



ST. JOSEPH'S EVENING COLLEGE (AUTONOMOUS)



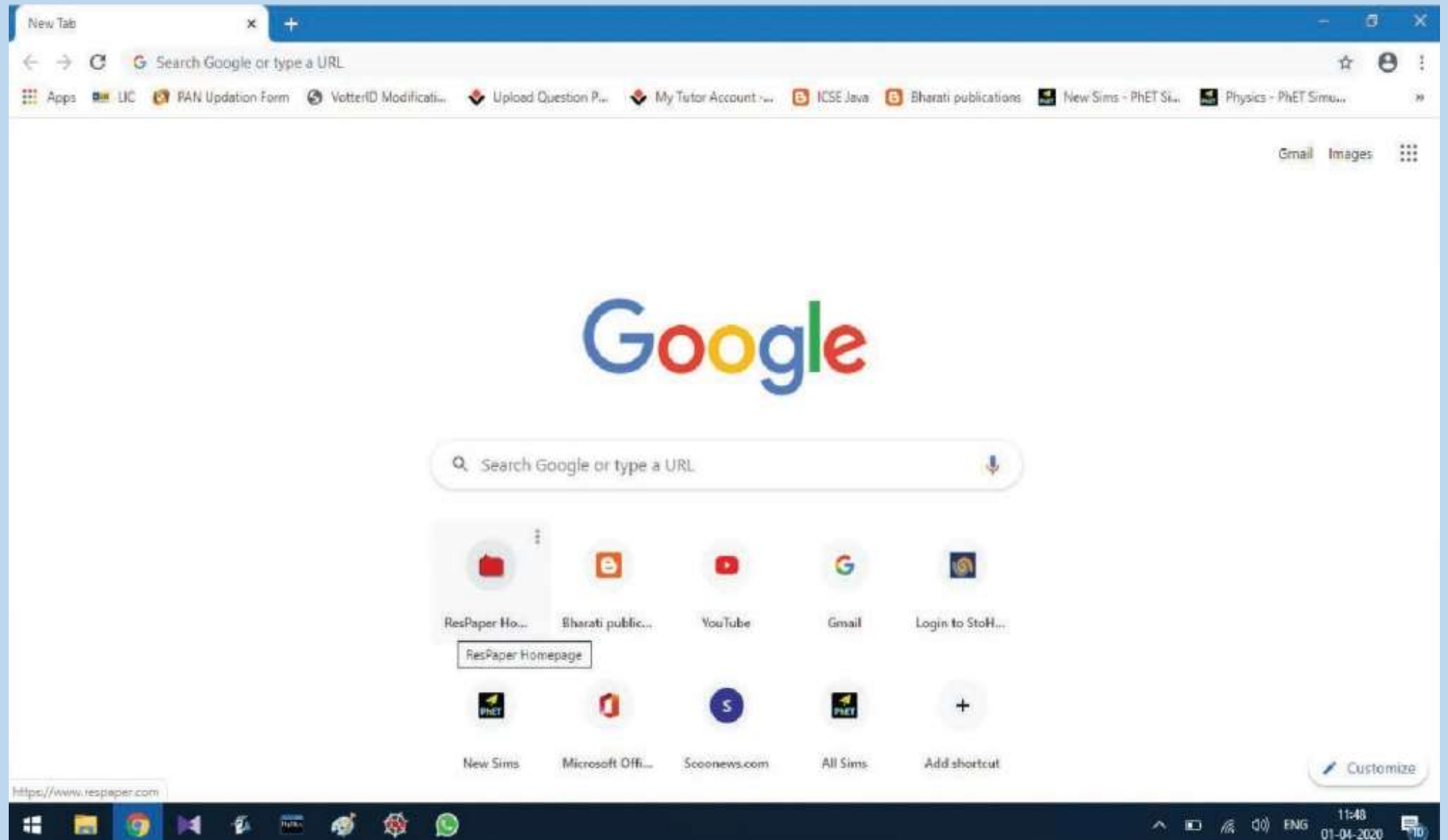
WEB, DESKTOP AND MOBILE APP USER GUIDE

Dr. Radhika. C. A

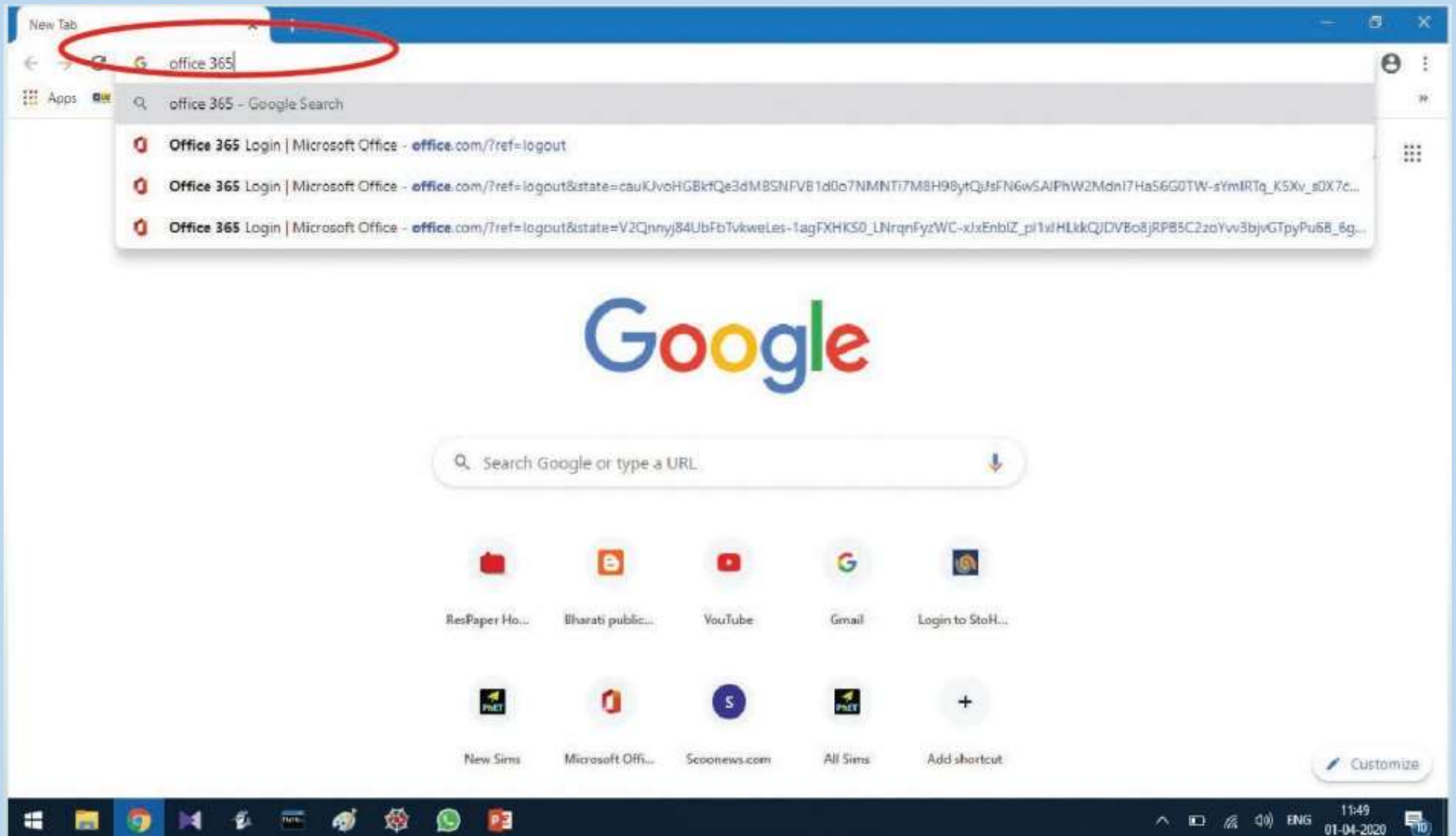


Microsoft Teams

WEB BASED USER GUIDE



Open your browser - Google Chrome or Mozilla Firefox



On address bar type Microsoft 365 and press enter button



office 365 login - Google Search

google.com/search?q=office+365+login&rlz=1C1CHBF_enIN758IN758&oq=office+365+login&aqs=chrome..69i57j0l4j69i60j3..273279j0j7&sourceid=chrome&ie=UTF-8

