



How To Attend Online Classes Through Microsoft Teams For Students Of BVIMIT

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Setup of Microsoft Account

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Section-4



**Guide for How to attend/Join
online classes**



SECTION -1

- Set Up Of Microsoft Account

The slide features the Microsoft logo and the Outlook icon at the top. The main text reads 'Setup of Microsoft Account Conti...'. At the bottom, there is a call to action: '**Also you can Sign through direct link.....' followed by the URL 'www.outlook.office.com' in a blue box.

Microsoft

Setup of Microsoft Account Conti....

**Also you can Sign through direct link.....
www.outlook.office.com

www.outlook.office.com

The screenshot shows the Microsoft sign-in interface. It includes the Microsoft logo, the text 'Sign in', and a text input field containing the email address 'shubhangi.mahadik@bharativedyapeeth.edu'. Below the input field are links for 'No account? Create one!', 'Sign in with a security key', and 'Sign-in options'. A blue 'Next' button is located at the bottom right.

Microsoft

Sign in

No account? [Create one!](#)

[Sign in with a security key](#) ?

[Sign-in options](#)

Next



In this email inbox you received the online classes notification and other activities/ information shared by your subject teacher.

The image shows two overlapping logos. The one in the background is the Microsoft logo. The one in the foreground is the Outlook logo, which is a blue envelope with a white 'O'.

A screenshot of an Outlook web interface. The browser address bar shows 'outlook.office365.com/mail/inbox'. The Outlook logo is at the top right. The left sidebar shows a navigation pane with 'Inbox' selected, containing 13 items. Other folders include 'Sent Items', 'Drafts' (2 items), 'Deleted Items' (4 items), 'Junk Email', and 'Archive'. The main content area shows a list of emails. The top email is from 'BVIMIT PRINCIPAL' with the subject 'Working Committee and Cri...' and a timestamp of 'Thu 1:48 PM'. It contains two PDF attachments: 'Criteria_Membe...' and 'WorkingCommi...'. The second email is from 'ROSHNI BANGERA' with the subject 'Paper Id is : - NCITP4' and a timestamp of 'Mon 6/22'. It contains two attachments: 'Declaration For...' and 'Research Paper(...)'. The third email is also from 'ROSHNI BANGERA' with the subject 'Paper Id is : - NCITP4' and a timestamp of 'Sun 6/21'. It contains two attachments: 'Research Paper(...)' and 'Declration Form...'. Below the email list, there is a section titled 'Last week' with a Microsoft Teams notification: 'You have been added to a cl...' with a timestamp of 'Fri 6/19'.



Section-2

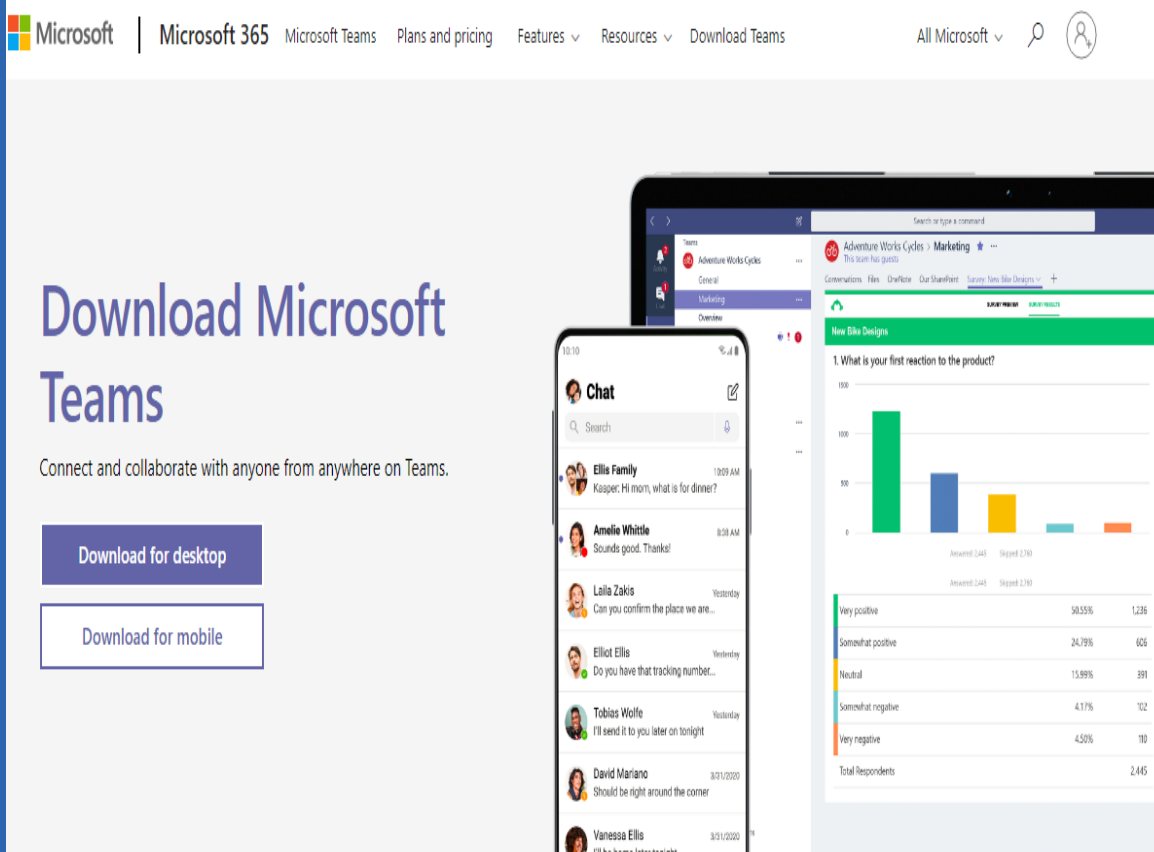
Installation of MS Teams App/ Software



- <https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app>



Section-2
Installation of MS
Teams App/
Software



Microsoft | Microsoft 365 | Microsoft Teams | Plans and pricing | Features | Resources | Download Teams | All Microsoft

Download Microsoft Teams

Connect and collaborate with anyone from anywhere on Teams.

[Download for desktop](#)

[Download for mobile](#)

Chat

Ellis Family: Hi mom, what is for dinner?

Amelie Whittle: Sounds good. Thank!

Laila Zakis: Can you confirm the place we are...

Elliot Ellis: Do you have that tracking number...

