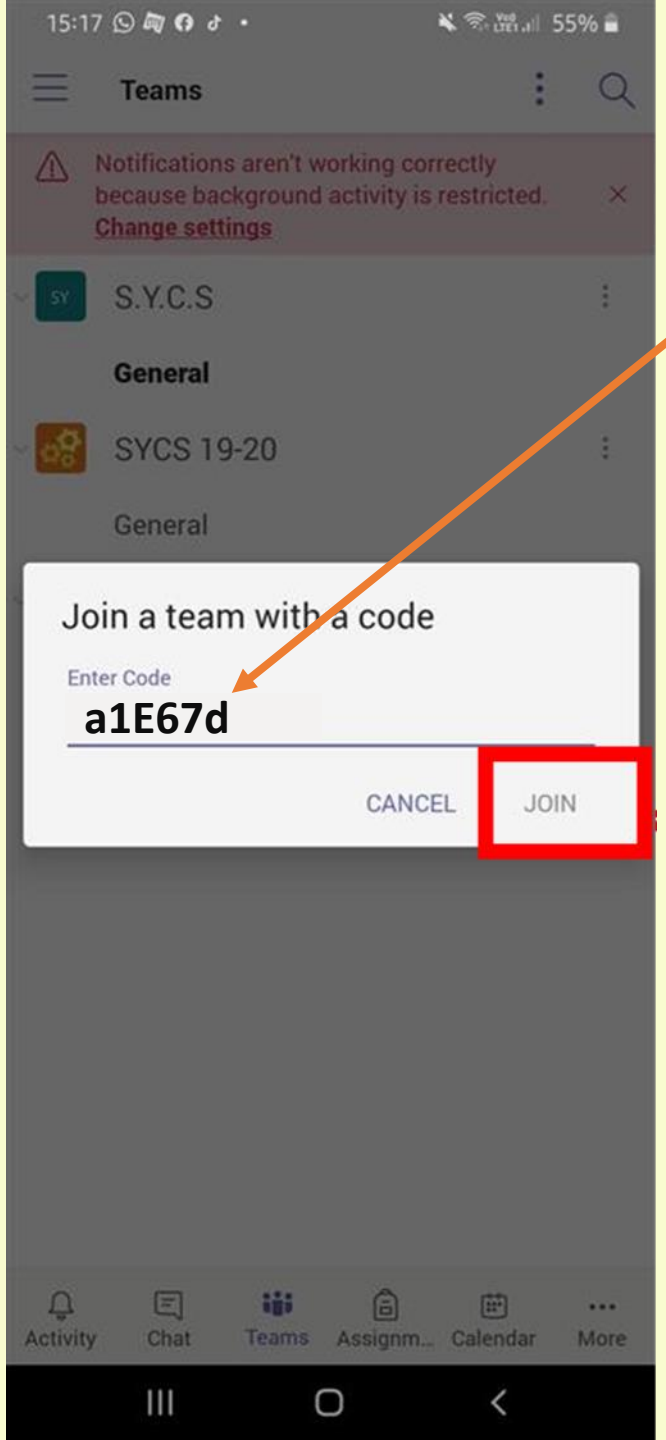
Your List of teams



Click here

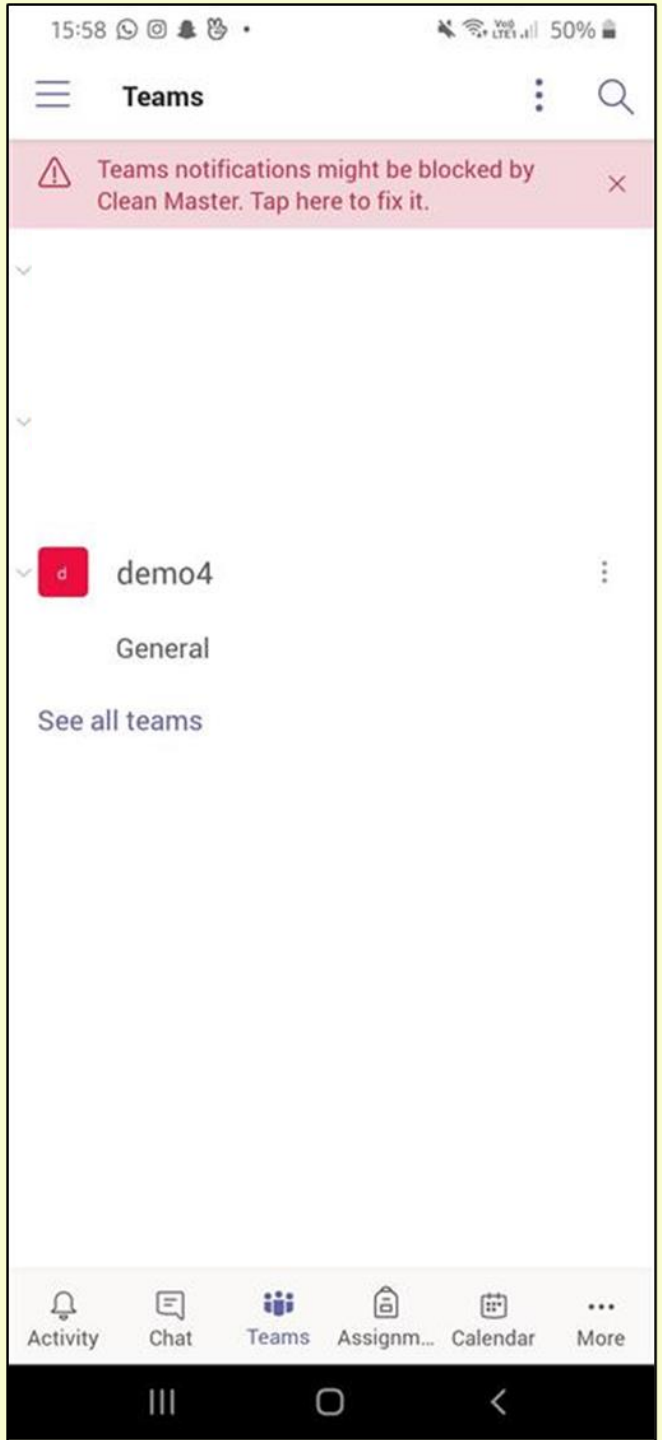


Click on the button to join the team through code given by your respective teachers