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Google office 365 login Sign in

All Books Shopping News Images More Settings Tools

About 61,70,00,000 results (0.37 seconds)

www.office.com

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Collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online,...

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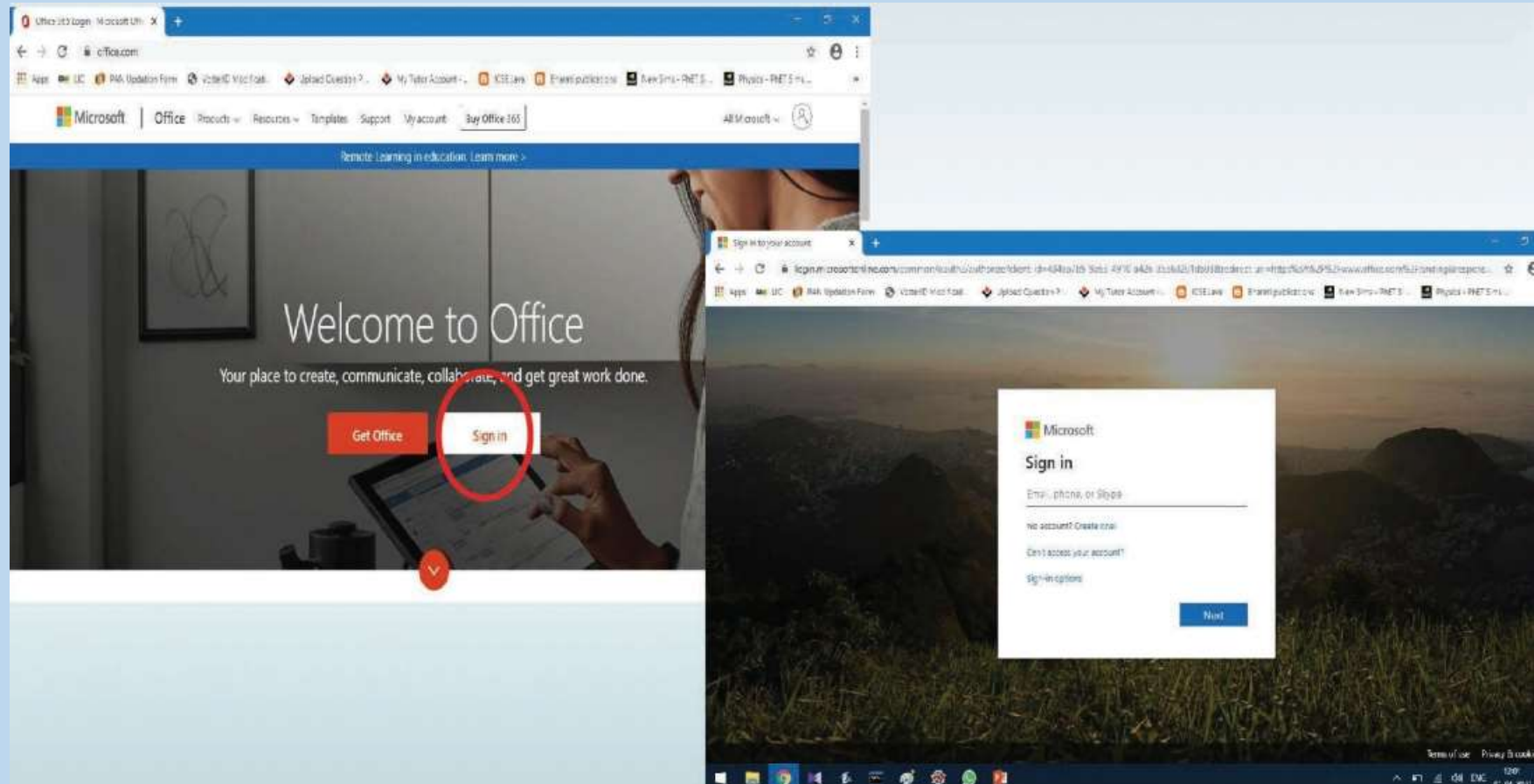
go.microsoft.com > fwlink