Tobias Wolfe: I'll send it to you later on tonight

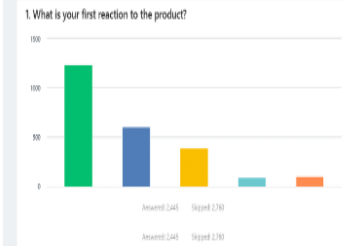
David Mariano: Should be right around the corner

Vanessa Ellis: Hi! So, how's your...

Adventure Works Cycles > Marketing

New Bike Designs

1. What is your first reaction to the product?

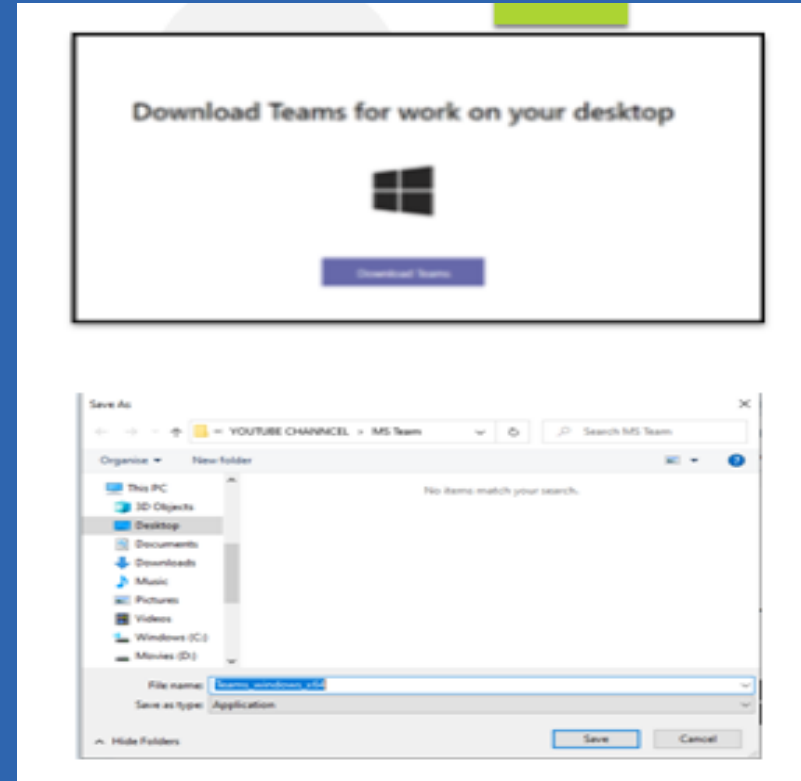


Reaction	Count	Percentage
Very positive	1,236	50.55%
Somewhat positive	606	24.79%
Neutral	391	15.99%
Somewhat negative	102	4.17%
Very negative	110	4.50%
Total Respondents	2,445	



Section-2 Installation of MS Teams App/ Software

After clicking
Download
Button

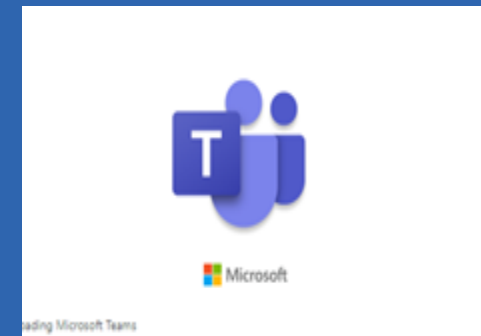
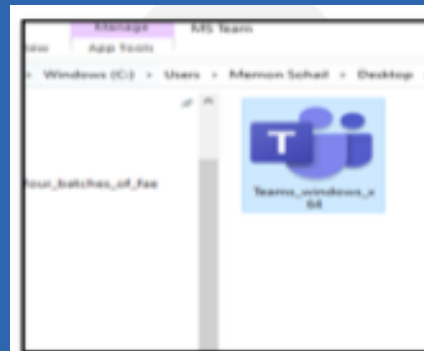


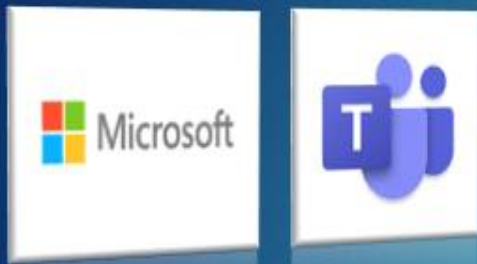
Save MS team
setup file in
your system
directory



Section-2 Installation of MS Teams App/ Software

- *After successfully download, open the Ms team setup file directory and Run the installation.*
- *MS TEAM is install directly in your System.*





Section-2 Installation of MS Teams App/ Software

Search or type a command

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Teams

Join or create team

Your teams

Hidden teams

BVIMIT MCA

Elective 1 IOT MCA sem-V

Elective 1 MACHINE LEARNING MCA-sem-V

MCA II sem-III (LAB)

MCA II sem-III (Lecture)

MCA III Sem-V(Lecture)

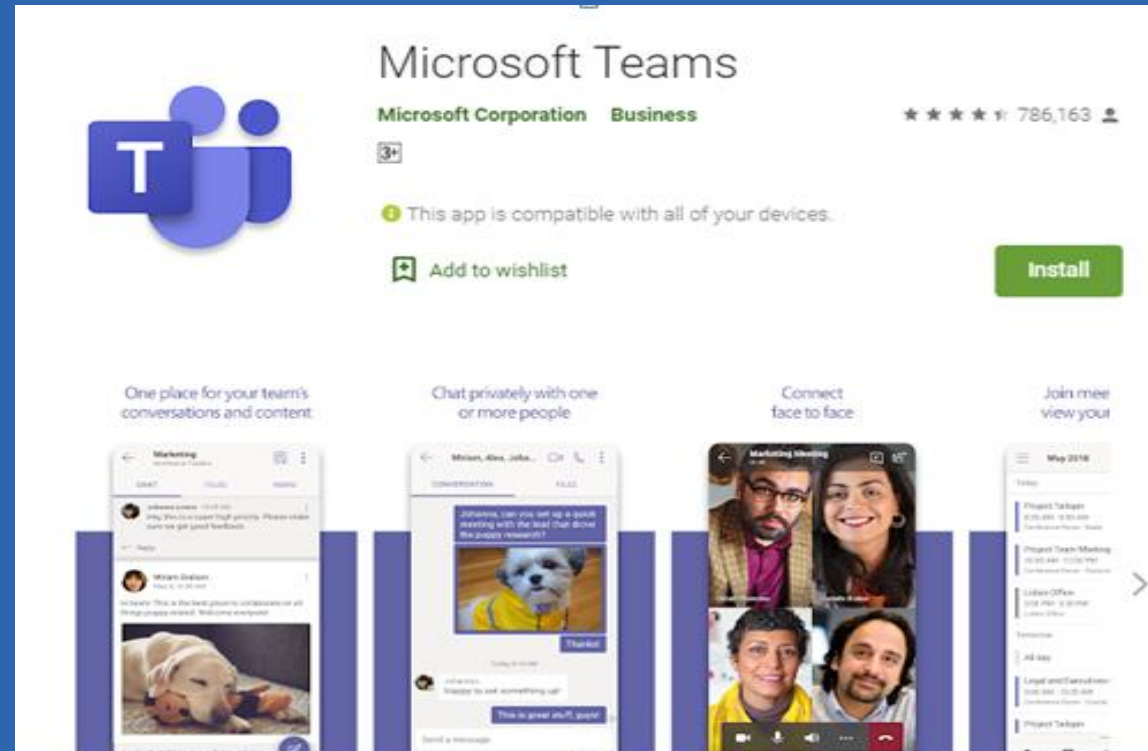
MCA III sem-V(LAB)



