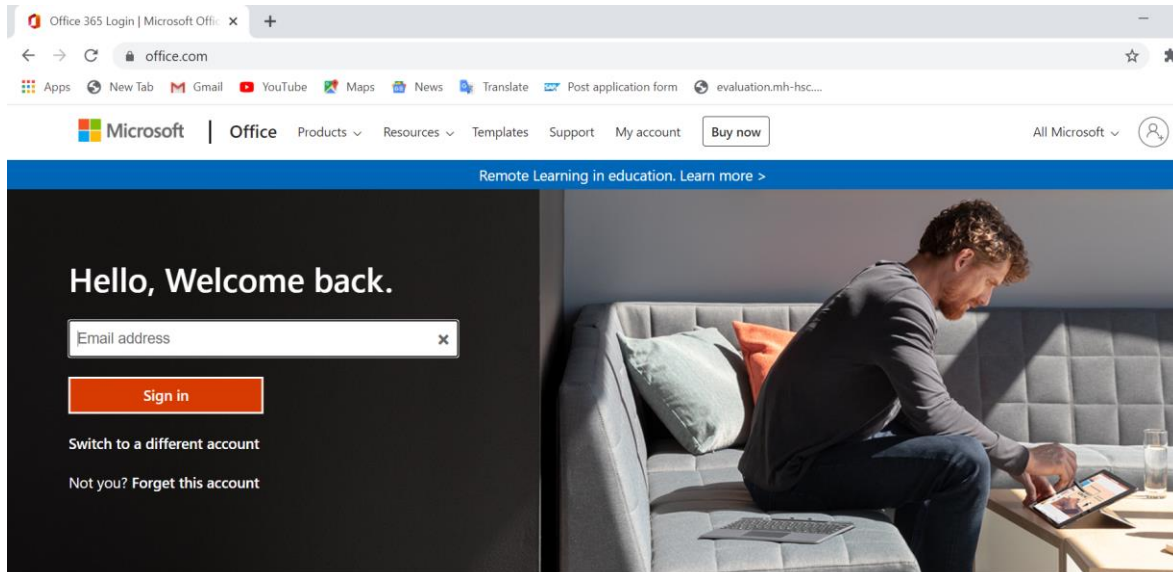
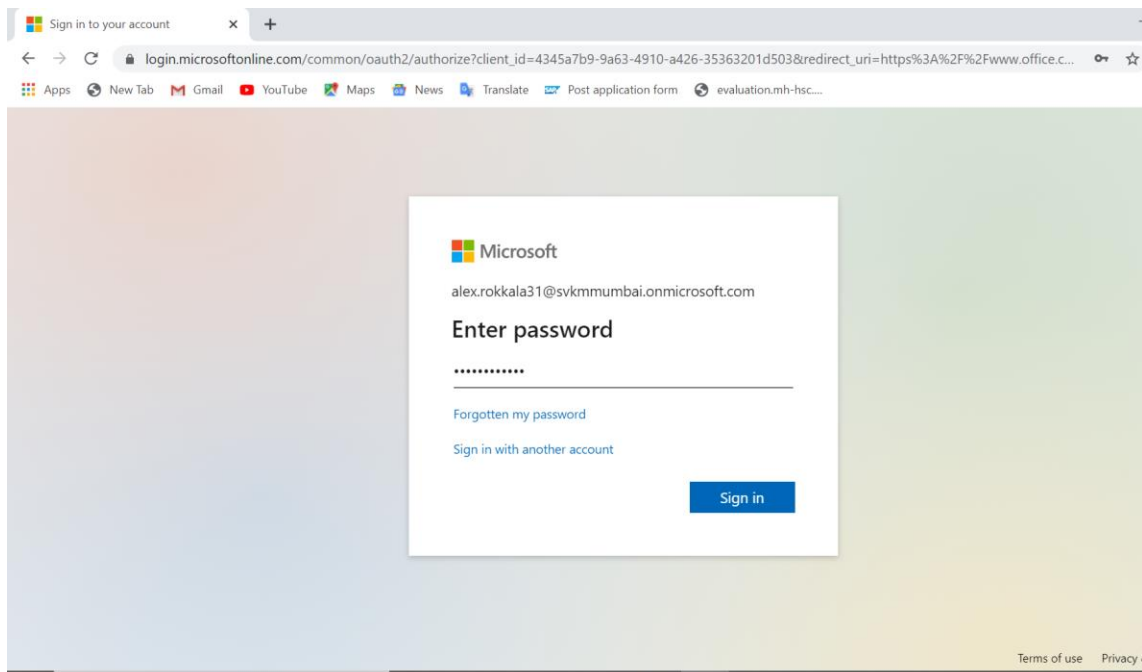