Office 365 - Microsoft

No information is available for this page. Learn why

https://www.office.com

Click on the first link



Click on sign in and use your log in ID and password provided by your mentor



office.com



Paused



Bookmark Manager



Bookmark Manager



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You Don't Need A...



I am Afraid to Love...



Someone. | elephan...



Letting Go of My St...



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Hello, Welcome back.



Sign in

Switch to a different account

Not you? Forget this account

Login ID and then click sign in





19sje701@sjecedu.onmicrosoft.com

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

- Sign in through the pass word provided by your mentor
- Update your password



Microsoft Office Home

office.com/?auth=2

Apps LIC PAN Updation Form VoterID Modificati... Upload Question P... My Tutor Account <... ICSE Java Bharati publications New Sims - PhET Si... Physics - PhET Simu...

Office 365 Search

Good afternoon

Install Office

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint **Teams** Class Notebook Sway

Forms All apps

Click on teams. If not seen click on All Apps



Microsoft Office Home (1) Calendar | Microsoft Teams

teams.microsoft.com/_#/calendarv2

Apps Bookmarks Bookmark Manager I'm Leaving You to... You Don't Need A... I am Afraid to Love... Someone. | elephan... Letting Go of My St...

Microsoft Teams Search or type a command RA

Calendar Meet now + New meeting

Today < > June 2020 Work week

	08 Monday	09 Tuesday	10 Wednesday	11 Thursday	12 Friday
6 PM				EJP and JPS II year SJEC	
7 PM				II year MA, JMC SJEC	EJP and JPS II year from 5:00 PM to 6:00 PM
8 PM					
9 PM					
10 PM					

Type here to search

18:38 10-06-2020

Click on the Calendar: (Office 365 Login | Microsoft Office)



Microsoft Office Home x Microsoft Teams x +

https://teams.microsoft.com/_#/scheduling-form/?eventId=AQMkAGlwYmNhNjdLWlxNmMtNGMyMC04ZTViLTNmYTl...

Microsoft Teams

Search or type a command

1

Activity Chat Details

Join Close

+ Add to calendar

June 11, 2020 5:00 PM - 6:00 PM

EJP > General

SJEC

Reporting Techniques

[Join Microsoft Teams Meeting](#)

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

Tracking

RA Radhika C A Organizer

1 19SJ622 Unknown

Type here to search

01:08 11-06-2020

Click on [Join](#) button to join. (You get connected with the team)



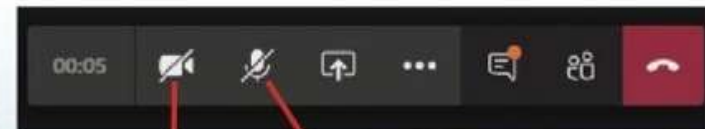
Remember the rules to be followed:

- Mute your video and microphone buttons.
- You can unmute microphone only if necessary (to ask doubts).
- Always keep a notebook and pen beside you to note down any point.
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- Never share your User ID and Password to anyone

