



Microsoft Teams

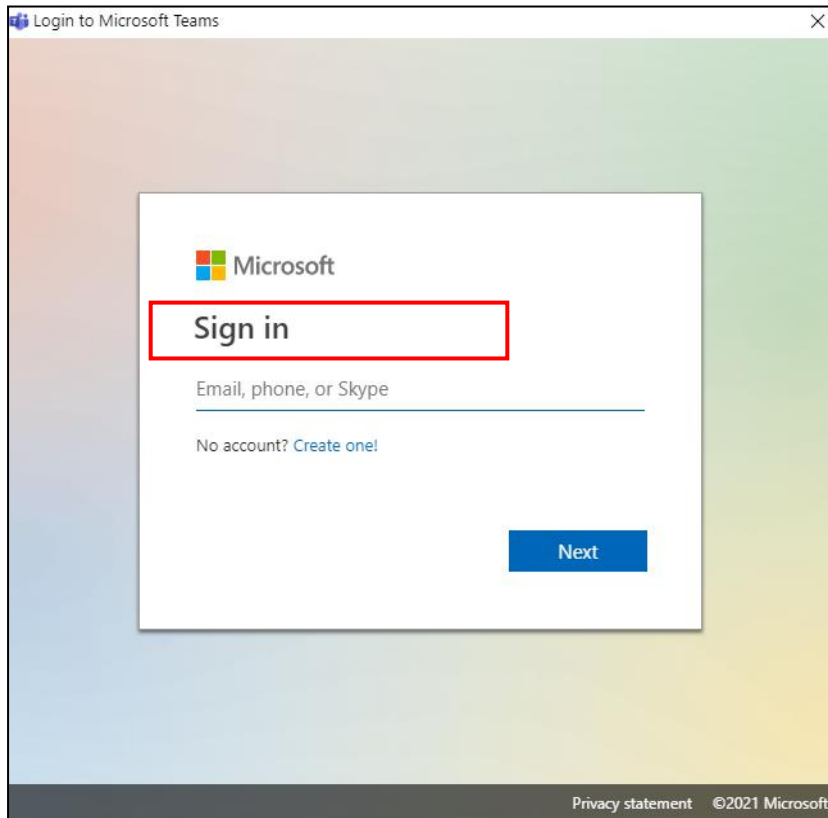
How to Join Your Class

Dear Students,

Welcome to the **Academic Session 2021-22**. Gurukul Global School is always striving to create the best learning experience for you, be it Online or Offline. For students opting to join their classes Online, this circular will guide you through the process.

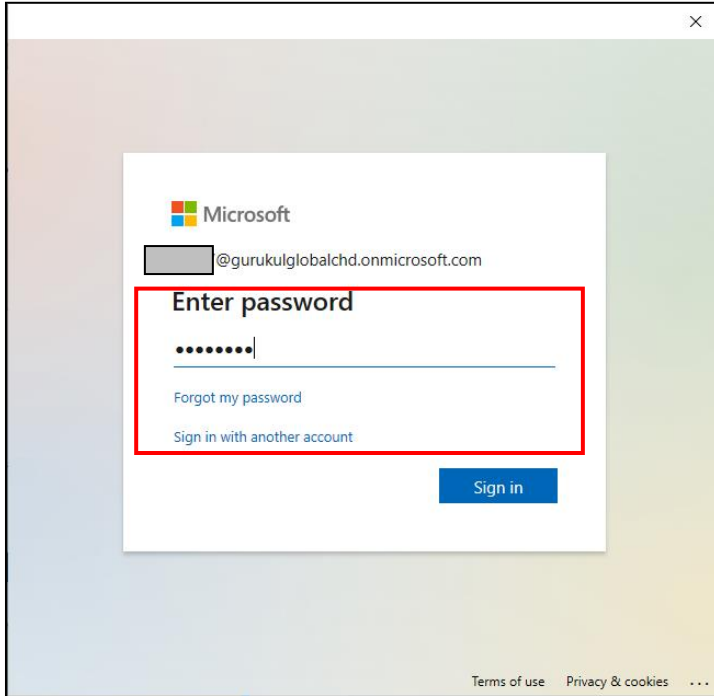
STEP 1. Open Microsoft Teams

Download and open Microsoft Teams- you will be prompted to sign-in.



