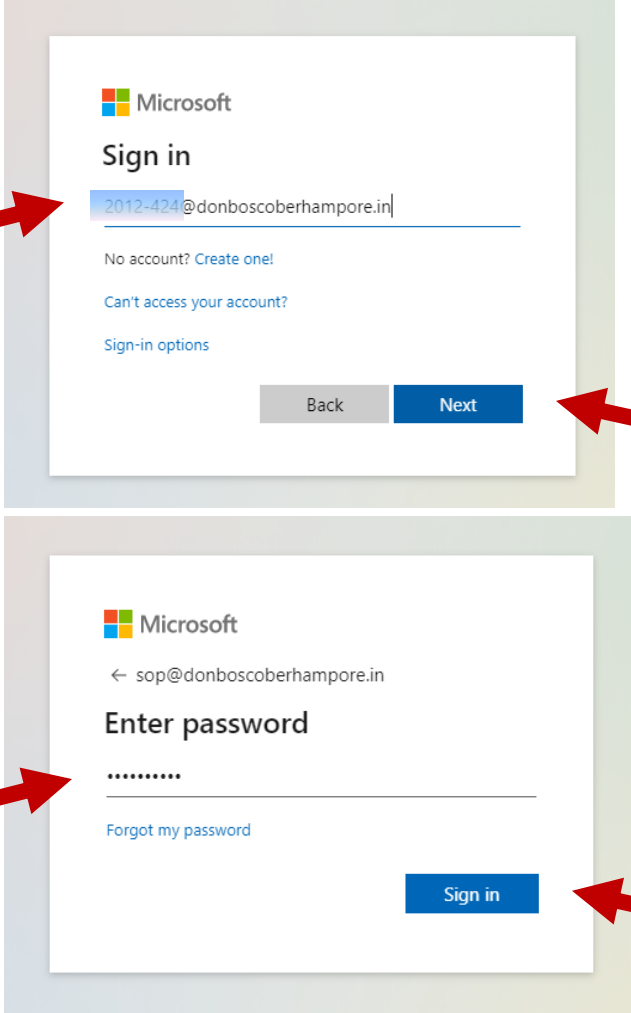




DON BOSCO SCHOOL , BERHAMPORE

Steps to access Microsoft Teams Account from your desktop/Laptop for Live online classes