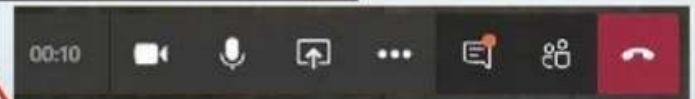


Muted video button
Before joining

Muted Mic button
Before joining



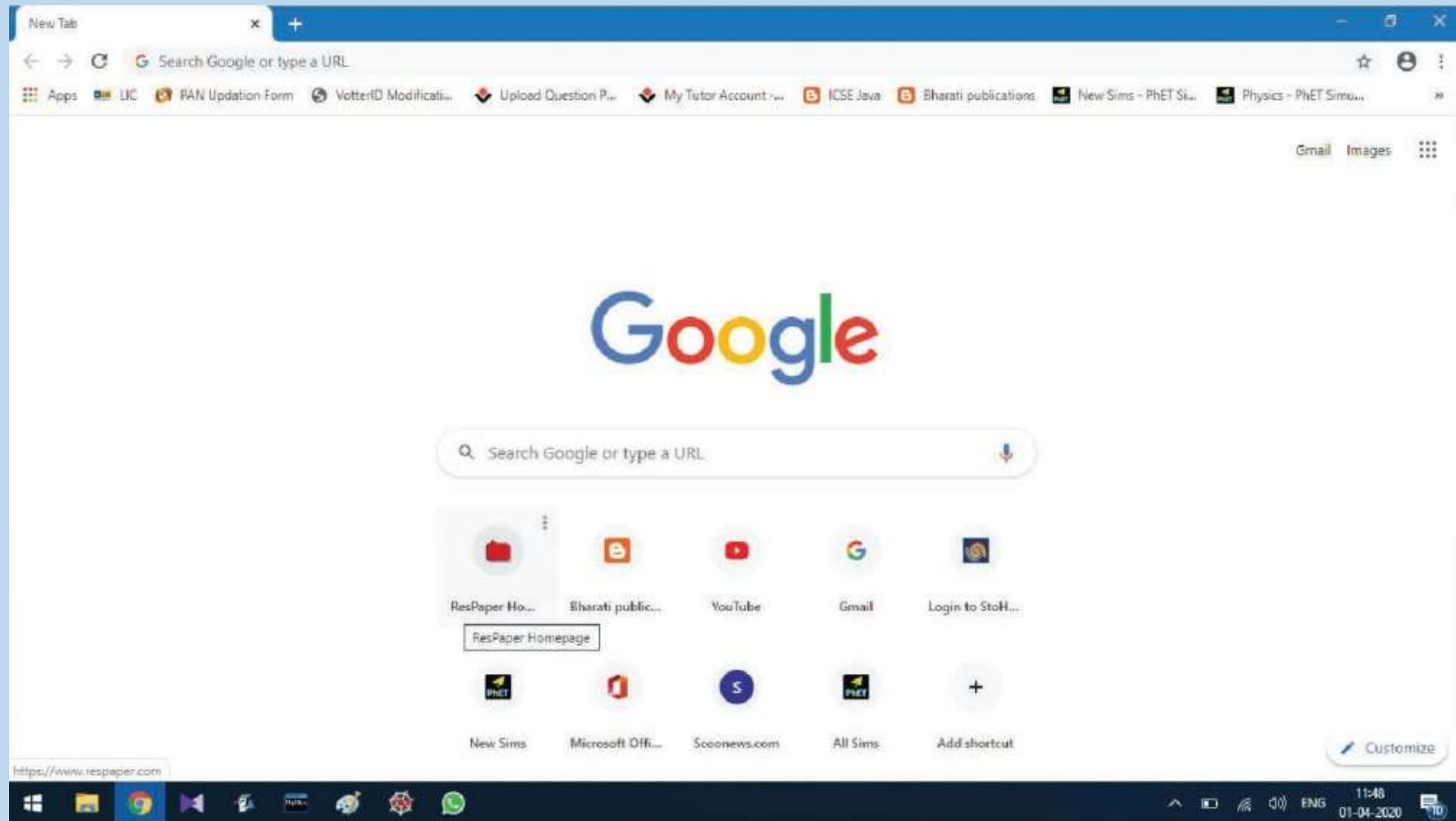
Muted video button
After joining



Muted Mic button
After joining



DESKTOP APP BASED USER GUIDE



Open your browser software. Example Google Chrome



On the address bar, type "teams app" and press the "Enter" button.

The screenshot shows a Google search for "teams app". The search bar is highlighted with a red circle. The results show the Microsoft Teams app on Google Play and the App Store. The "People also ask" section is visible, with questions like "What are Microsoft teams apps?", "Is Microsoft Team free?", "How do I download the teams app?", and "How does the teams app work?".