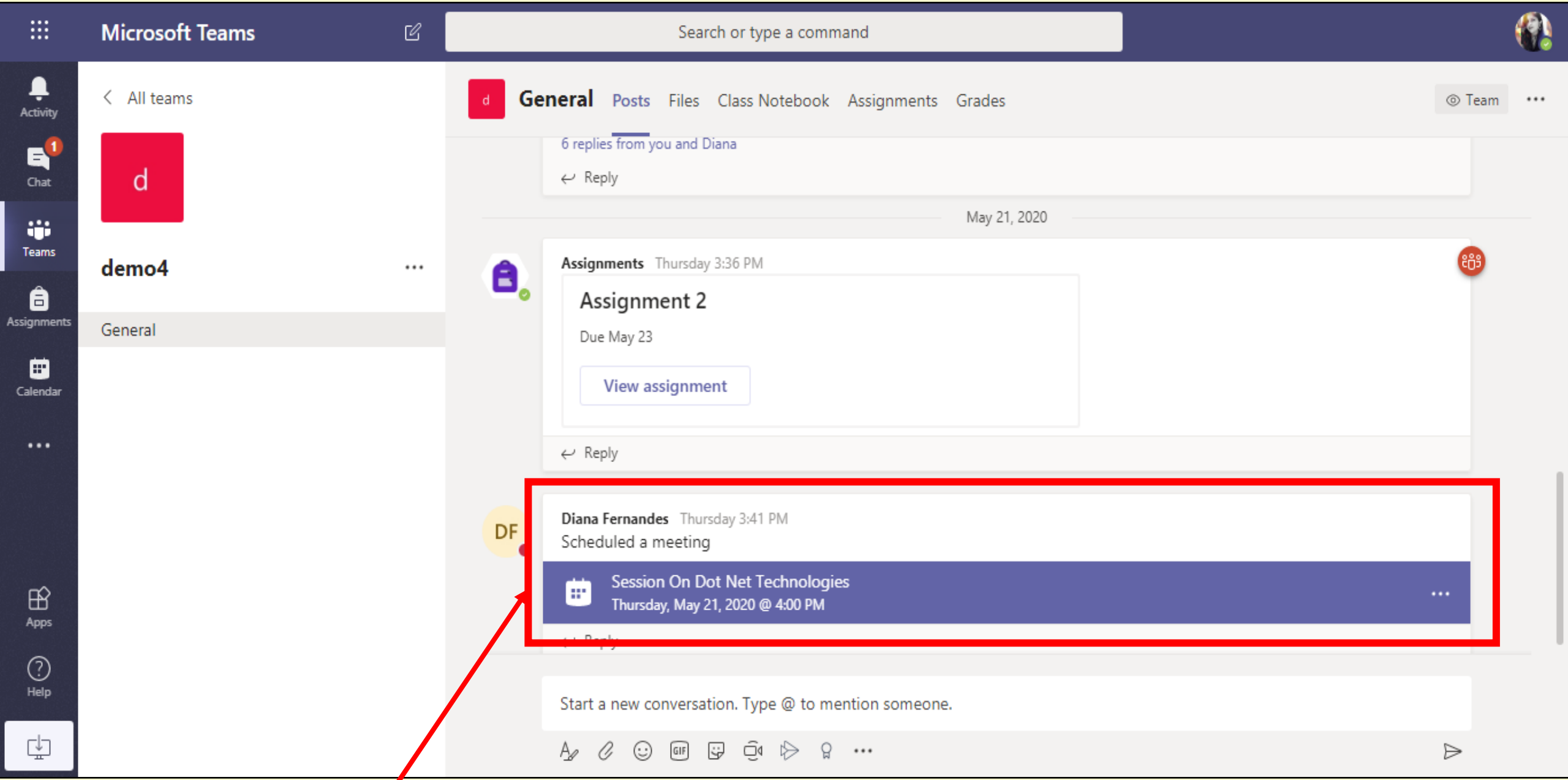


Enter the **Code** given by your respective subject teacher
Eg. a1E67d

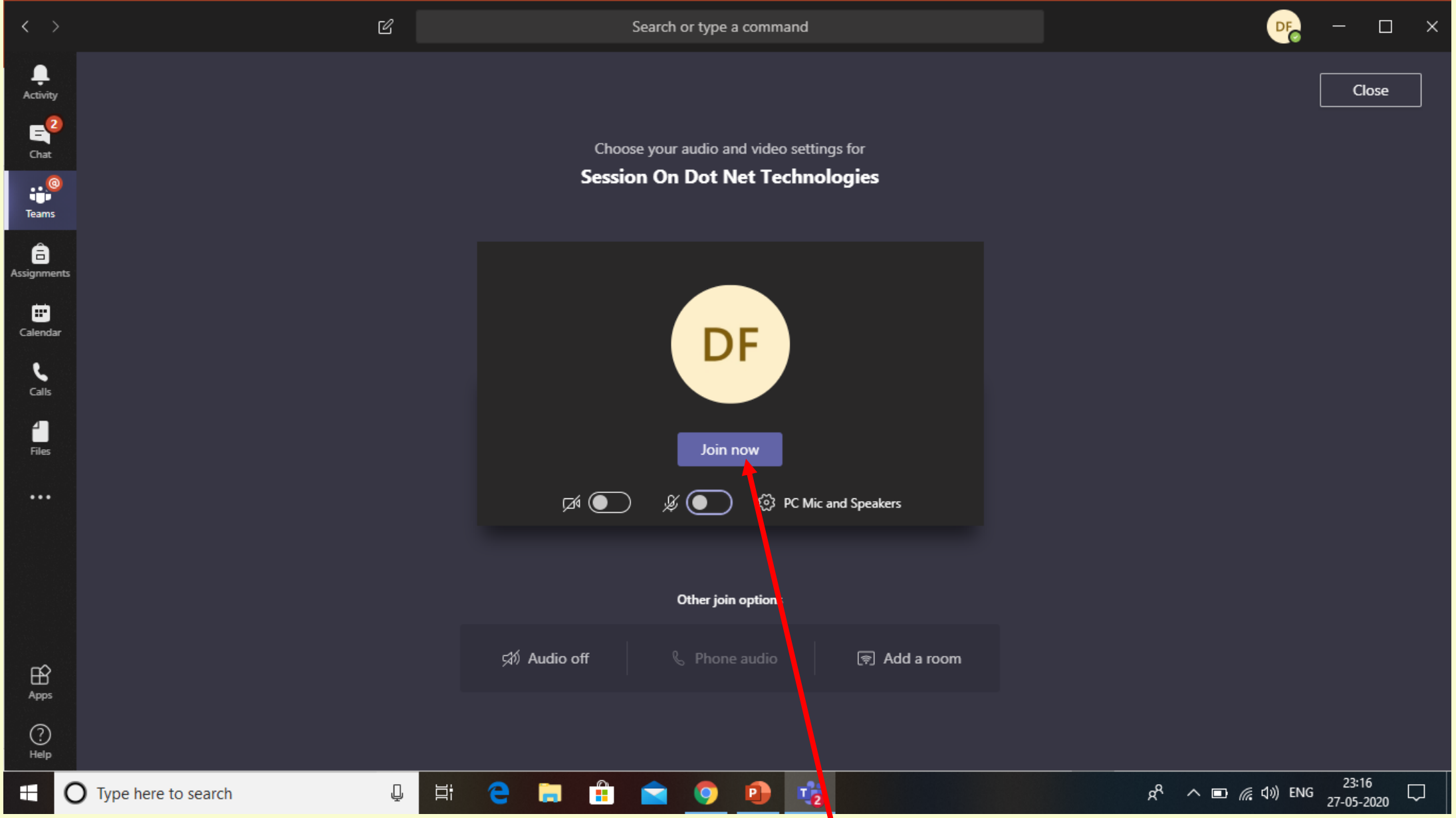
Click on the **Join** button to get yourself added in the team



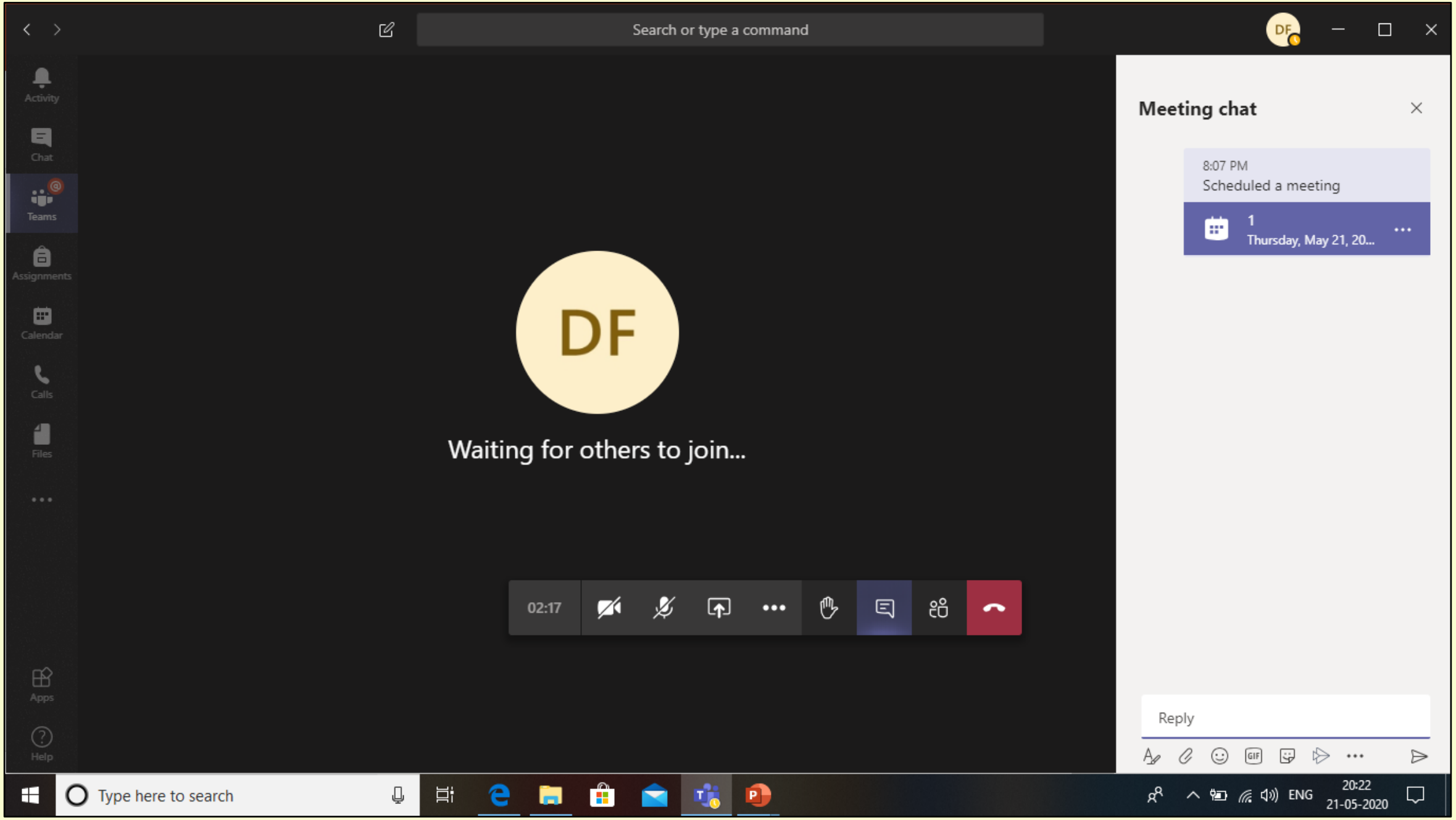
How to Join Meeting(Lecture) in MS Teams