- Visit <https://teams.microsoft.com/>



1. Write the email ID provided by the School.



2. Click on Next

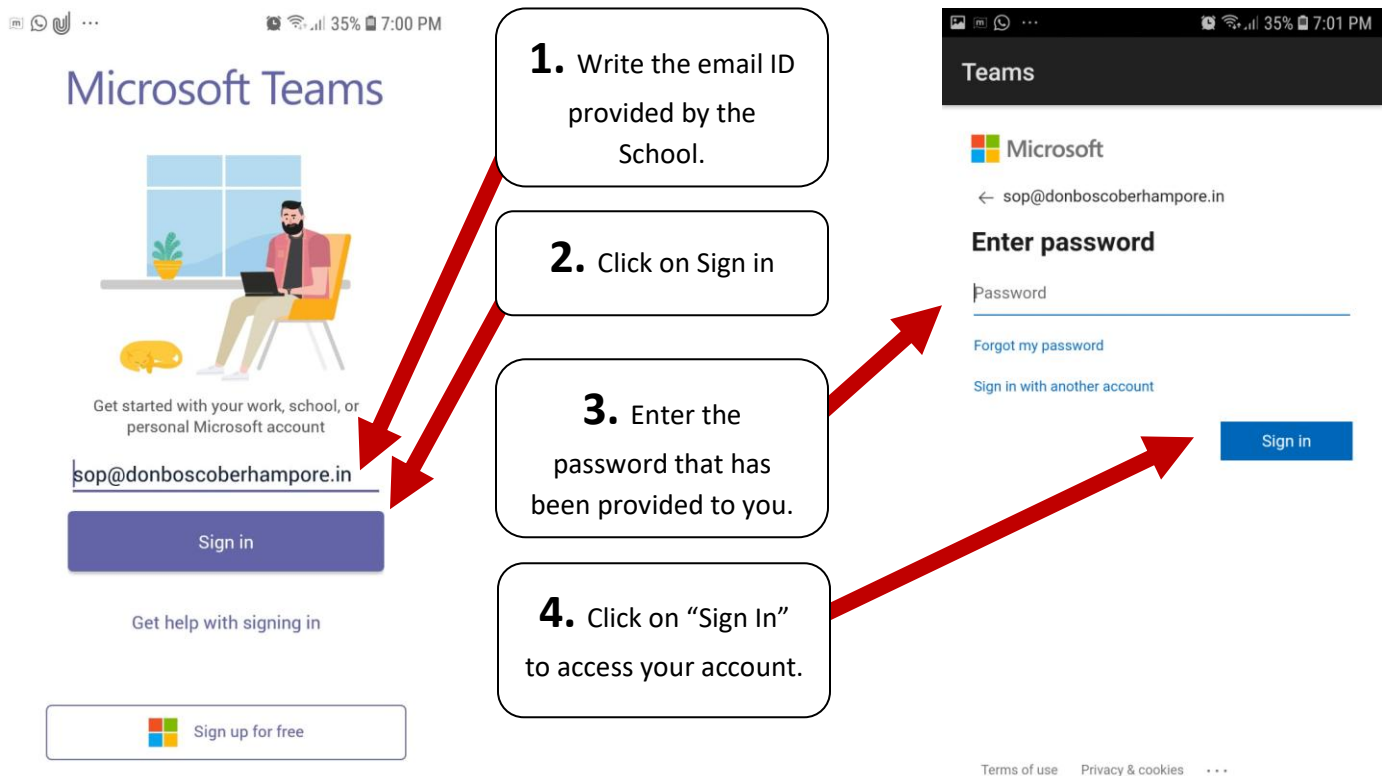
3. Enter the password that has been provided to you.

4. Click on "Sign In" to access your account.

- After successfully logging in to your account, students will be prompted to change their password after the first login.
- New Password must contain 8 characters with one special character (%,&,@,or #).
- After setting up your Password, it's totally your responsibility to remember the New Password or you won't be able to access your account.
- Once the New Password is set, you have to log in to your account with the New Password.

Steps to access Microsoft Teams Account from your Smartphone for Live online classes

- Go to Playstore 
- Search for “Microsoft Teams” app 
- Download the app and install it in your smartphone.
- Open the app.



The image shows a smartphone screen displaying the Microsoft Teams login interface. The screen is divided into two parts: the left side shows the login form, and the right side shows the password entry screen. Four numbered steps are overlaid on the screen with red arrows pointing to the corresponding elements:

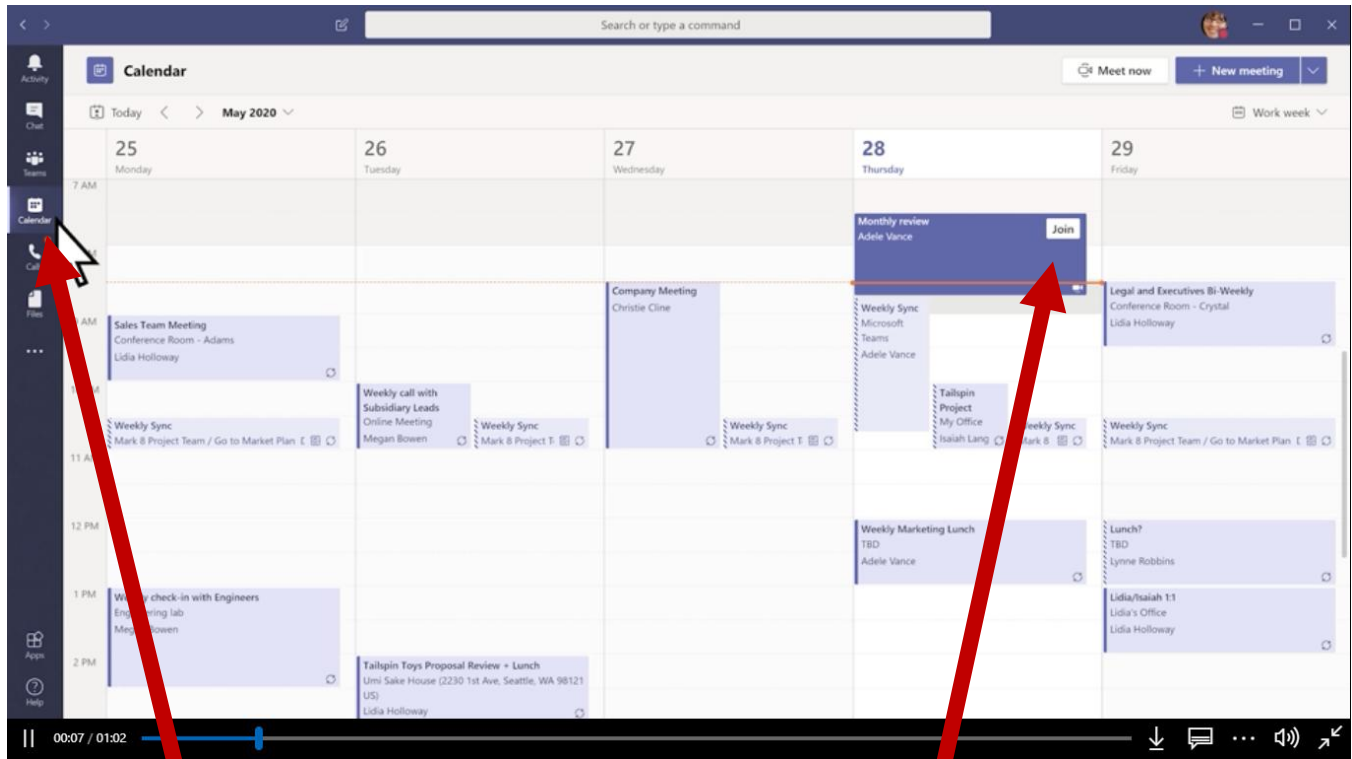
- 1. Write the email ID provided by the School.** (Points to the email input field containing 'sop@donboscoberhampore.in')
- 2. Click on Sign in** (Points to the 'Sign in' button)
- 3. Enter the password that has been provided to you.** (Points to the password input field)
- 4. Click on “Sign In” to access your account.** (Points to the 'Sign in' button on the password screen)

The login form on the left includes the Microsoft Teams logo, a user illustration, the text 'Get started with your work, school, or personal Microsoft account', the email input field, a 'Sign in' button, and a 'Sign up for free' button. The password screen on the right includes the Microsoft logo, the email address, the text 'Enter password', a password input field, and a 'Sign in' button. At the bottom of the password screen are links for 'Forgot my password' and 'Sign in with another account'.

- After successfully logging in to your account, students will be prompted to change their password after the first login.
- New Password must contain 8 characters with one special character (%,&,@,or #).
- After setting up your Password, it’s totally your responsibility to remember the New Password or you won’t be able to access your account.
- Once the New Password is set, you have to log in to your account with the New Password.

After you have successfully logged in to your account , follow these steps to join a class.

Note: As of now, you won't be able to see all the periods in your calendar as we are still in process of scheduling the periods. Once its done you can view all the periods scheduled for your class.



1. Click on the “Calendar” option

2. Click on the “Join” option to join a scheduled class by your subject teacher.

N.B.: This “Join” option will only appear few minutes before the class begins and will be there throughout the period. After the class is over, the “Join” option will disappear.