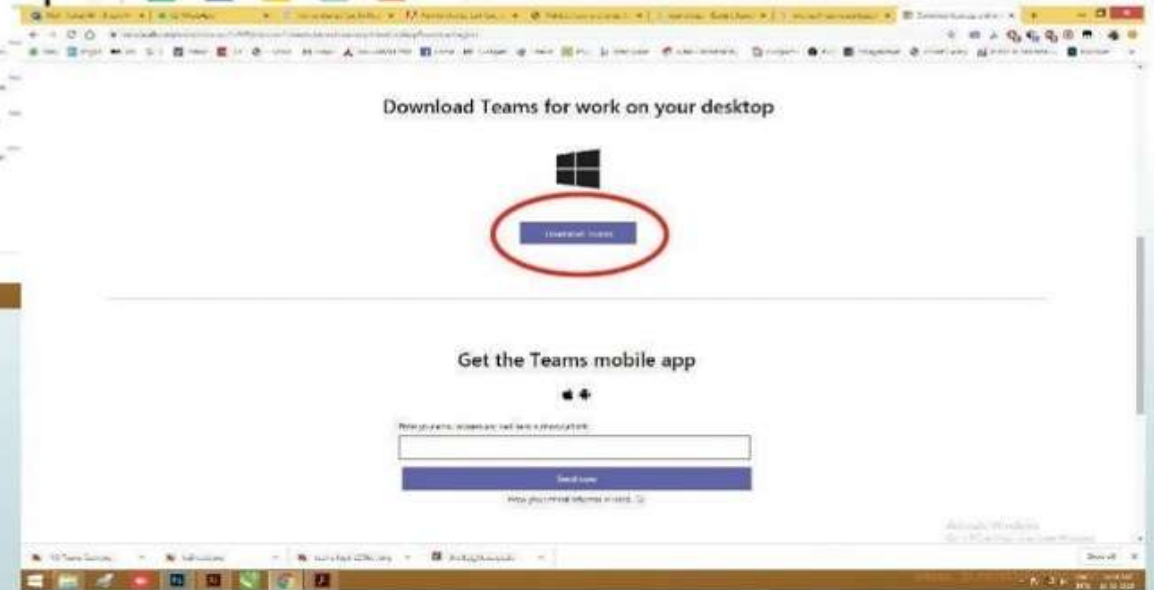
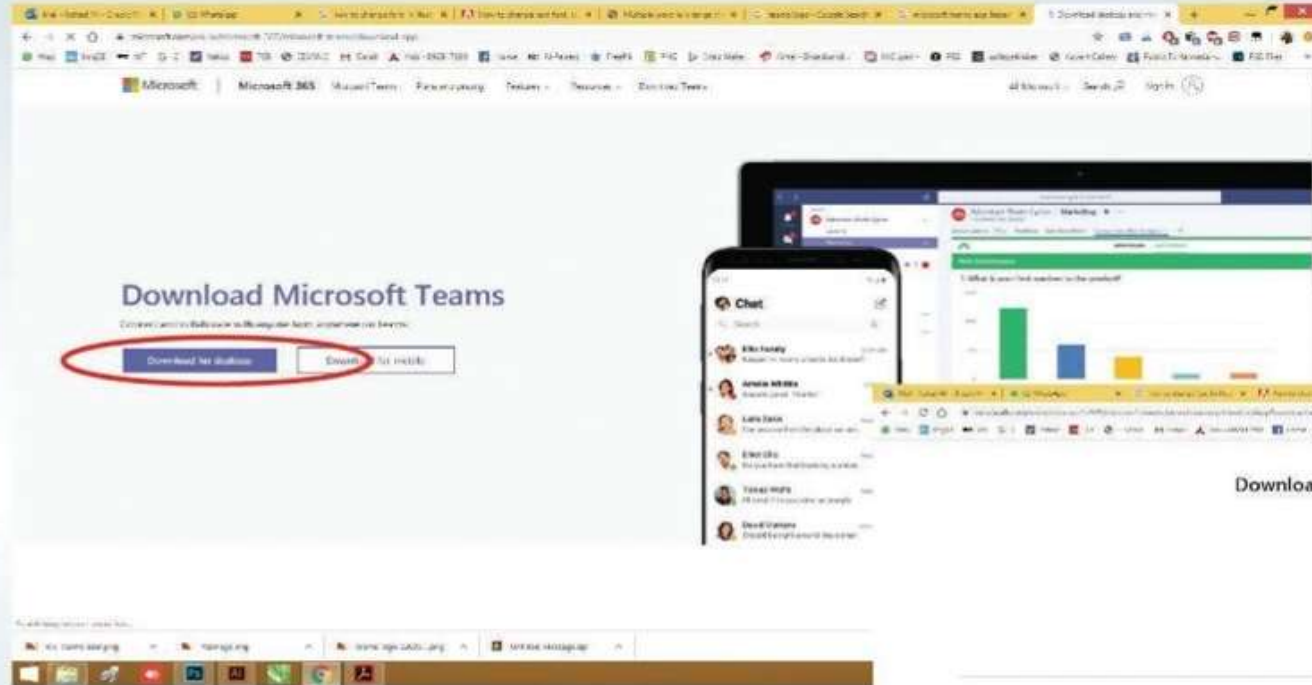
Microsoft Teams – Apps on Google Play
Microsoft Teams is your hub for teamwork in Office 365. All your team conversations, files, meetings, and apps live together in a single shared workspace, and ...
★★★★★ Rating: 4.4 728,274 votes Free Android Business/Productivity

Download desktop and mobile apps | Microsoft Teams
Download Microsoft Teams now and get connected across devices on Windows, Mac, iOS, and Android. Collaborate better with the Microsoft Teams app.

People also ask
What are Microsoft teams apps?
Is Microsoft Team free?
How do I download the teams app?
How does the teams app work?

Microsoft Teams on the App Store
May 6, 2020 - Microsoft Teams is your hub for teamwork in Office 365. All your team conversations, files, meetings, and apps live together in a single shared ...

On address bar type: Teams App press “Enter button”