Click on it to join the meeting



Click Join Now to attend the lecture


Search or type a command
DF
Activity
Chat
Teams
Assignments
Calendar
Calls
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Waiting for others to join...
02:17
Meeting chat
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Reply
Type here to search
ENG
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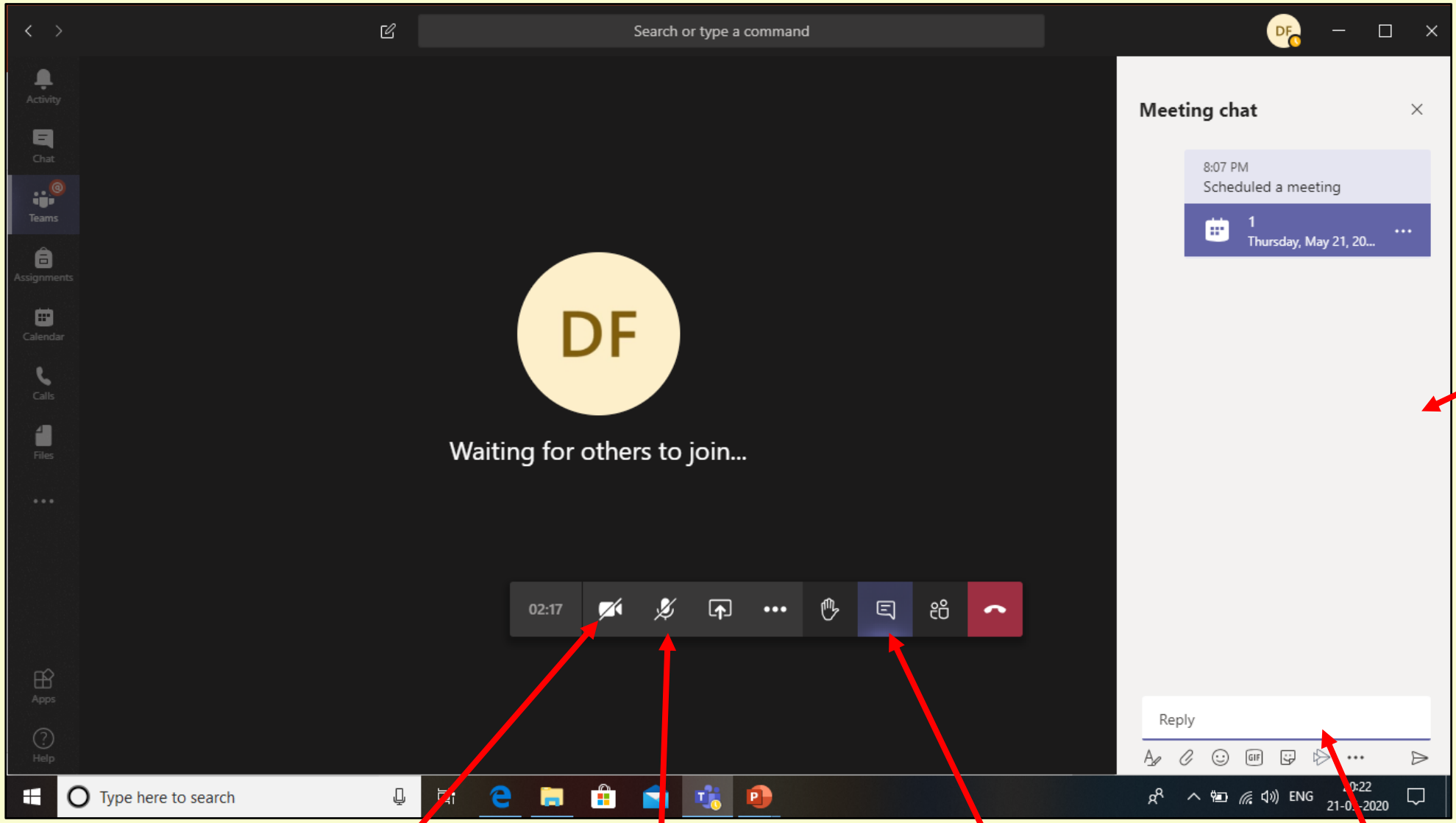
21-05-2020