- **MS TEAM FOR ANDROID Phone**
- **From Play store download Microsoft Teams App**



Section-2
Installation of MS
Teams App/
Software



Microsoft Teams
Microsoft Corporation Business 4.5 ★★★★★ 786,163

3+ This app is compatible with all of your devices.

Add to wishlist **Install**

One place for your team's conversations and content

Chat privately with one or more people

Connect face to face

Join meet view your

Marketing Marketing Marketing Marketing

Marketing, Alex, John, ...

Marketing Meeting

May 2016

Project Talksh...
Project Team Meeting...
Lecture Office...
All day...
Legal and...
Project Talksh...

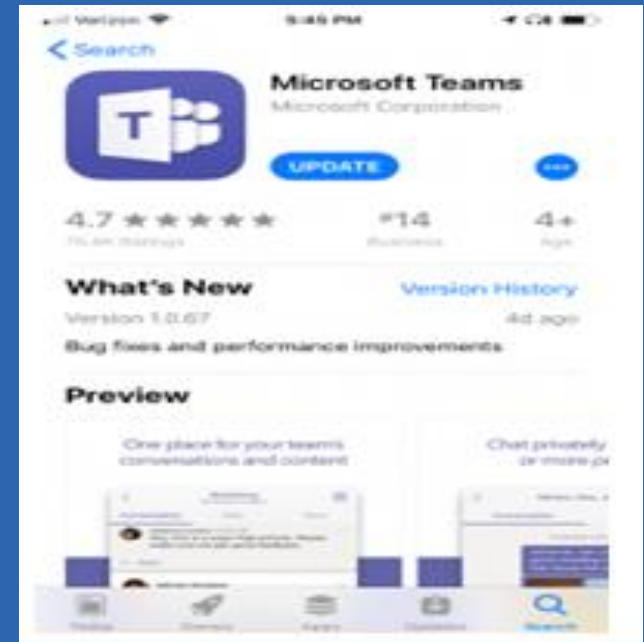


- **MS TEAM FOR iPhone ios**



Section-2
Installation of MS
Teams App/
Software

**To download the MS Teams app
for Apple iPhone user follow the
Apple's App Store – iOS**



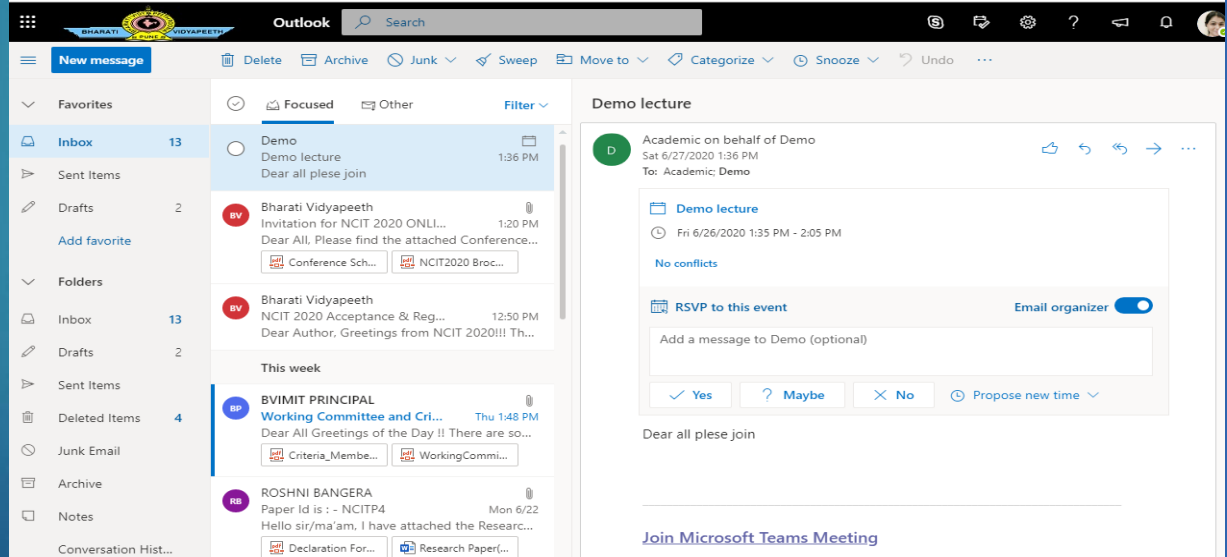
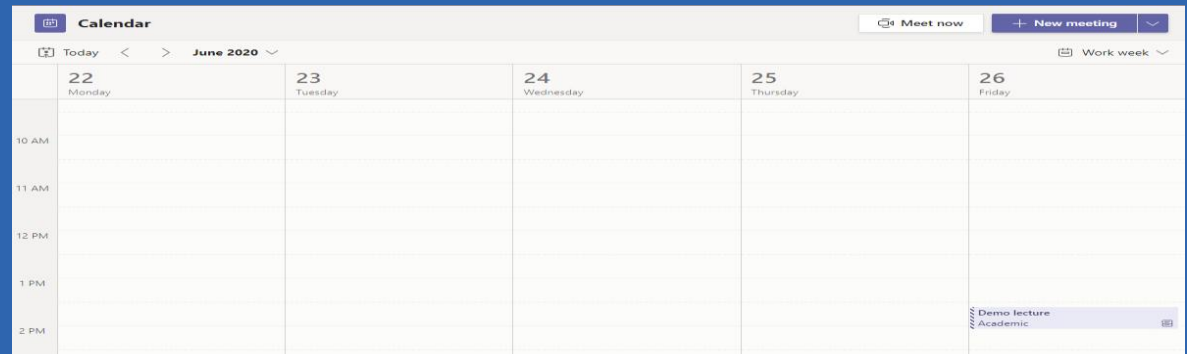


- **Web-Based Platform**



In this Platform you can Join the MS teams classes on the web instead.