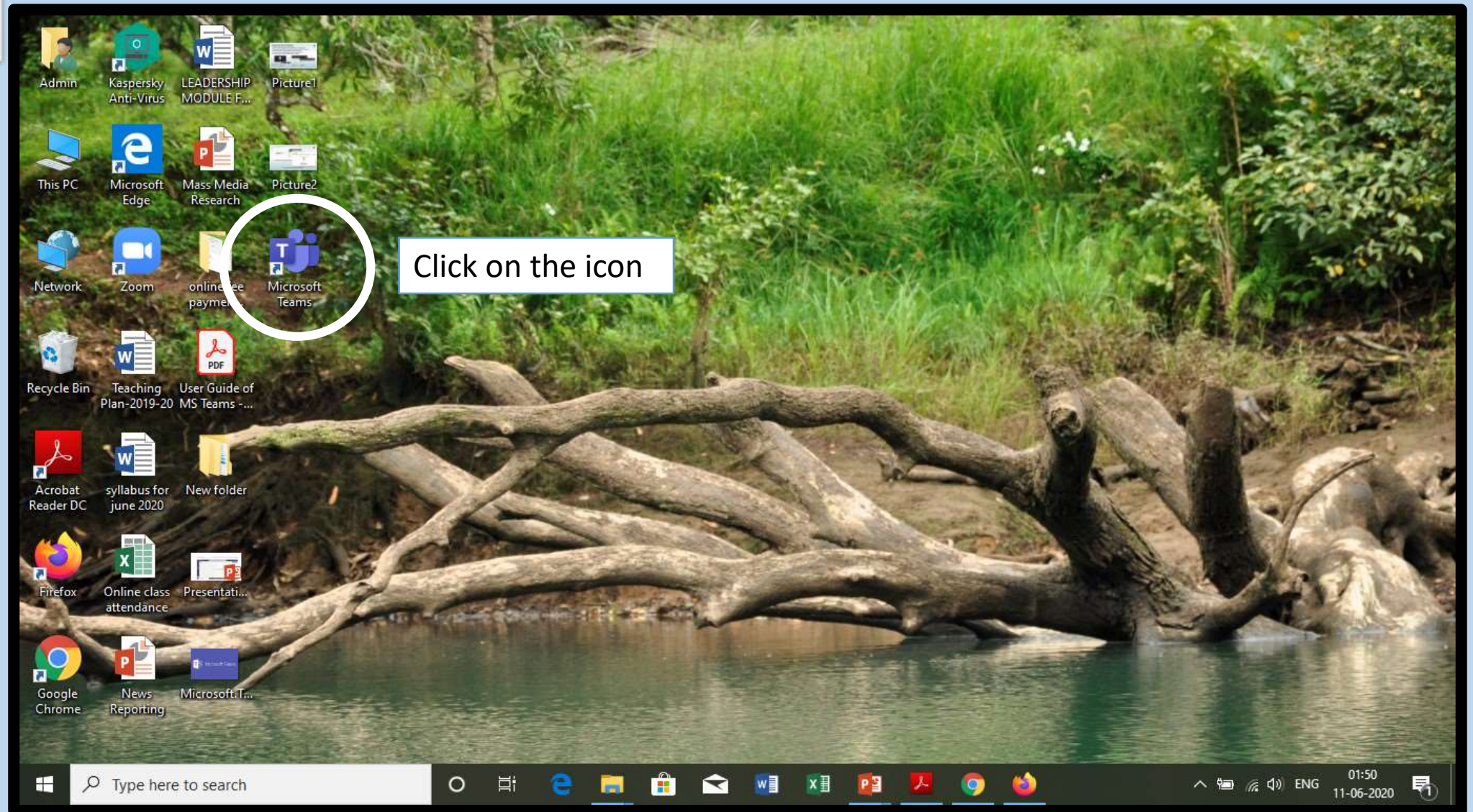


Click on Download for desktop Button



Installing Microsoft Teams . . .

After download click on .exe file





Microsoft Teams

Microsoft Teams



**Enter your work, school,
or Microsoft account.**

19SJE622@sjcedu.onmicrosoft.com

Sign in

Not on Teams yet? [Learn more](#)

Click



19sje622@sjcedu.onmicrosoft.com

Enter password

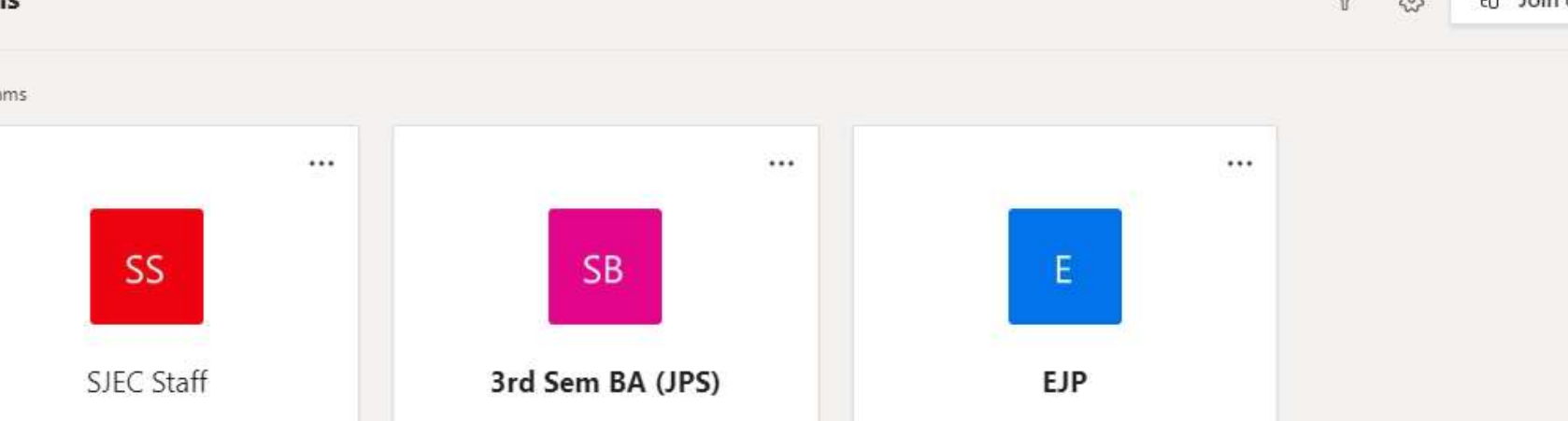
••••••••



[Forgot my password](#)

[Sign in with another account](#)

Sign in



The screenshot displays the Microsoft Teams application window. The top navigation bar includes a search bar, a user profile icon labeled 'RA', and standard window controls. The left sidebar contains icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Apps. The main content area is titled 'Teams' and shows a section 'Your teams' with three team cards. Each card features a colored square with a letter: a red square with 'SS' for 'SJEC Staff', a pink square with 'SB' for '3rd Sem BA (JPS)', and a blue square with 'E' for 'EJP'. Each card also has a three-dot menu icon in the top right corner. An orange callout box at the bottom of the screenshot contains the text: 'You will find different teams click the appropriate one'.