STEP 2. Put in your Login Credentials

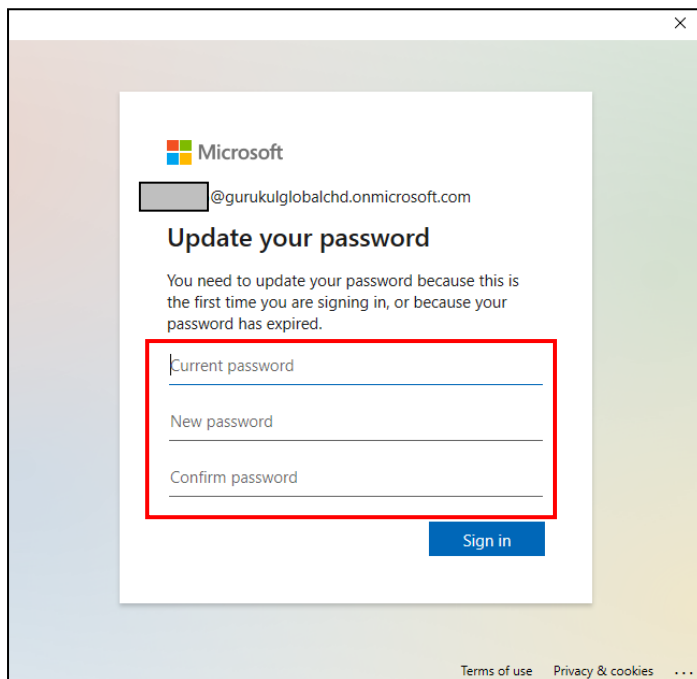
Put in your user ID and password provided by your class teacher.



A screenshot of the Microsoft login interface. At the top left is the Microsoft logo. Below it is a text input field containing the email address "@gurukulglobalchd.onmicrosoft.com". The main heading is "Enter password". Below this heading is a password input field with a red rectangular box around it, containing several dots and a cursor. Underneath the password field are two links: "Forgot my password" and "Sign in with another account". At the bottom right of the form is a blue "Sign in" button. At the bottom of the page are links for "Terms of use", "Privacy & cookies", and a menu icon.

STEP 3. Change your Password

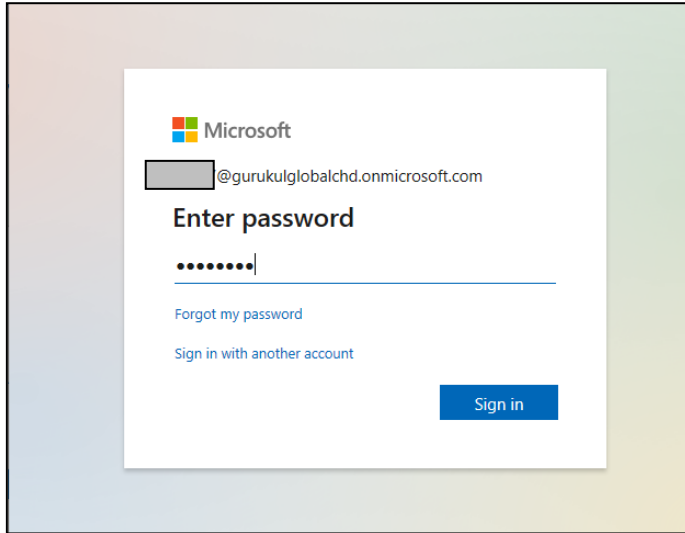
Microsoft Teams will ask you to change the password. You need to put current password (provided to you) and a new password.



A screenshot of the Microsoft password update interface. At the top left is the Microsoft logo. Below it is a text input field containing the email address "@gurukulglobalchd.onmicrosoft.com". The main heading is "Update your password". Below this heading is a paragraph of text: "You need to update your password because this is the first time you are signing in, or because your password has expired." Below this text are three password input fields: "Current password", "New password", and "Confirm password". These three fields are enclosed in a red rectangular box. At the bottom right of the form is a blue "Sign in" button. At the bottom of the page are links for "Terms of use", "Privacy & cookies", and a menu icon.