****No need for any software but use from your PC Browser i.e. Google Chrome, Opera, Firefox etc. Follow the easy step**



Section-2 Installation of MS Teams App/ Software





The image is a screenshot of a Microsoft Teams meeting. On the left, a presentation slide is displayed with a blue background. The slide features the Microsoft logo and the Teams icon at the top. Below them, the text reads: "Section-2 Installation of MS Teams App/ Software". The main area of the screenshot shows the Microsoft Teams interface. At the top, there is a search bar with the text "Search or type a command". Below the search bar is a vertical sidebar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. In the center of the meeting area, there is a large circular placeholder with the letter 'A'. At the bottom of the screen, there is a meeting control bar with a timer showing "01:46", icons for mute, video, screen share, a menu, hand raise, chat, and a red end call button.



Download Links for Microsoft Teams

- Desktop Clients
<https://teams.microsoft.com/downloads>
- Apple's App Store – iOS
<http://aka.ms/iosteams>
- Google Play Store – Android
<http://aka.ms/androidteams>
- Microsoft's Store – Windows Phone
<http://aka.ms/wpteams>



Section-3

Basic Introduction of MS
Teams



Section-3 Basic Introduction of MS Teams

What is Microsoft Teams?

- ❖ A chat and collaboration platform for Microsoft 365 customers designed to simplify group work.
- ❖ Microsoft Teams for Education has a range of features designed to help teachers and students, such as the ability to pull timetables from the school information system, integrated OneNote class notebooks, and assignment management tools to assist teachers in grading and providing feedback.

Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

Every team has channels

Click one to see the files and conversations about that topic, department, or project.

Start a new chat

Launch a one-on-one or small group conversation.

Use the command box

Search for specific items or people, take quick actions, and launch apps.

Add tabs

Highlight apps, services, and files at the top of a channel.

Manage profile settings

Change app settings, change your pic, or download the mobile app.

Move around Teams

Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.

View and organize teams

Click to see your teams. In the teams list, drag a team name to reorder it.

See your calendar

Click to see your schedule and join meetings.

Manage your team

Add or remove members, create a new channel, or get a link to the team.

Add files

Let people view a file or work on it together.

Reply

Your message is attached to a specific conversation.

Join or create a team

Find the team you're looking for, join with a code, or make one of your own.

Access your apps

Find apps added for your teams or your personal use.

The screenshot shows the Microsoft Teams interface with several callouts pointing to specific features:

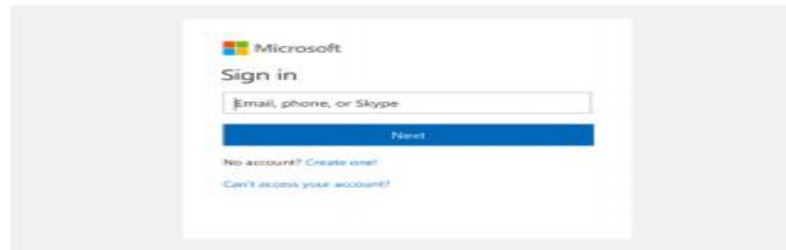
- Search or type a command:** Points to the search bar at the top of the Teams window.
- Activity, Chat, Teams, Calendar & Files:** Points to the navigation bar on the left side of the interface.
- Mark B Project Team:** Points to a team in the 'Your teams' list.
- General:** Points to a channel within the 'Mark B Project Team'.
- Manage your team:** Points to the three-dot menu next to the 'Mark B Project Team'.
- Search or type a command:** Points to the search bar at the top of the channel view.
- Mark B Project Sync:** Points to a recurring meeting tab at the top of the channel.
- Zoom:** Points to the Zoom app icon in the top right corner.
- Keyboard shortcuts, About, Check for updates, Download the mobile app, Sign out:** Points to the user profile menu in the top right corner.
- Hi team! This site is the best for discussions, and any team...** Points to a message in the chat history.
- Mark B Pilot Program.pptx:** Points to a file attachment in the chat.
- Looks good. I made some changes to the propeller housing based on discussions in our meeting yesterday.** Points to a message in the chat.
- Have we made a decision on the chassis colors?** Points to a message in the chat.
- Current plan of record is silver and matte different model releases.** Points to a message in the chat.
- I am having so much fun with the prototype. Check out this overhead view of my house:** Points to a message in the chat with an attached image.
- Start a new conversation. Type @ to mention someone.** Points to the input field at the bottom of the chat.



Section-3 Basic Introduction of MS Teams

Sign in

In Windows, click **Start** > **Microsoft Teams**.
On Mac, go to the **Applications** folder and click **Microsoft Teams**.
On mobile, tap the **Teams** icon. Then sign in with your Microsoft 365 username and password. (If you're using Teams free, sign in with that username and password.)




Start a conversation

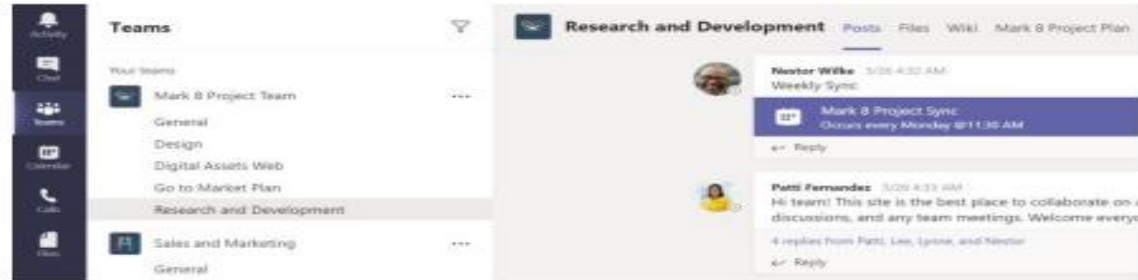
With the whole team... Select **Teams**, pick a team and channel, write your message, and click **Send**.