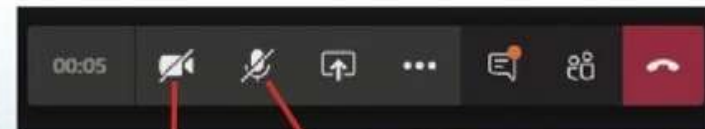
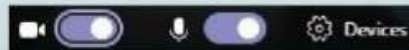
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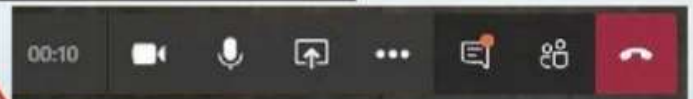


Muted video button
Before joining

Muted Mic button
Before joining



Muted video button
After joining



Muted Mic button
After joining



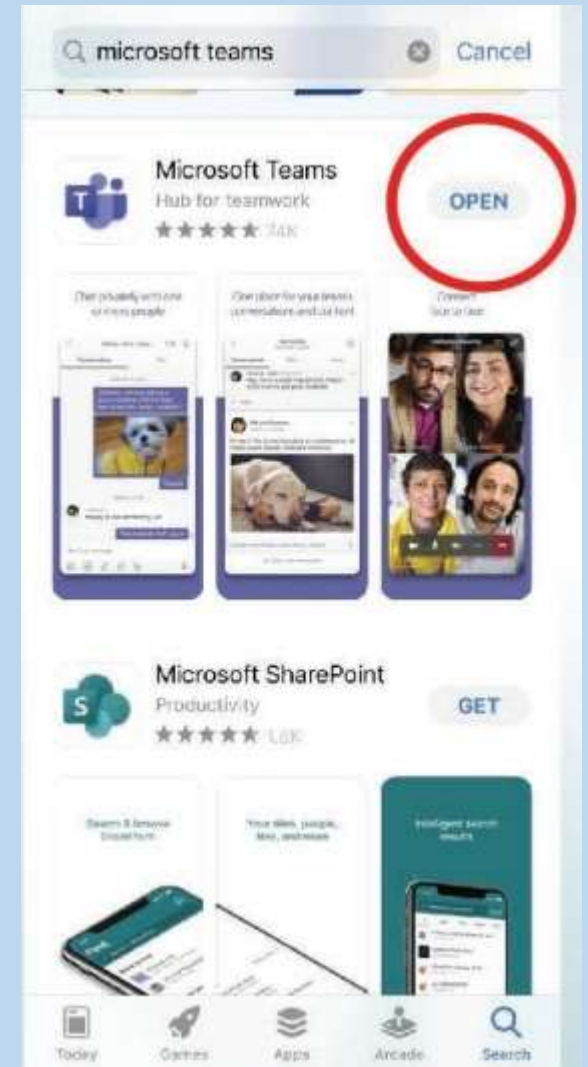
MOBILE APP BASED USER GUIDE



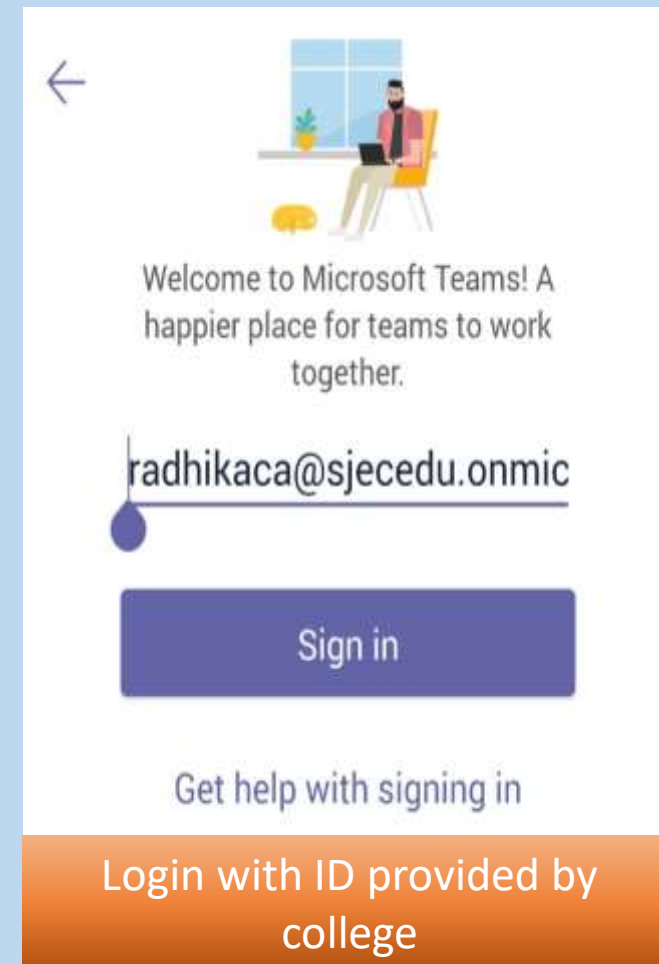
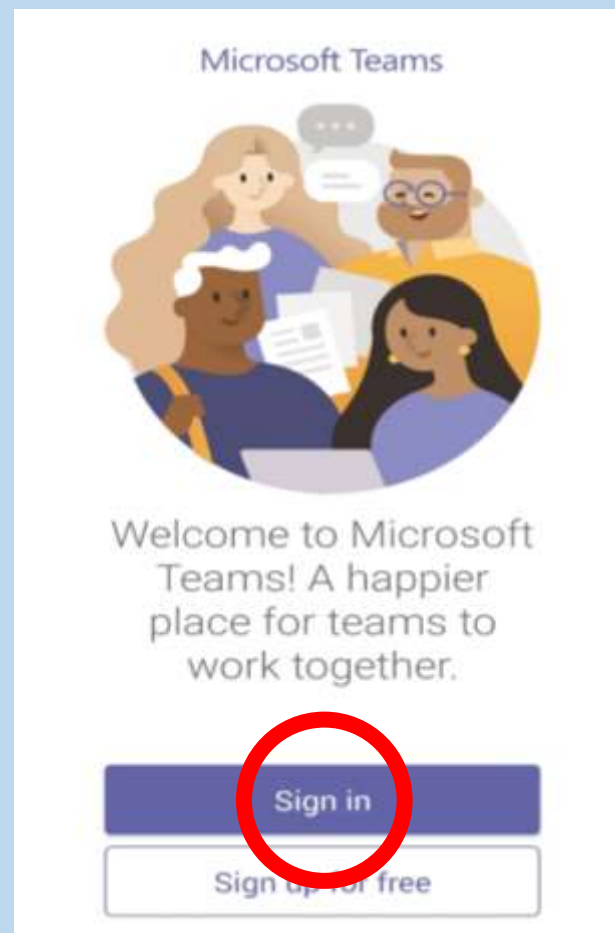
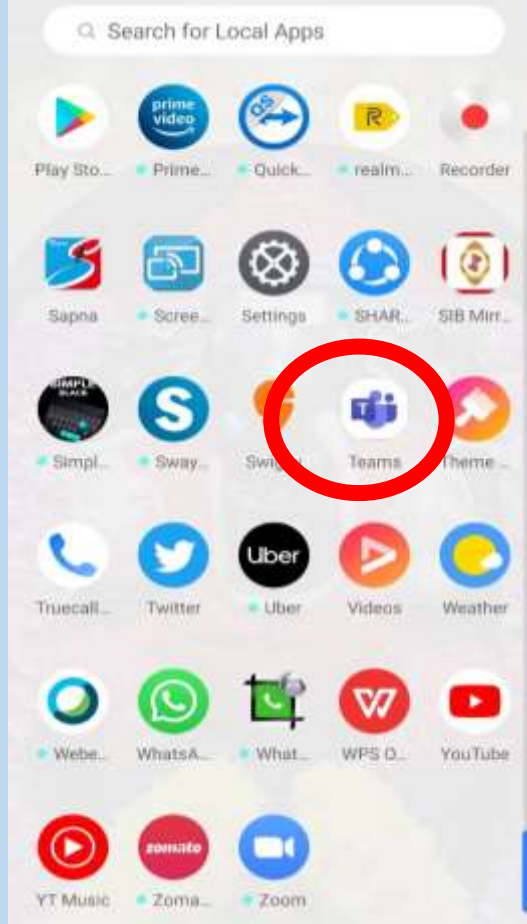
Android – Google Play Store



iOS – App Store



Download and open teams





Sign in to Microsoft Teams



radhikaca@sjcedu.onmicrosoft.com

Enter password

[Forgot my password](#)

[Sign in with another account](#)

[Sign in](#)



Chat



Start a private chat

Have private one-on-one and group conversations



Teams



SJEC Staff



General



3rd Sem BA (JPS)



General



EJP



General

[See all teams](#)