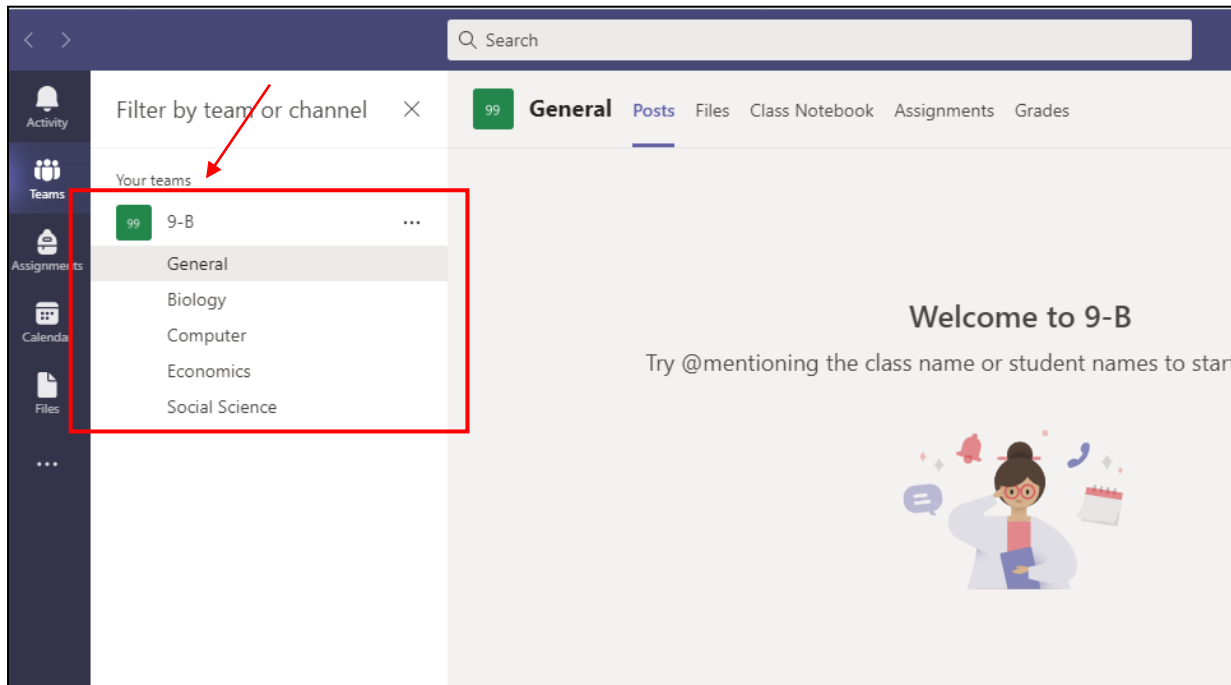
STEP 4. Login

After setting your password, you will be required to use your user ID and new password to sign-in.