With a person or group... Click **New chat**, type the name of the person or group in the **To** field, write your message, and click **Send**.





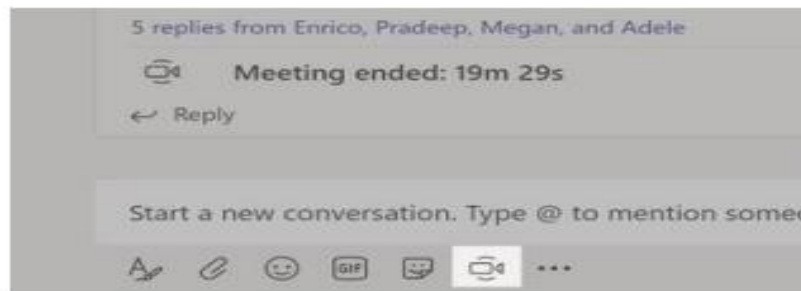
Pick a team and channel

A *team* is a collection of people, conversations, files, and tools—all in one place. A *channel* is a discussion in a team, dedicated to a department, project, or topic. Select **Teams**  and choose a team. Pick a channel to explore **Posts**, **Files**, and other tabs.



Start an impromptu meeting




Click **Meet now**  under the area where you type a message to start a meeting in a channel. (If you click **Reply**, then **Meet now** , the meeting is based on that conversation.) Enter a name for the meeting, then start inviting people.

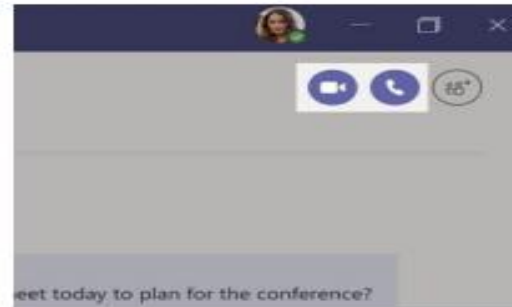


Section-3 Basic Introduction of MS Teams




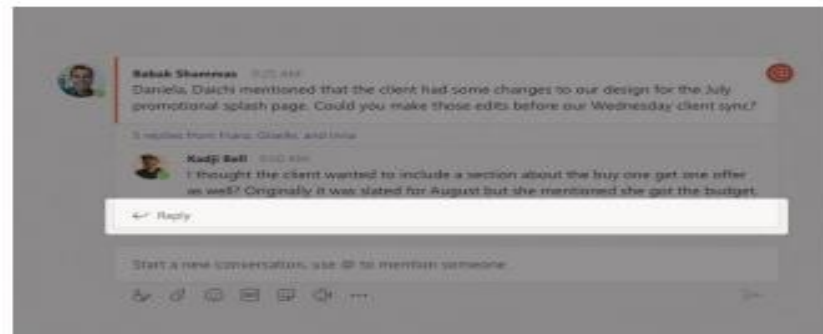
Make video and audio calls

Click **Video call**  or **Audio call**  to call someone from a chat. To dial a number, click **Calls**  on the left and enter a phone number. View your call history and voicemail in the same area.




Reply to a post

Channel posts are organized by date and then threaded. Find the thread you want to reply to, then click **Reply**. Add your thoughts and click **Send** .



Section-3 Basic Introduction of MS Teams

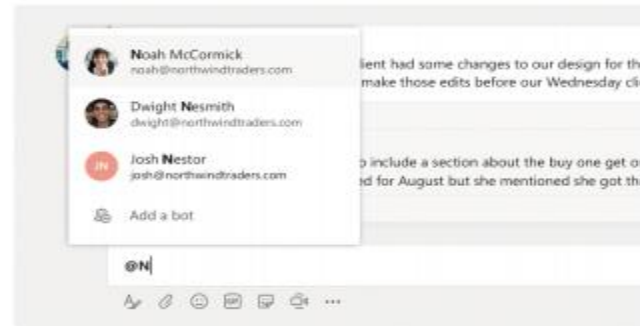





Section-3
Basic Introduction
of MS Teams

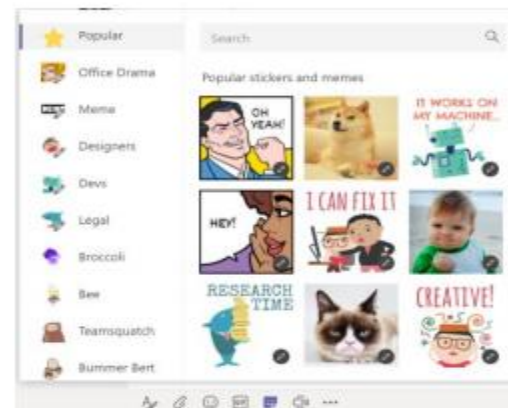
@mention someone

To get someone's attention, type @, then their name (or pick them from the list that appears). Type **@team** to message everyone in a team or **@channel** to notify everyone who favorited that channel.




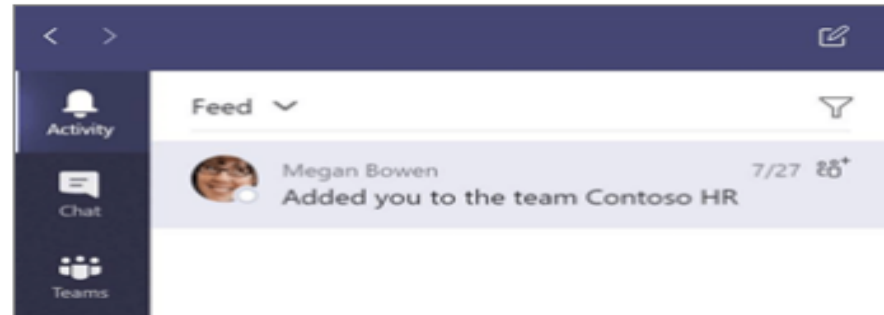
Add an emoji, meme, or GIF

Click **Sticker**  under the box where you type your message, then pick a meme or sticker from one of the categories. There are also buttons for adding an emoji or GIF.



Stay on top of things

Click **Activity**  on the left. The **Feed** shows you all your notifications and everything that's happened lately in the channels you follow. To set up notifications for a channel, choose ... next to the channel name, then **Channel notifications**.