STEP 1: CLICK THIS LINK <https://www.office.com/>

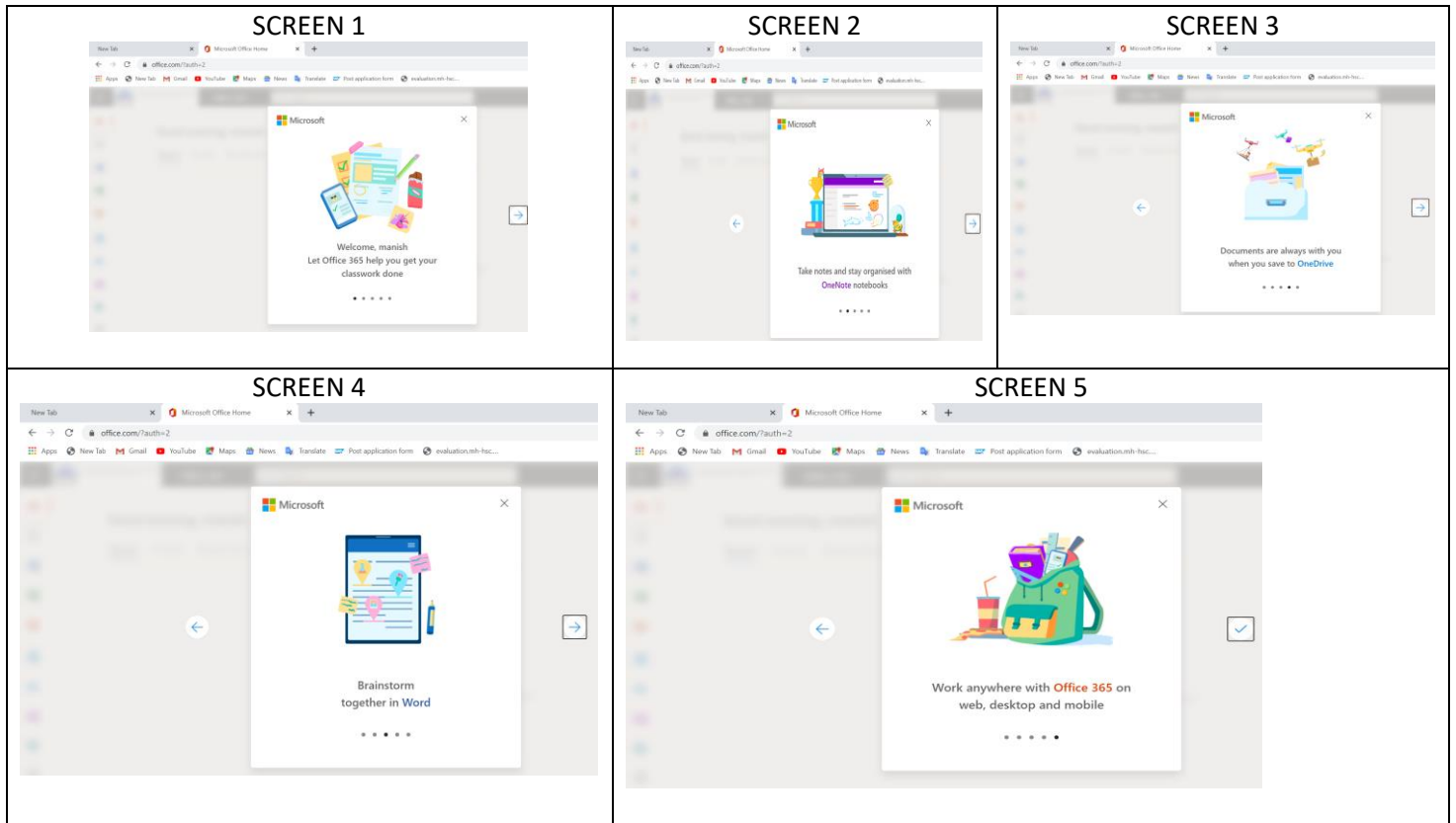
The below mentioned screen will appear, Enter the MS-TEAMS EMAIL ID and click on Sign-in Button.