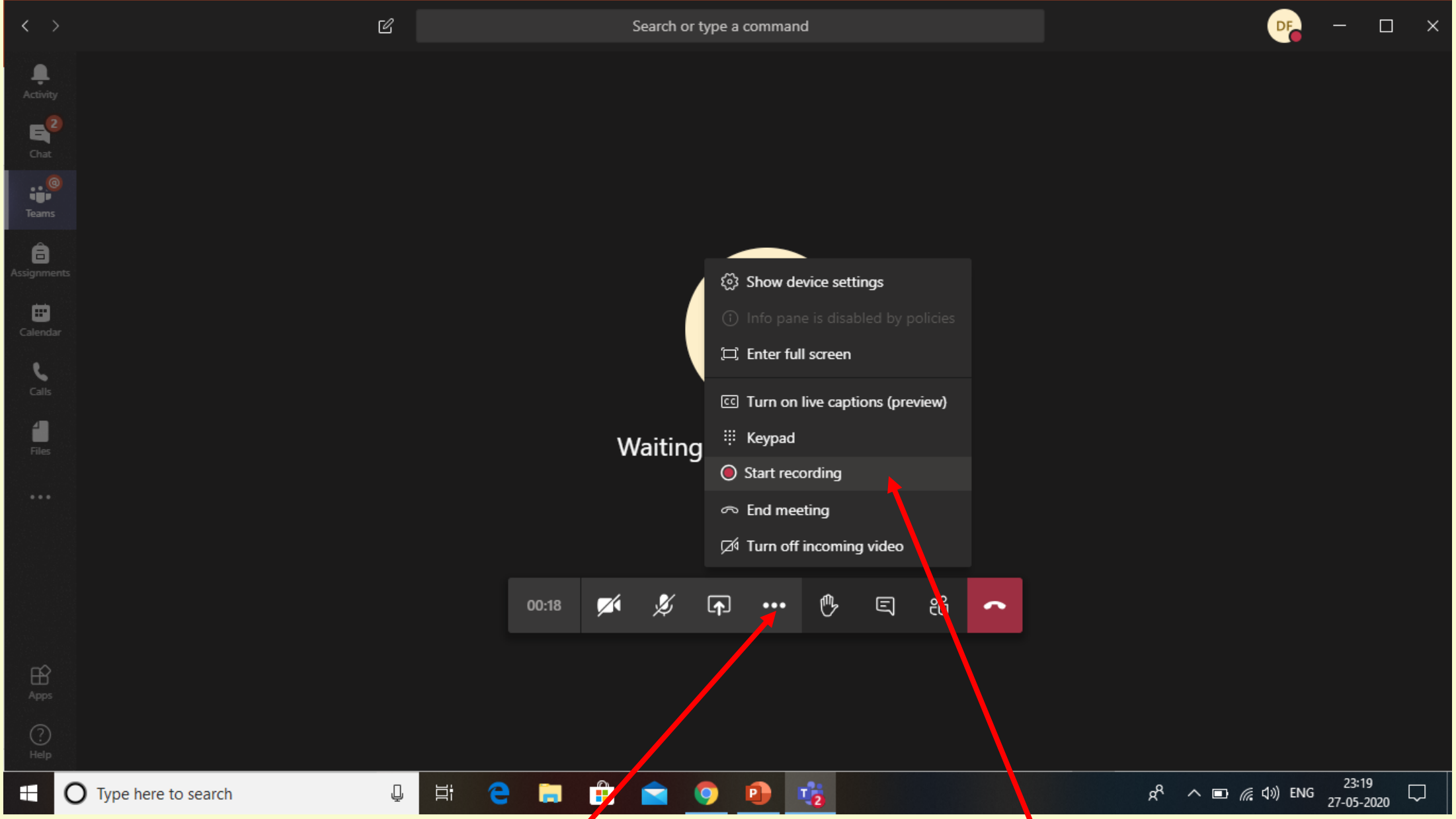
Chat box

On or Off Video

On or Off Mic to speak or ask question

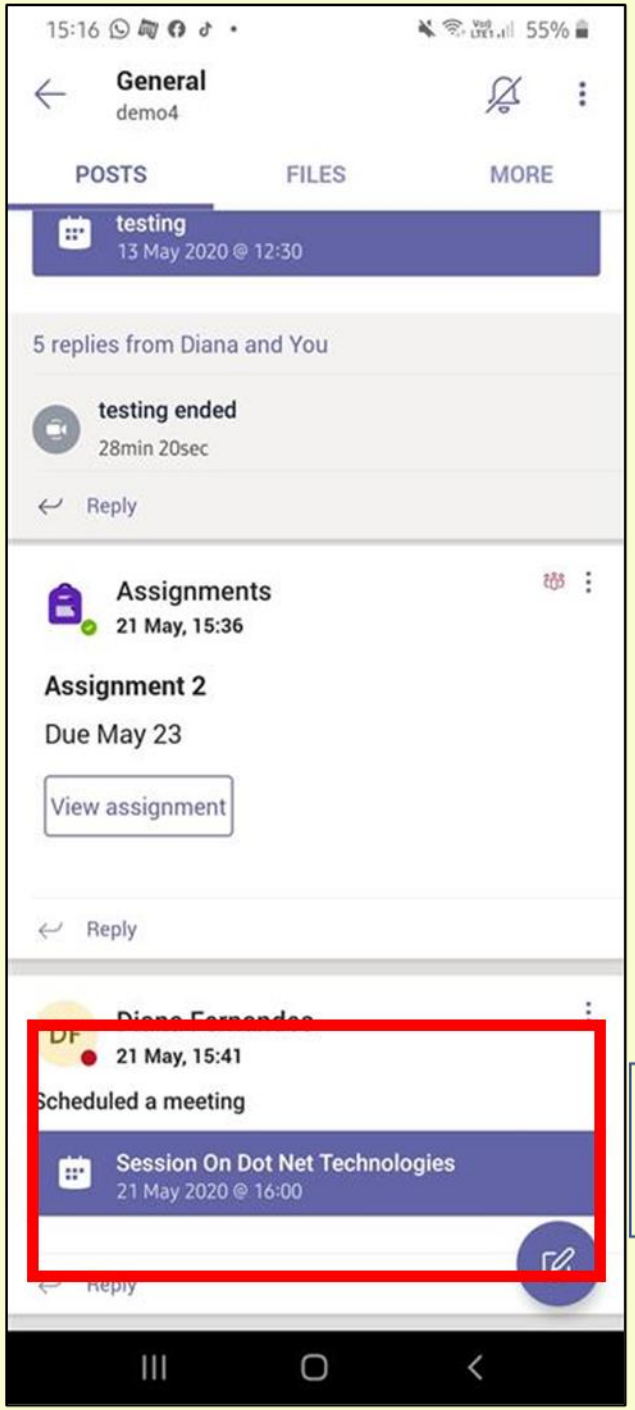
On clicking, chat box opens

Type question here to ask teachers during lecture

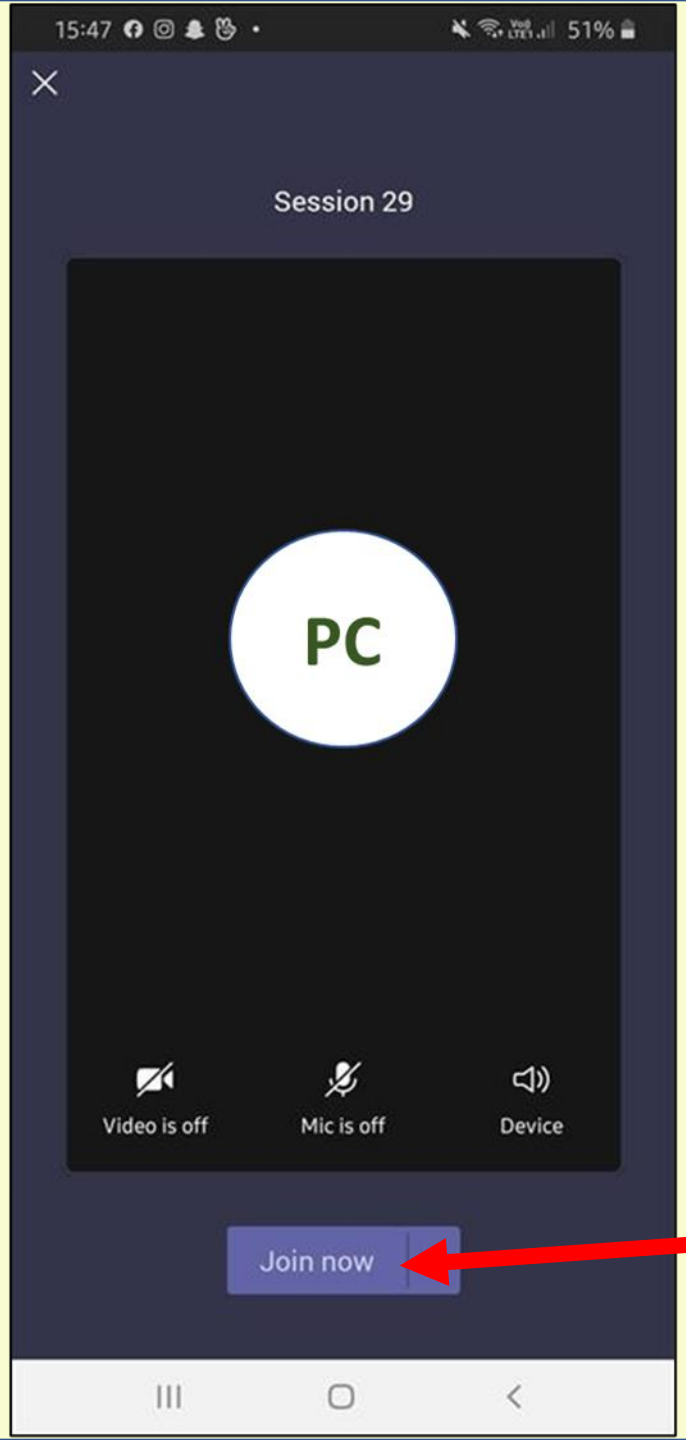


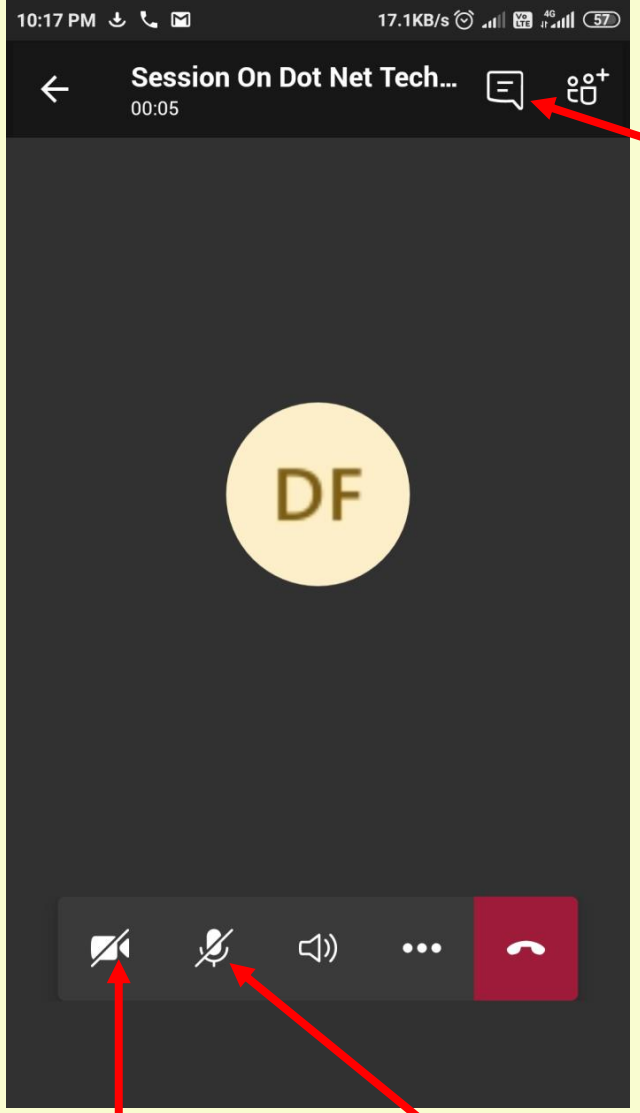