Add a tab in a channel

Click **+** by the tabs at the top of the channel, click the app you want, and then follow the prompts. Use **Search** if you don't see the app you want.

Add a tab

Turn your favorite apps and files into tabs at the top of the channel.

Search



Tabs for your team



Document ...



Excel



Forms



OneNote



PDF



Planner



Power BI



PowerPoint



SharePoint



Stream



Website



Wiki




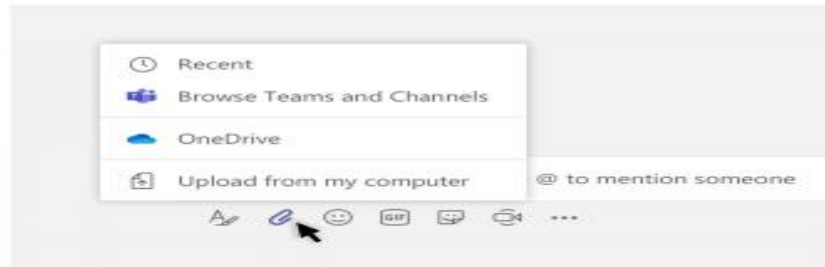
Word

Section-3 Basic Introduction of MS Teams




Share a file

Click **Attach**  under the box where you type messages, select the file location and then the file you want. Depending on the location of the file, you'll get options for uploading a copy, sharing a link, or other ways to share.



Work with files

Click **Files**  on the left to see all files shared across all of your *teams*. Click **Files** at the top of a channel to see all files shared in that *channel*. Click **More options ...** next to a file to see what you can do with it. In a channel, you can instantly turn a file into a tab at the top!



Section-3 Basic Introduction of MS Teams



Section-3

Guide for How to attend/Join online classes

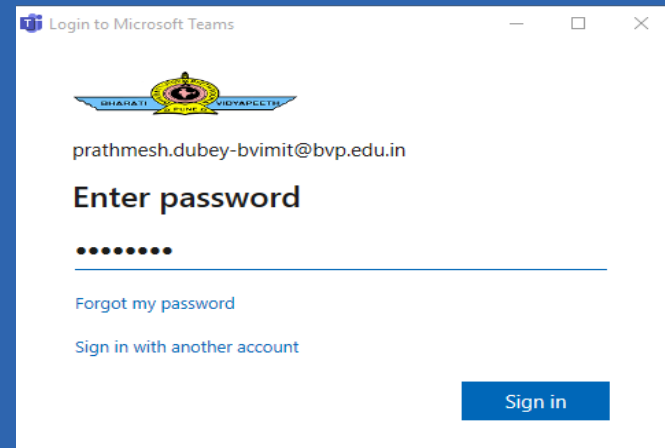
(For Desktop Software)



Section-4
Guide for How to attend/Join online classes
***For Desktop Client Cont..**

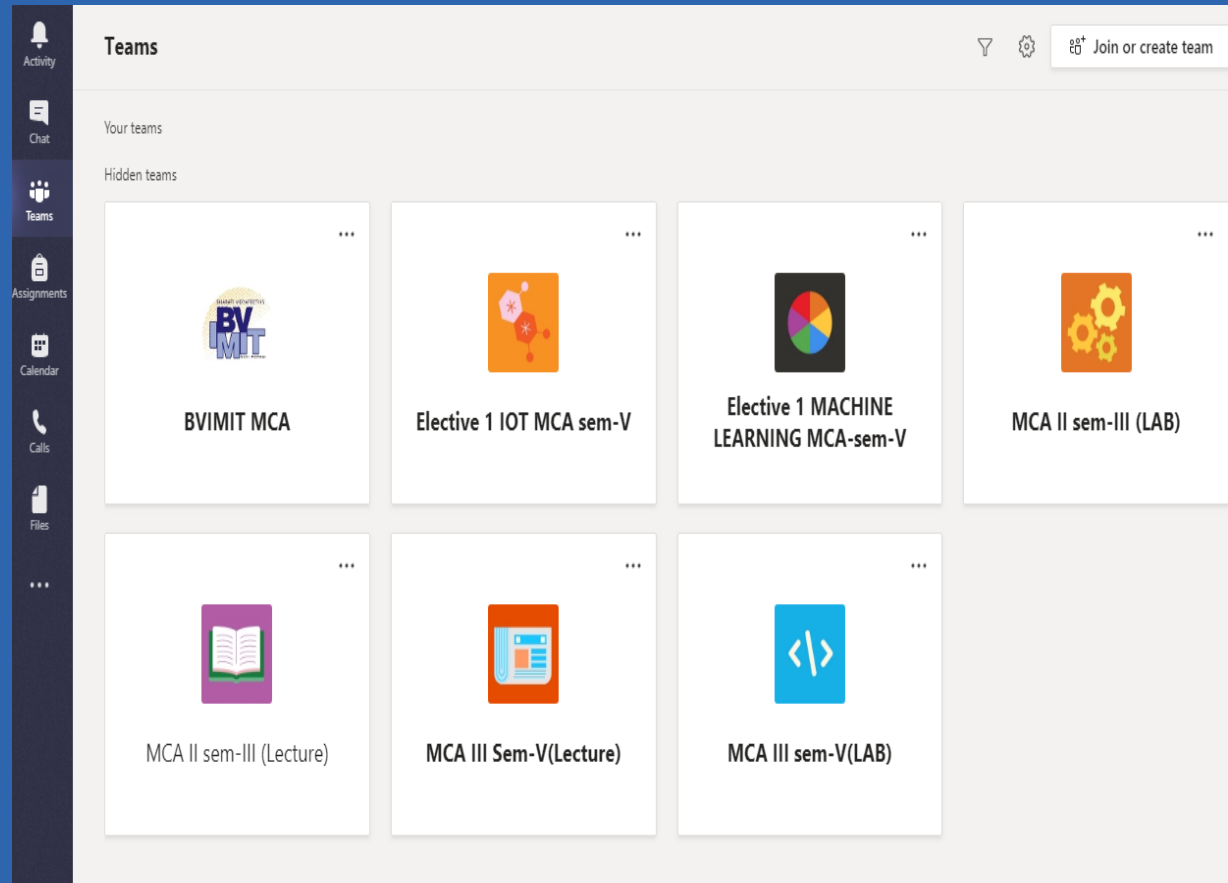
Firstly open a MS Team App and sign in with your bvimit email account