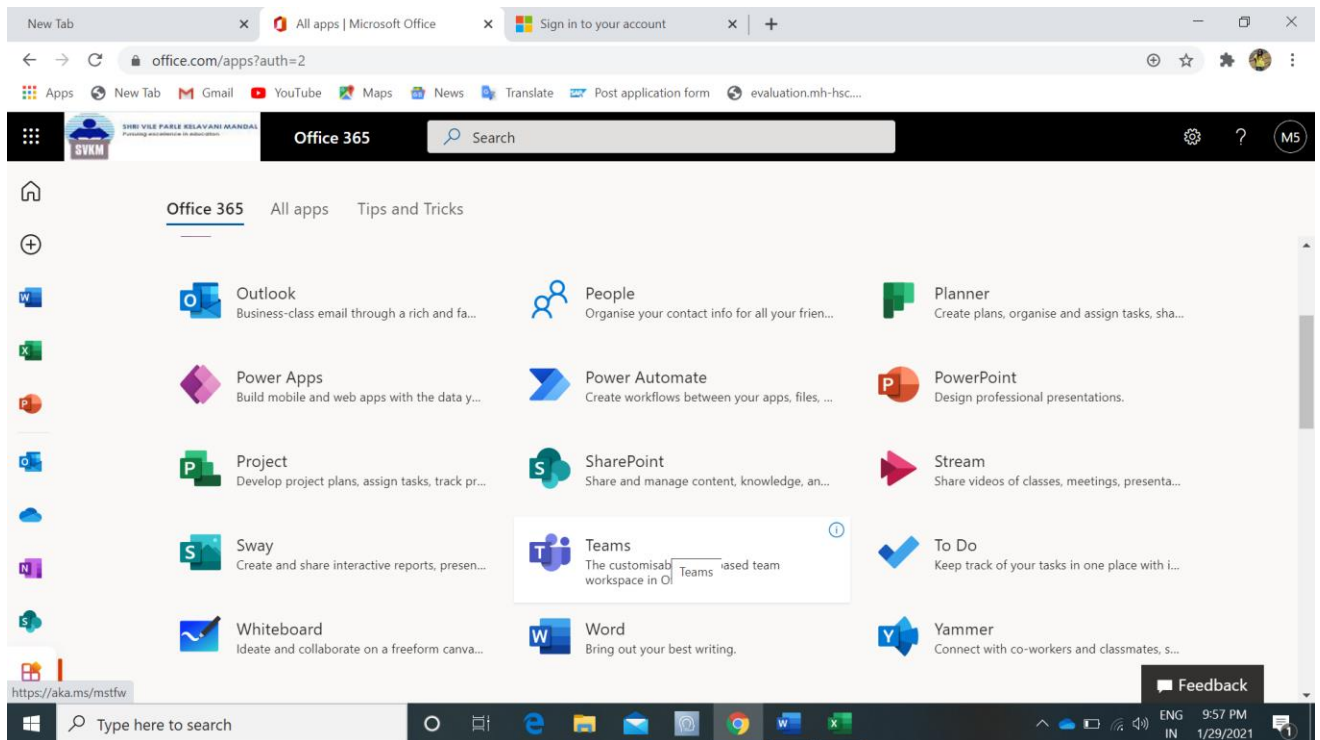
STEP 2: ENTER THE PASSWORD OF MS-TEAMS GIVEN BY INSTITUTION & CLICK ON SIGN-IN



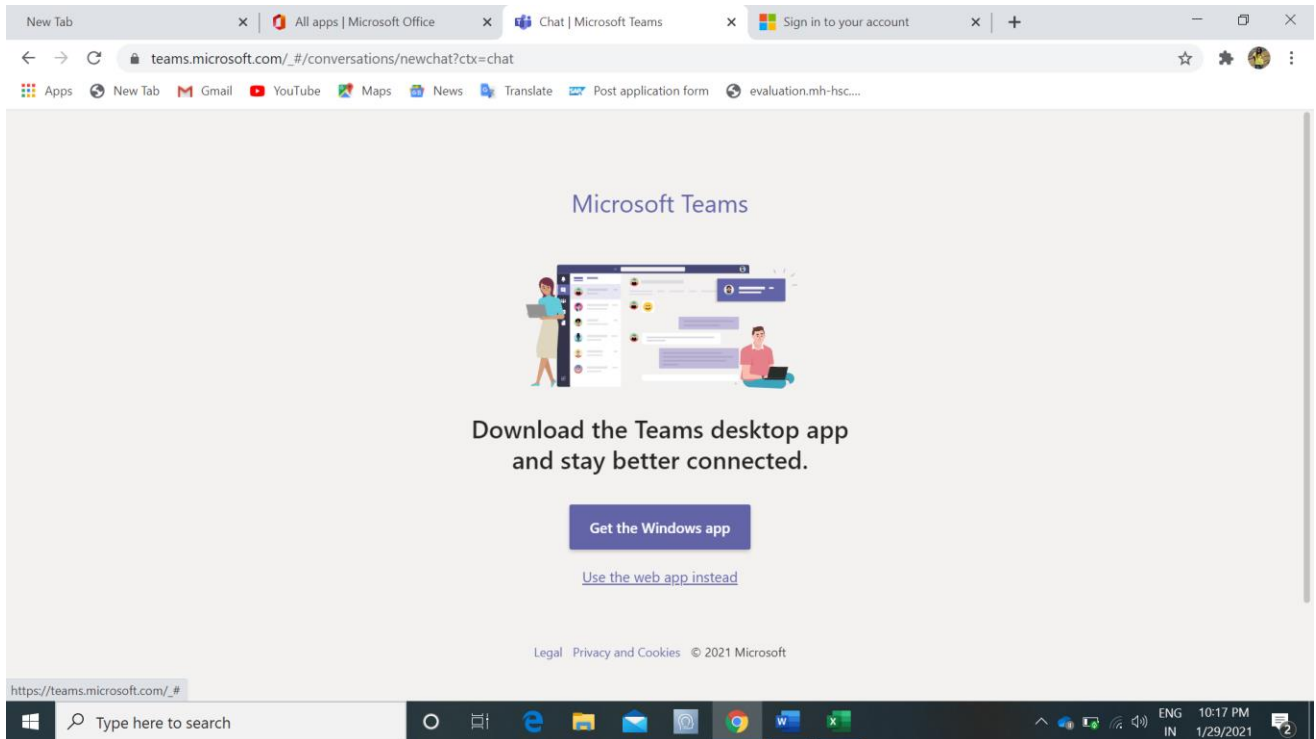
STEP 3: AFTER CLICKING ON SIGN-IN BUTTON THE BELOW MENTION SCREENS AS PER SEQUENCE WILL APPEAR BY CLICKING RIGHT-SIDED ARROW.