Click on the appropriate team that you have to join





General

EJP

🔔

⋮

POSTS

FILES

MORE

👤

Radhika C. added 19SJE601 and 3 others to the team.

👥

Radhika C. changed team description.

RA

You

01:07

Scheduled a meeting

📅

ejp

Today @ 17:00

↩

Reply

✍

ejp

EJP / General

⋮

CHAT

DETAILS

ejp

Thu Jun 11, 2020

17:00 - 18:00

SJEC

Join

Edit

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

Shared to channel

E

EJP

General

Participants (2)

RA

Radhika C A

Organizer



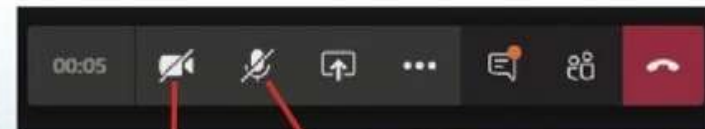
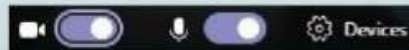
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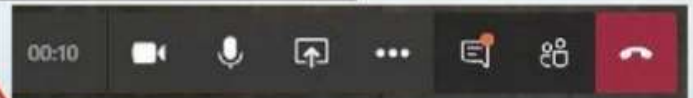


Muted video button
Before joining

Muted Mic button
Before joining



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After joining



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After joining



THANK YOU
HAPPY LEARNING!!