Afterward enter your password and click sign-in





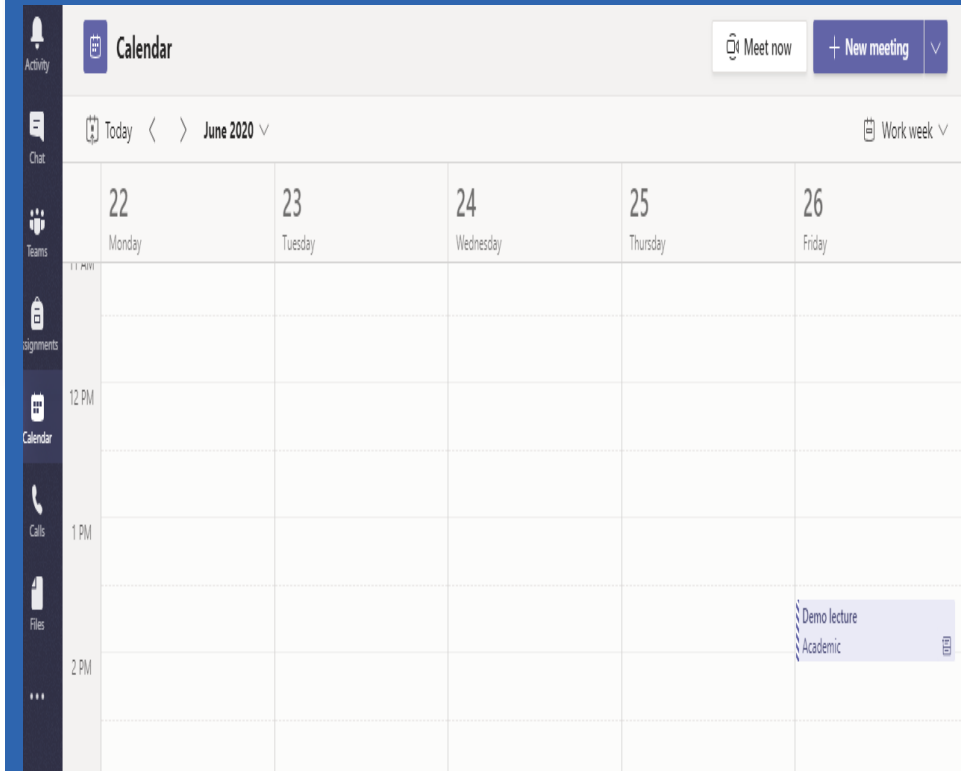
Section-4
Guide for How to
attend/Join online
classes
***For Desktop Client**
Cont..





Section-4
Guide for How to attend/Join online classes
***For Desktop Client Cont..**

- ❖ Dear Student for checking your classes schedule time go to **“Calendar”** option in Microsoft Teams and view all of your online classes meeting times.
- ❖ Note: you also received an email/notification in your outlook mail box for each class set by your teacher.





**Now a windows will open
and you can view the
details, and join the
online class by clicking
the **JOIN** button**

Demo lecture Chat Details Join Close

← RSVP ▾

June 26, 2020 1:35 PM - 2:05 PM

Demo > sub1

Dear all please join

[Join Microsoft Teams Meeting](#)
Learn more about Teams | Meeting options

Disclaimer :- <http://mail.bharativedyapeeth.edu/disclaimer.html>

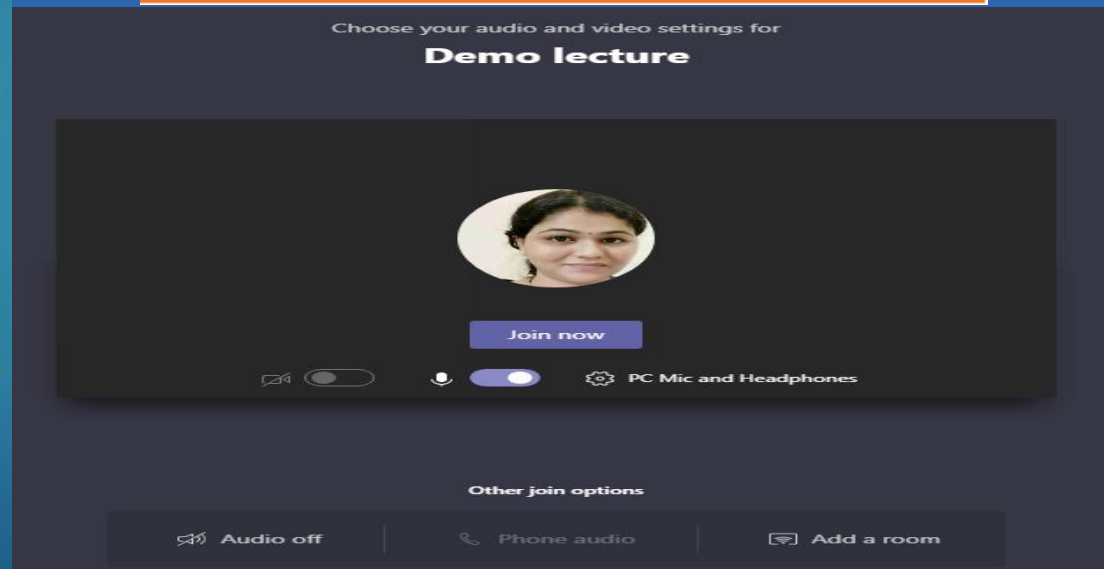
Tracking

A Academic Organizer



Afterward an online meeting windows will appear and you need to check you MIC and CAMERA and Click on **“Join Now” to enter your class.**

Section-4
Guide for How to attend/Join online classes
***For Desktop Client Cont..**





Guide for How to attend/Join online classes

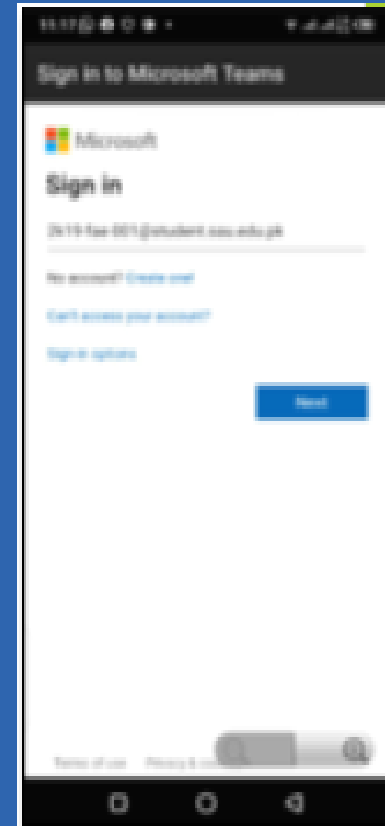
(For Android Phone)