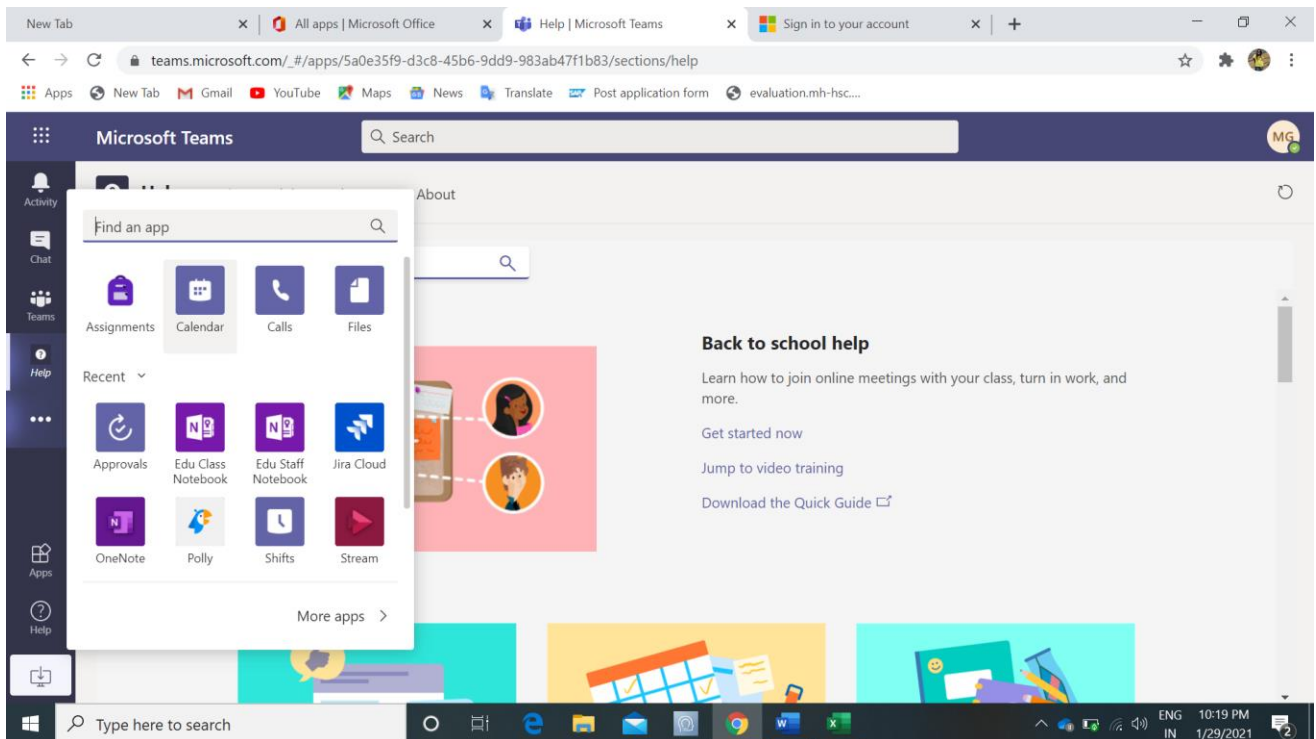
STEP 4: CLICK ON MS-TEAMS ICON



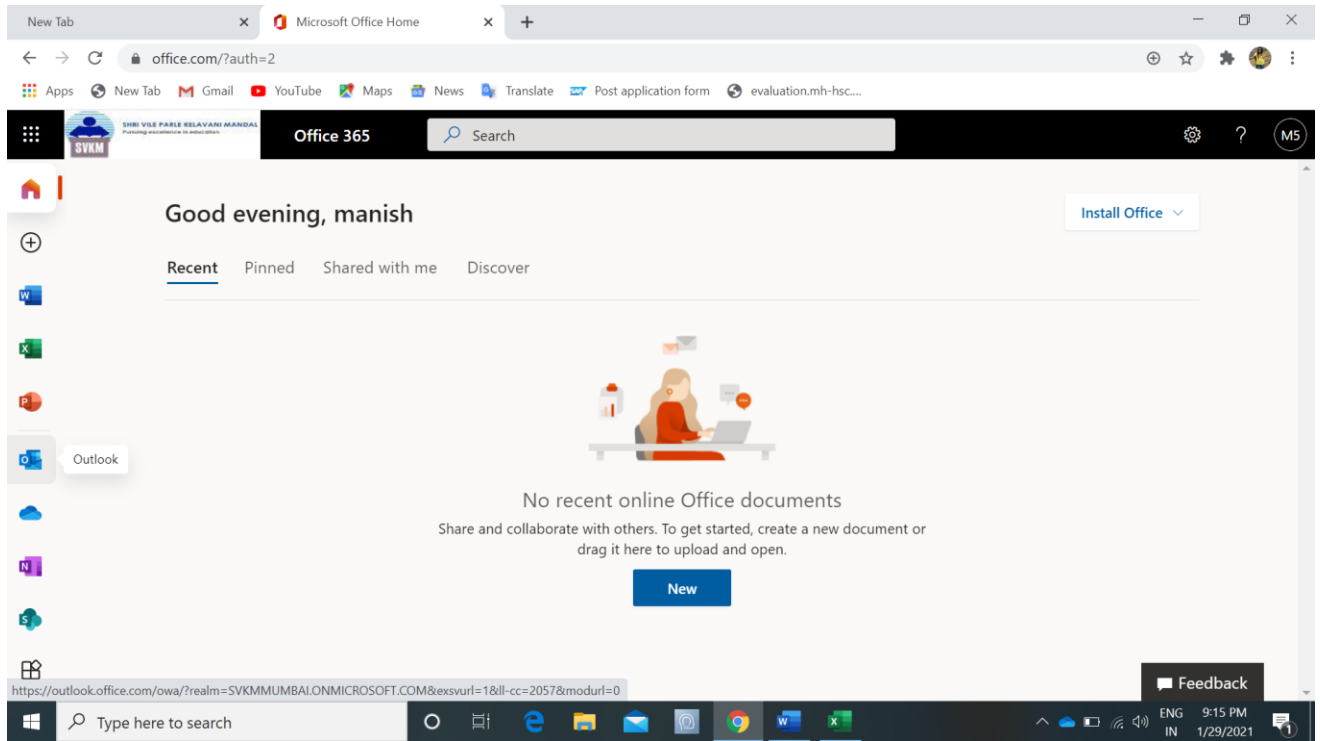
STEP 5: CLICK ON UNDERLINE TEXT "USE THE WEB APP INSTEAD"



STEP 6: CLICK ON LEFT – SIDE THREE DOTS ICON & PRESS CALENDAR ICON WHERE YOU CAN SEE SCHEDULED ONLINE SESSIONS.



STEP 7: AFTER THE STEP 3, YOU CAN SEE BELOW SCREEN THEN CLICK ON MS-OUTLOOK ICON & in INBOX YOU WILL RECEIVE ONLINE LECTURE EMAILS.



----- THANK YOU -----