Click the dots option to get the menu

Click on Start recording to record the lecture



Click on it to join the meeting

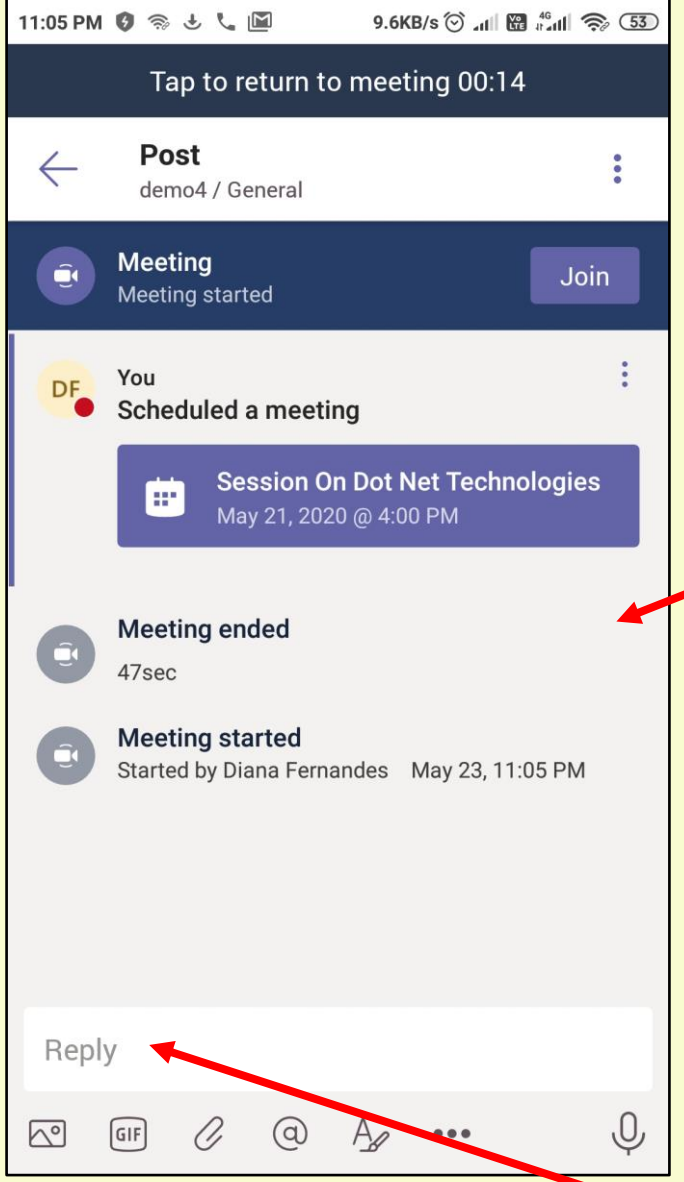




On clicking, chat box opens

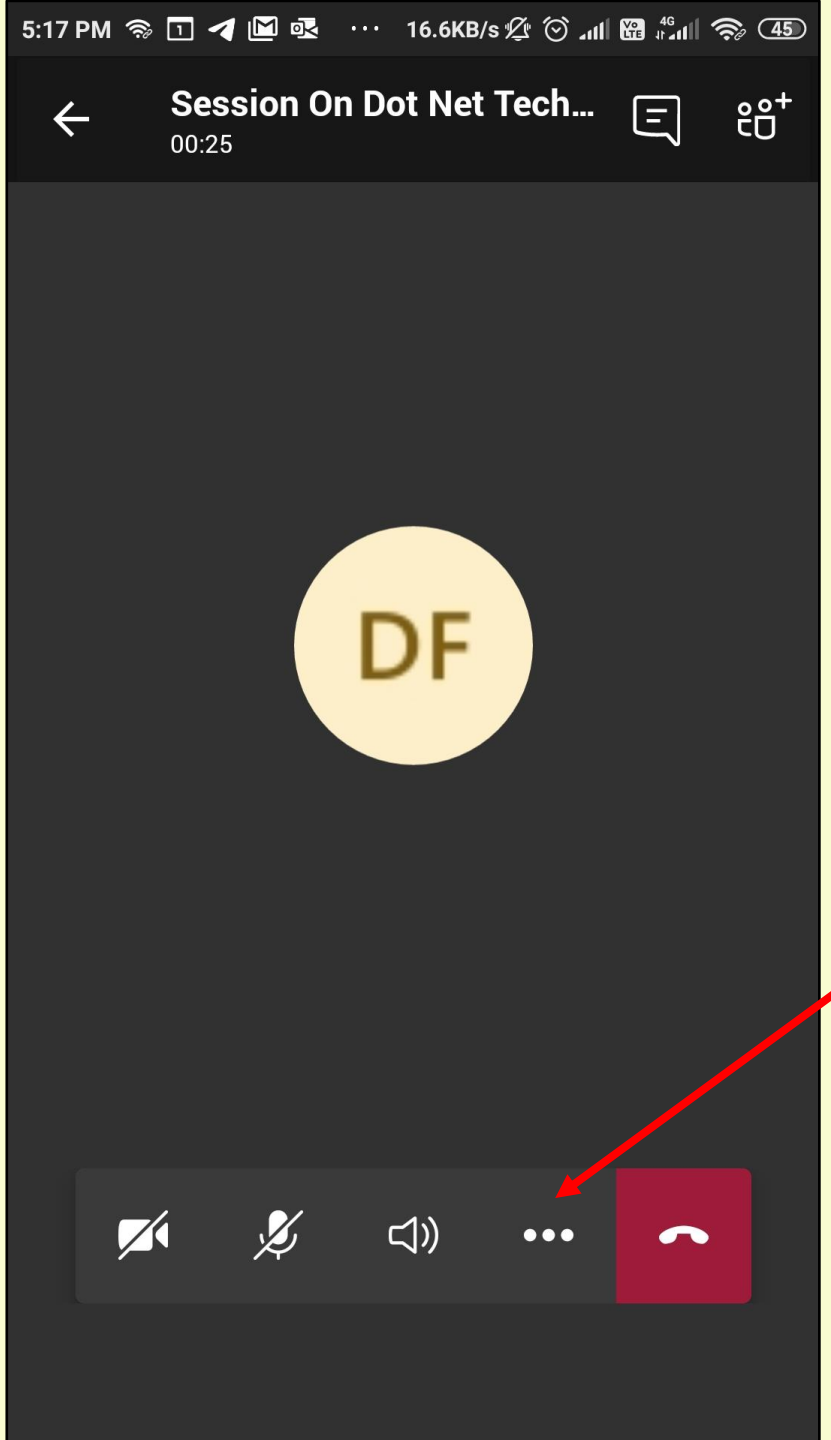
On or Off Video

On or Off Mic to speak or ask question