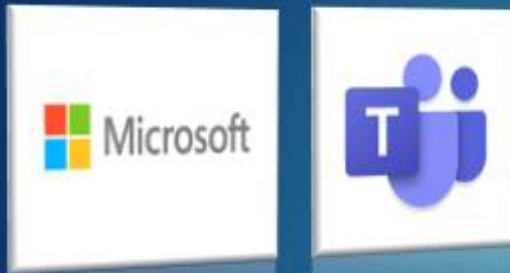


Section-4
Guide for How to attend/Join online classes
***For Android Phone**

The image shows two white rectangular boxes on a dark blue background. The left box contains the Microsoft logo, and the right box contains the Microsoft Teams logo. Below the boxes, the text "Section-4 Guide for How to attend/Join online classes *For Android Phone" is written in white and yellow.

Firstly open a MS Team App or apk and sign in with your bvimit email account then enter password and click on login button.

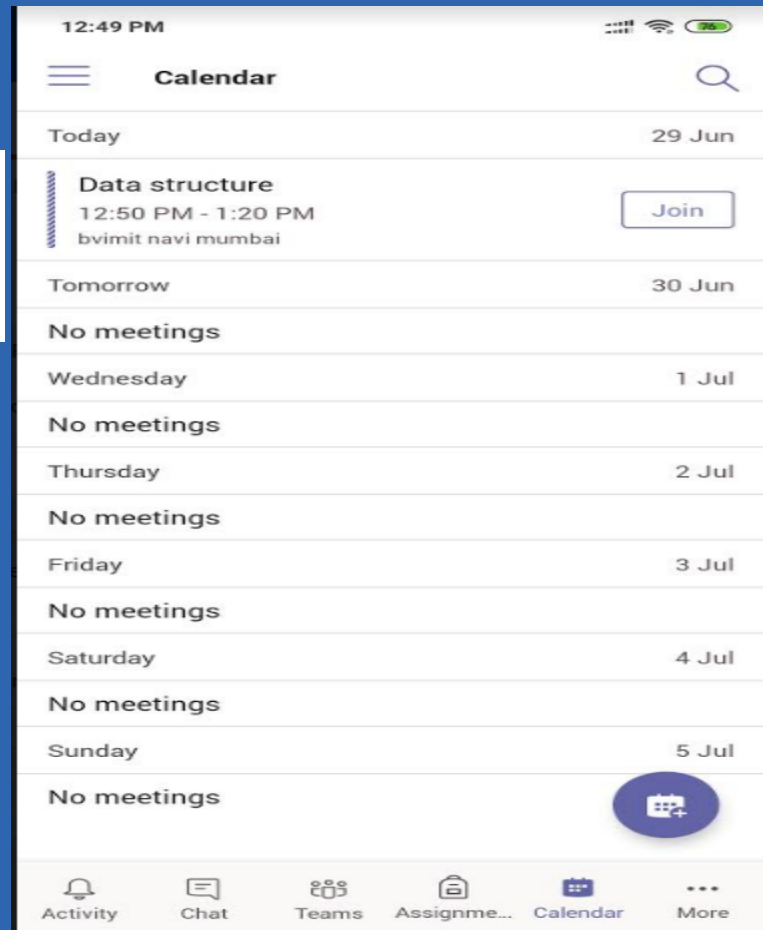


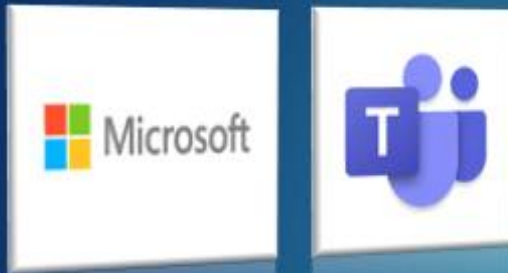


Section-4
Guide for How to
attend/Join online
classes
***For Android Phone**
Cont..

MS Teams application
is now open and your
classes are appear in
Teams Tab

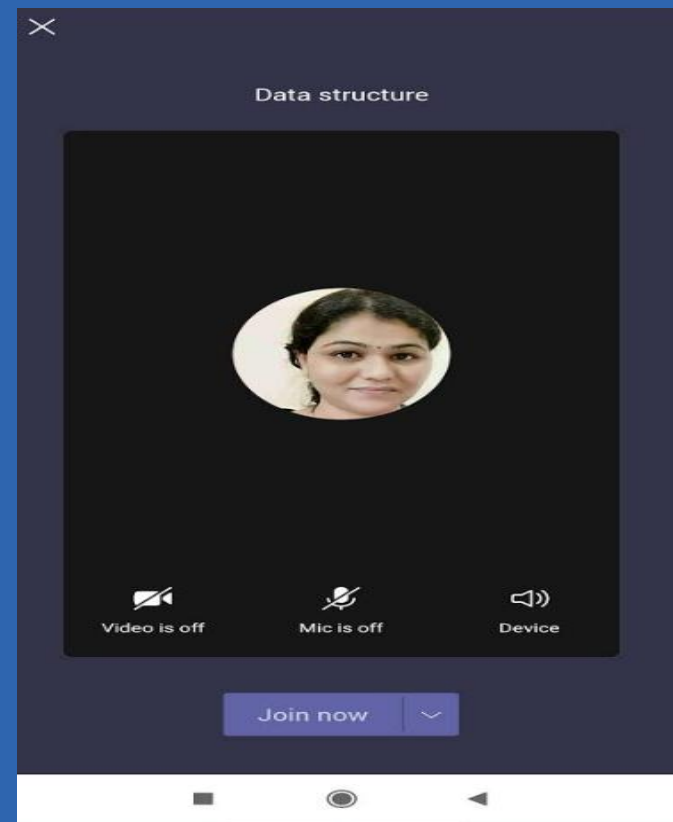
Now go to **Calendar** tab
and check you class time
schedule : and select the
notification





Section-4 Guide for How to attend/Join online classes ***For Android Phone Cont..**

Afterward an online meeting windows will appear and you need to check you MIC and CAMERA and Click on **Join Now** to enter your class.





THANK YOU