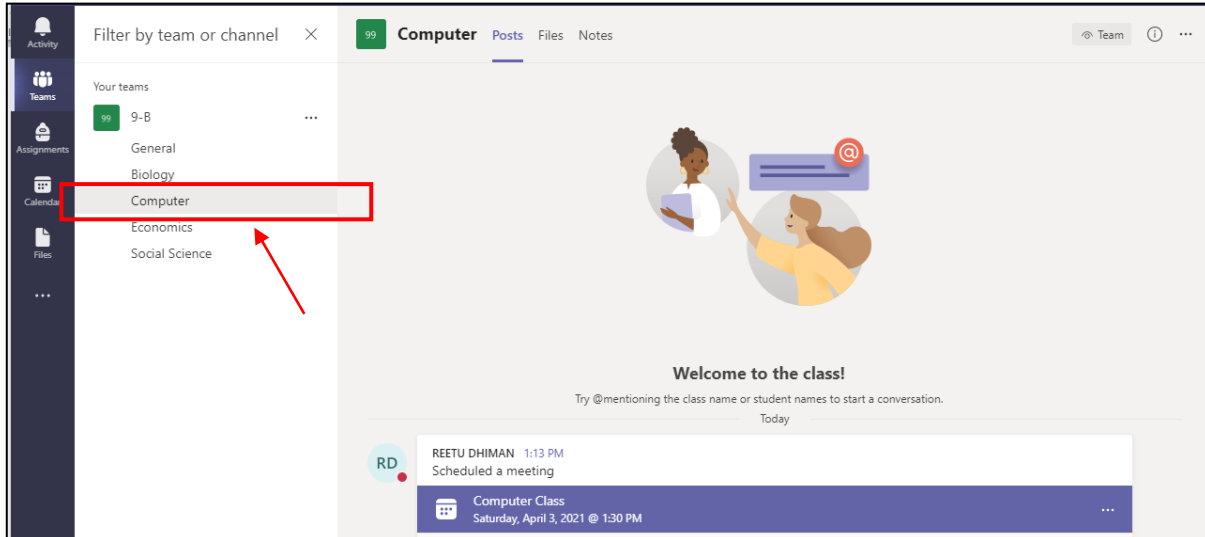
STEP 5. Navigate to your Class Group

When you navigate to 'Teams' you will be able to see your class group.



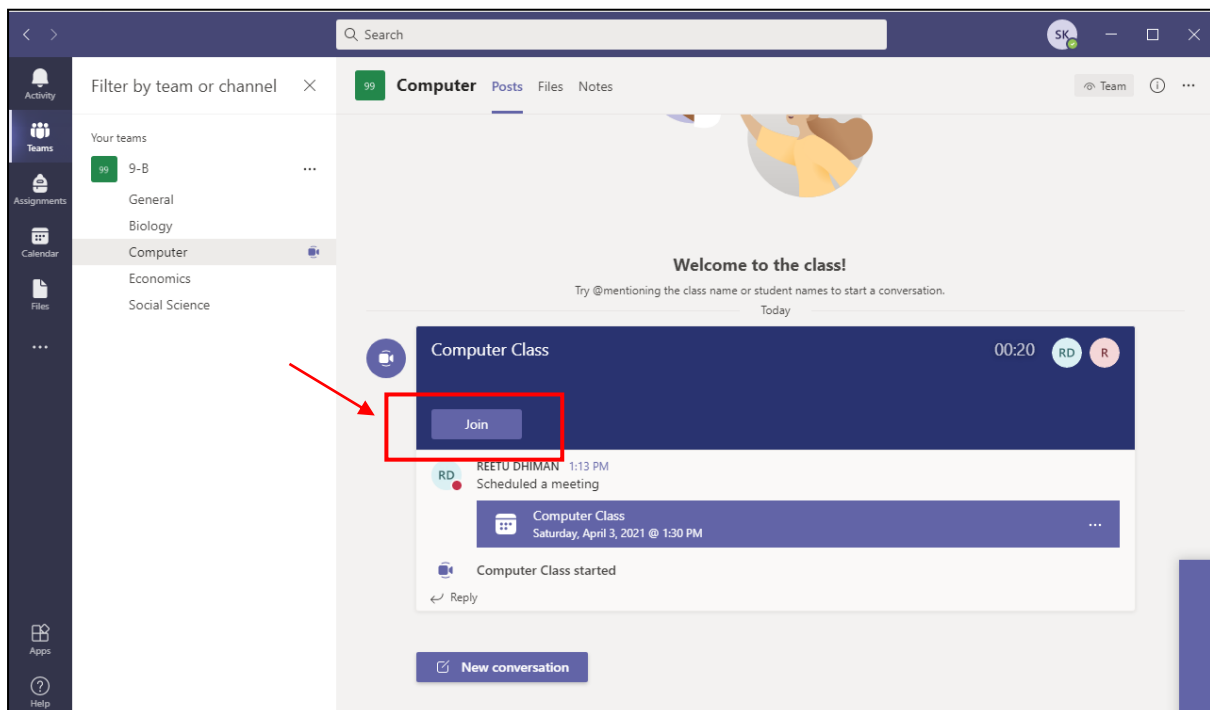
STEP 6. Navigate to the Subject Channel

Click on your subject channel according to your Timetable. You will be able to see the meeting scheduled in your class/subject channel.



STEP 7. Join the Class

Once you have navigated to the required class, you will be able to see a 'Join' option. You can use it to join your class.



STEP 8. Choose your Video and Audio Device

Before you can join you will be prompted to choose your preferred audio device, you will be also directed to turn on your web camera. After you have selected your preferences you can proceed and click on '**Join Now**' to attend your class.