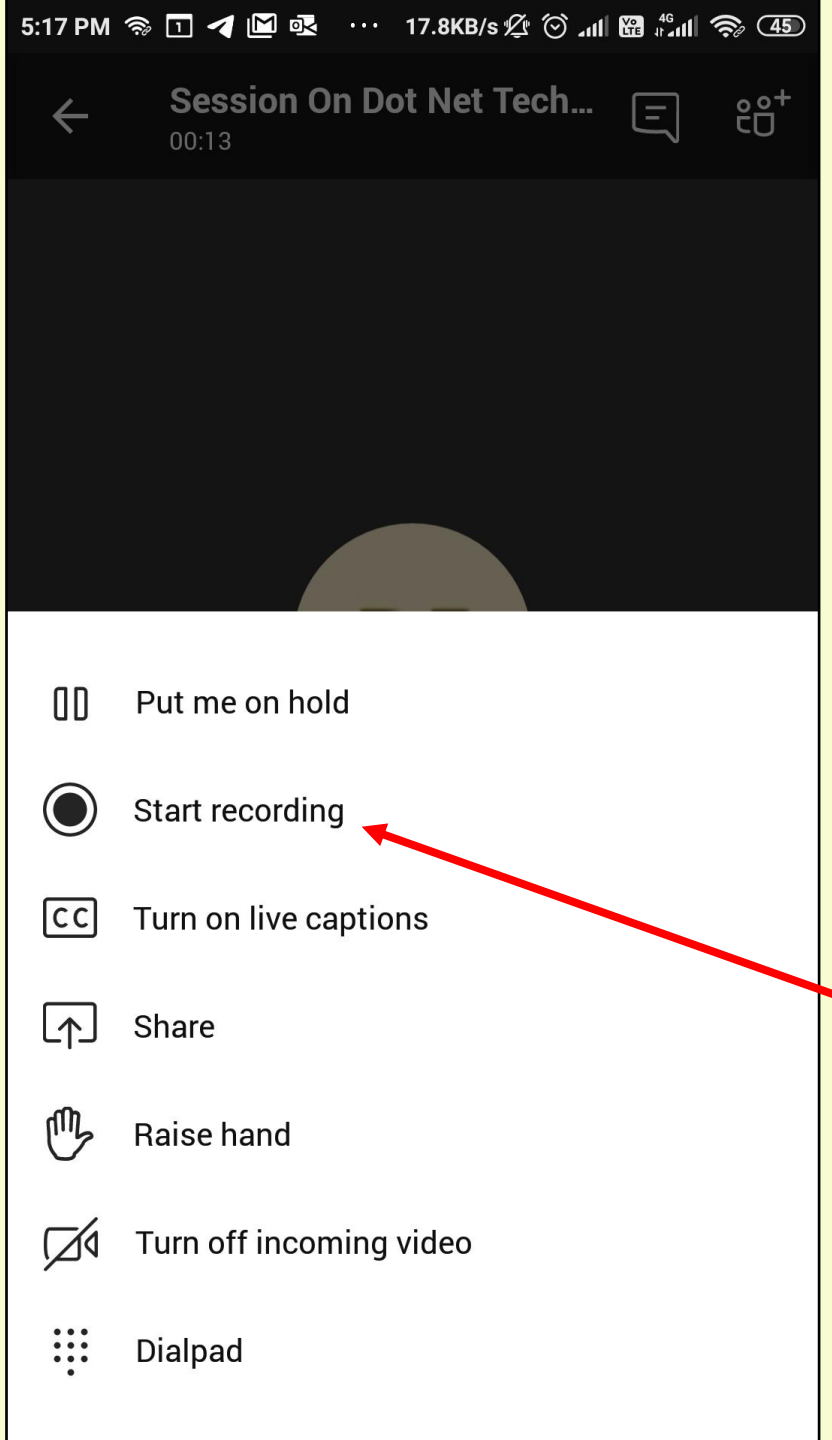


Chat box

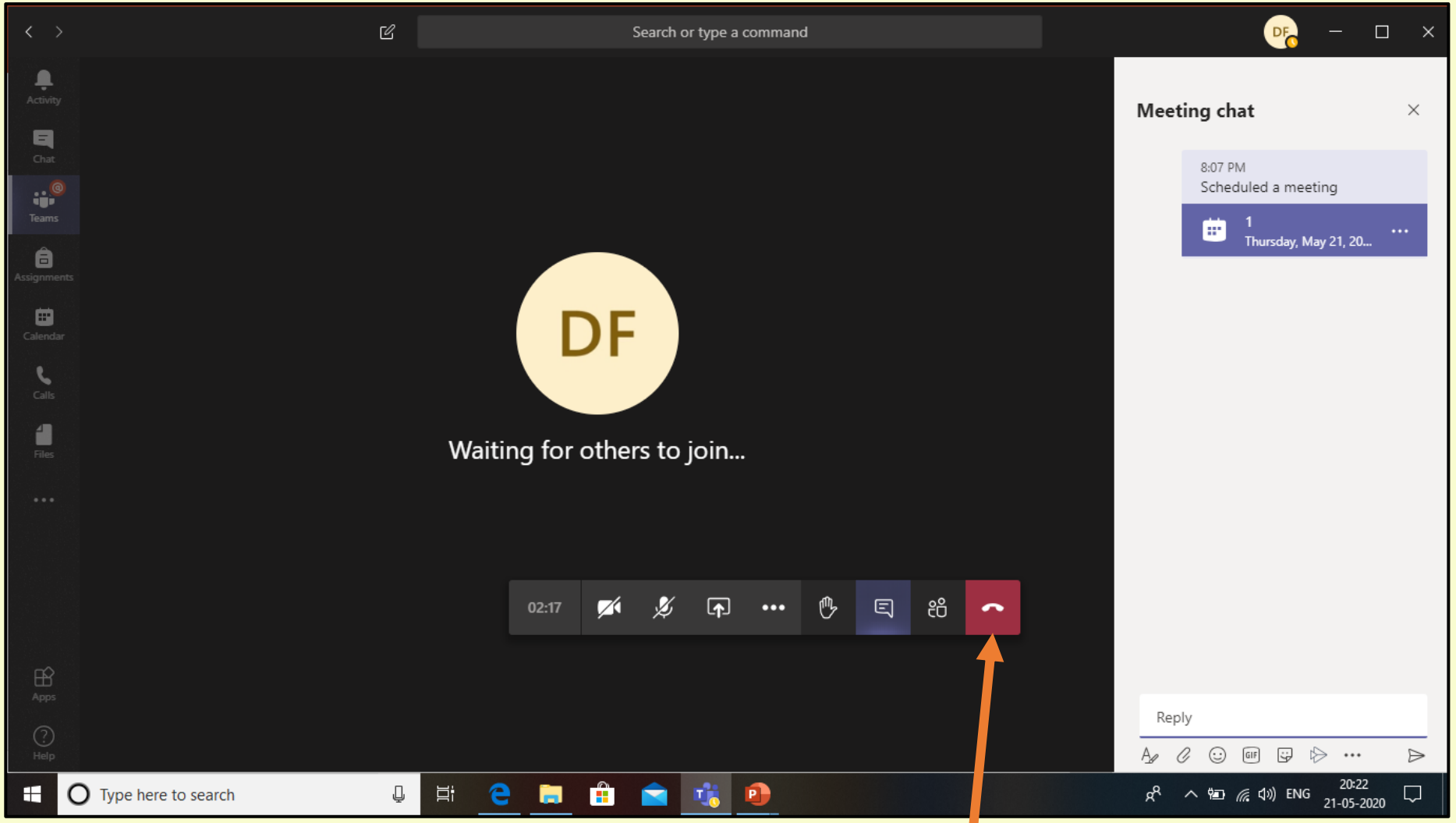
Type question here to ask teachers during lecture

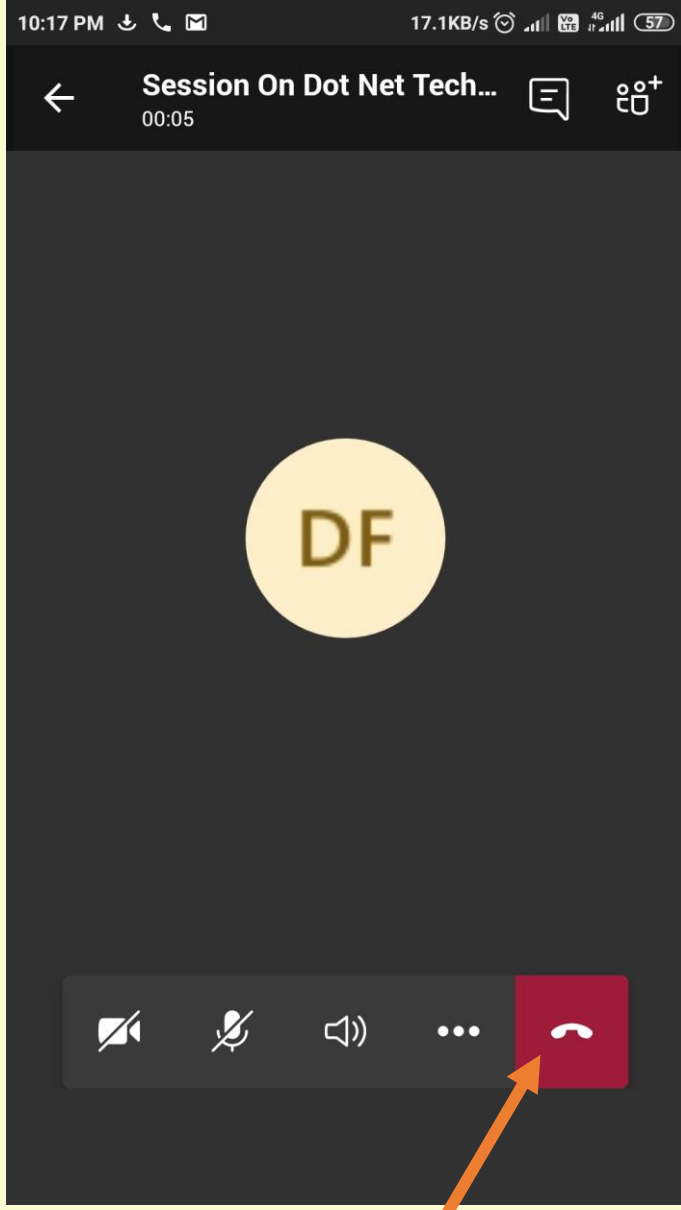


Click the dots option to get the menu



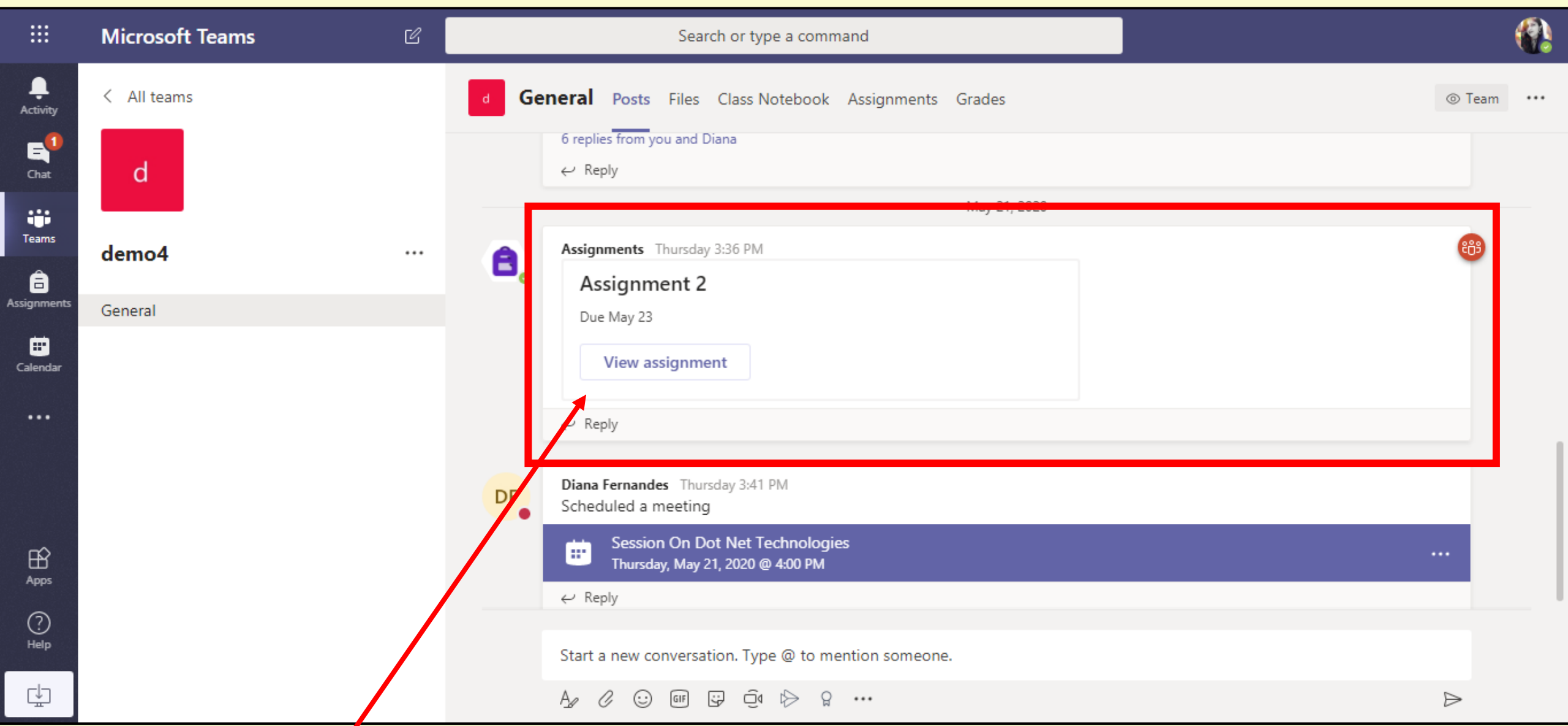
Click on Start recording to record the lecture



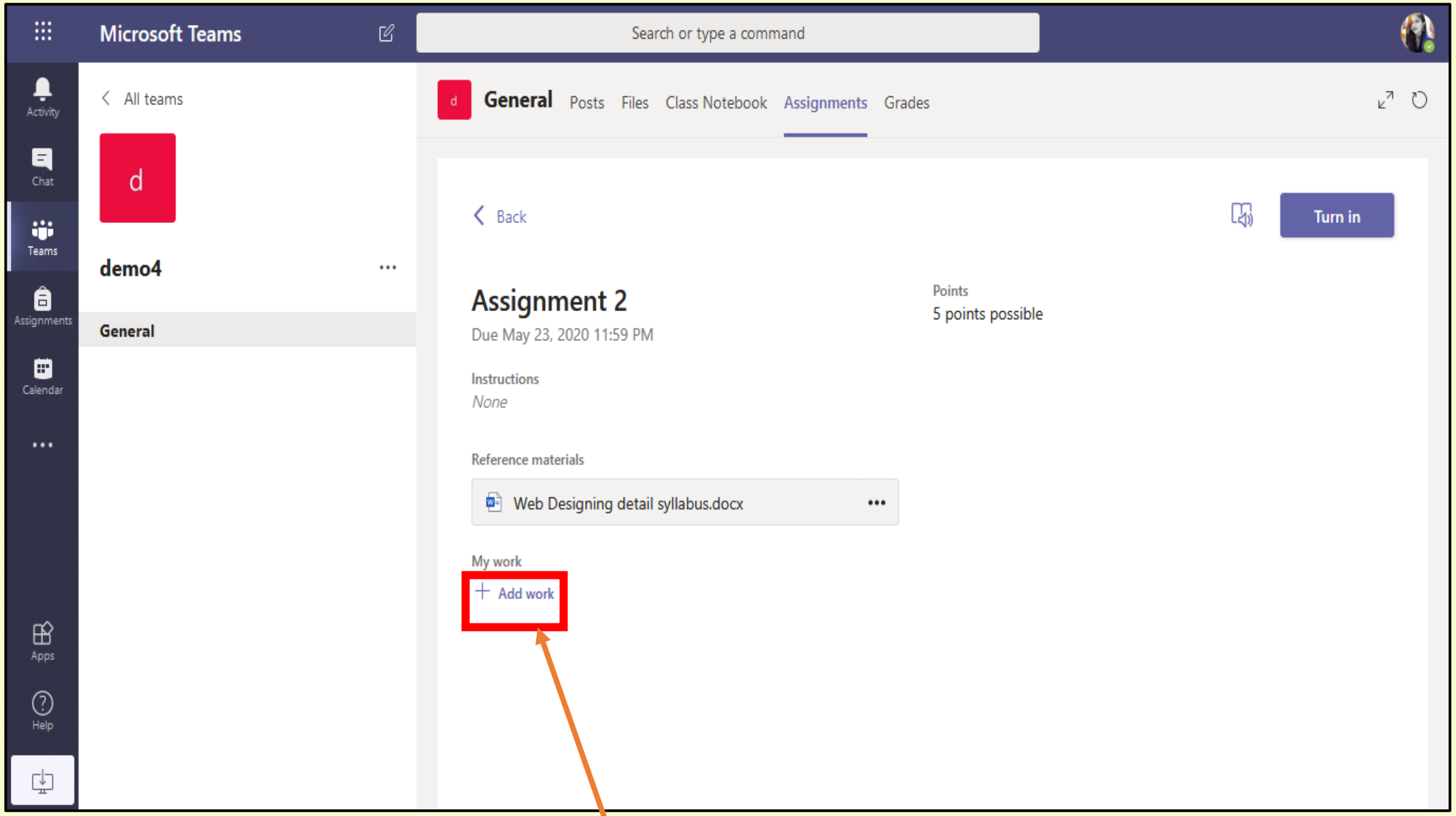


Click on it to leave the lecture when the lecture ends

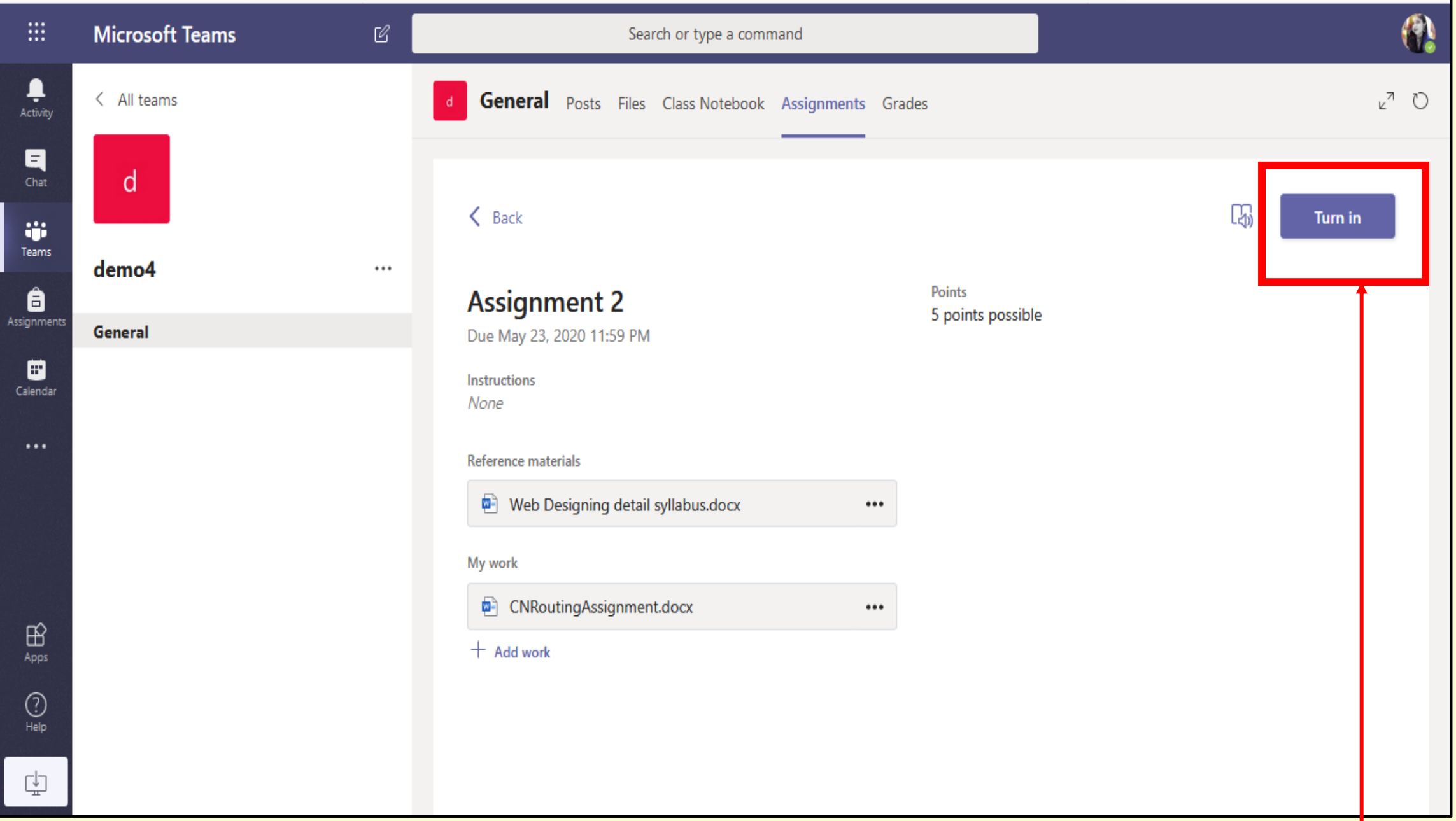
How to check and submit assignment



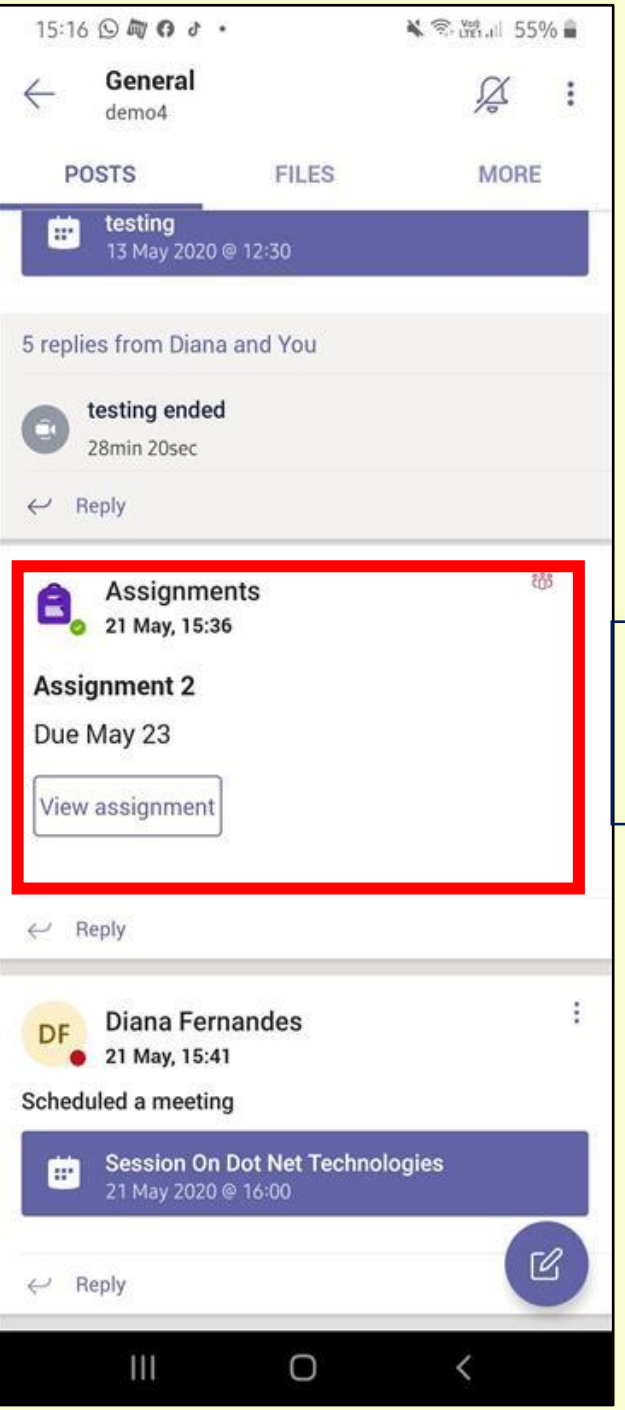
Click on the View Assignment button to open the Assignment



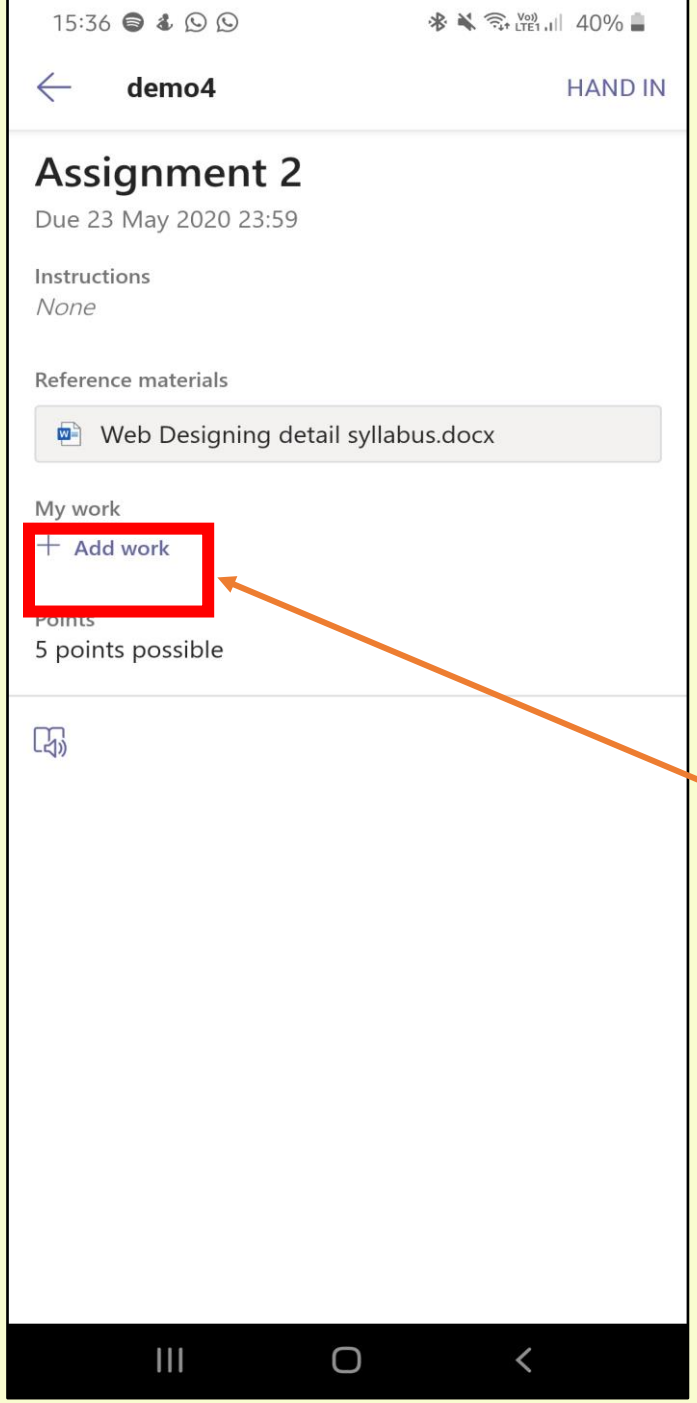
Click on Add Work to add your assignment in any format (word/pdf)



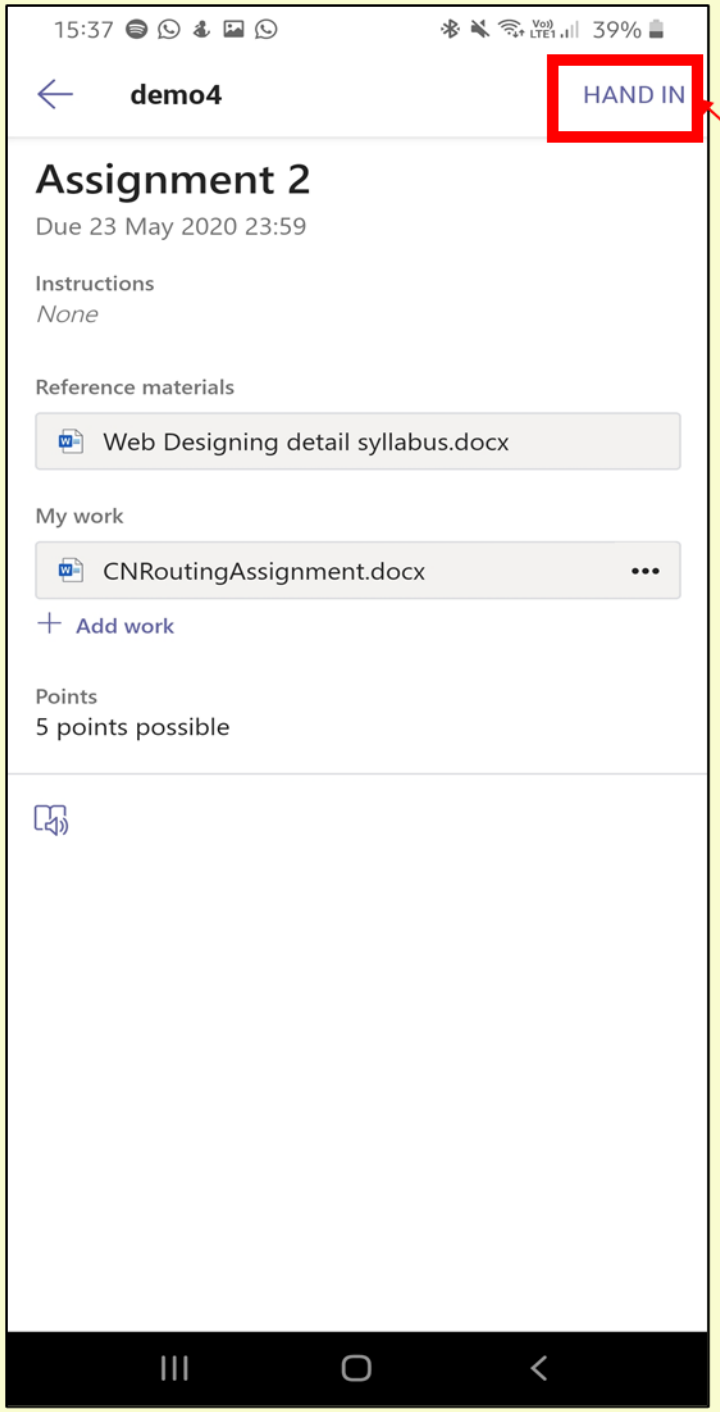
Once you attach your assignment, click on **Turn in** button to submit your assignment



Click on the View Assignment button to open the Assignment



Click on Add Work to add your assignment in any format (word/pdf)



Once you attach your assignment, click on **HAND IN** button to submit your assignment

Thank You
&
Happy Learning!