

Instructions for Operating Microsoft Teams Platform:

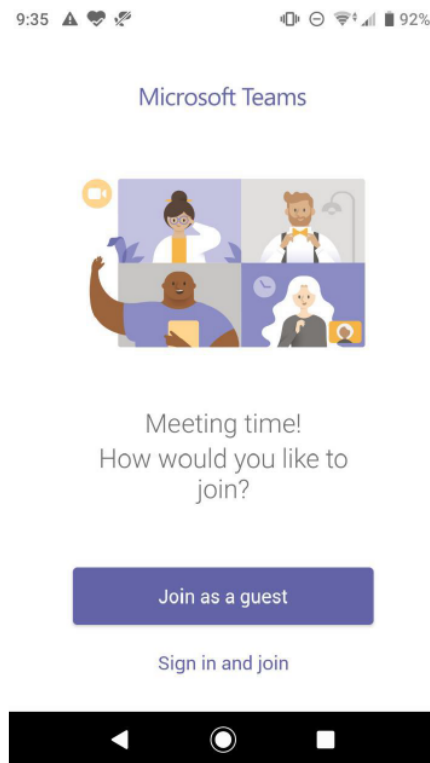
You can attend the orientation session using mobile phone or laptop/desktop:

HERE ARE FEW INSTRUCTIONS FOR USING MICROSOFT TEAMS ON PHONE:

1) If you plan to attend the lecture **via Phone** you need to have the Microsoft Teams app installed on your phone. Here is the link for installing it on your phone:

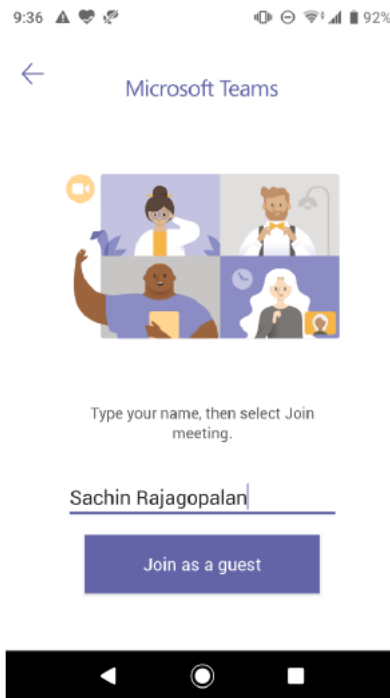
<https://play.google.com/store/apps/details?id=com.microsoft.teams>

2) As you install it, please note you need not have an account on Microsoft teams to join us. Just click on the link provided for the live event and you will be redirected to the app. The screen will appear as follows:



You can click on Join as Guest. (If this doesn't pop up in the first attempt, go back and click on the link again).

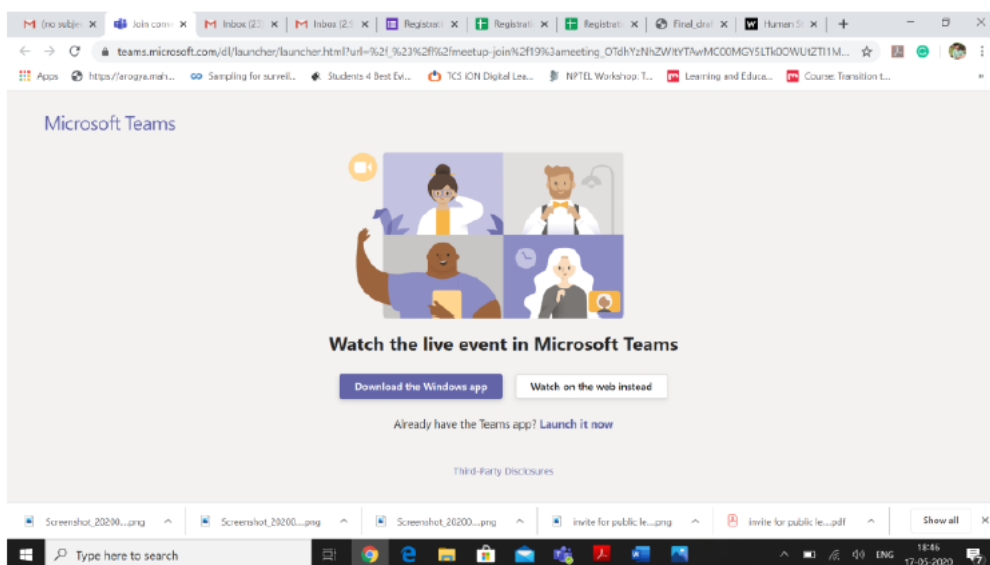
If you sign in as guest, this screen would appear:



Please type your name (Student Name) and then click on Join as Guest. You will then enter the Live event.

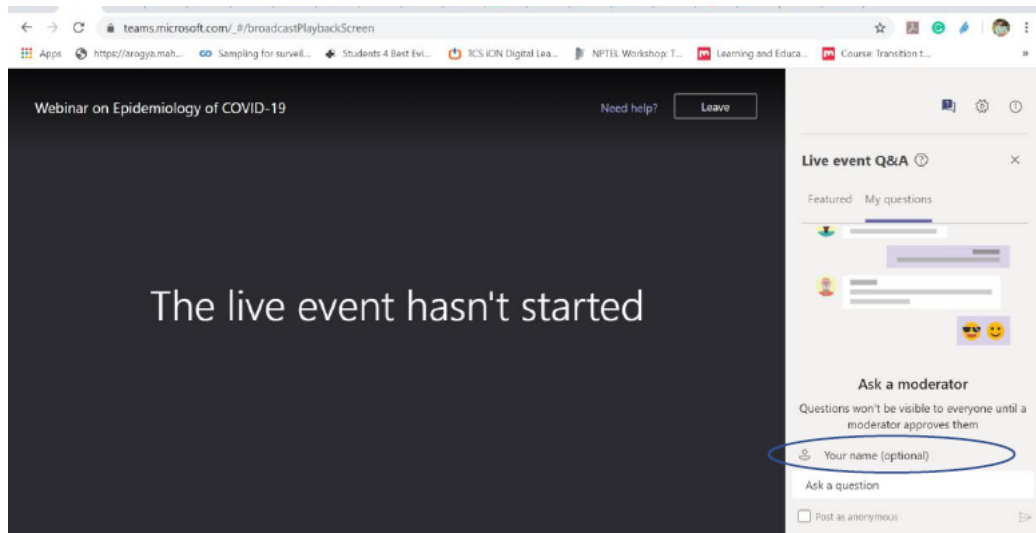
HERE ARE FEW INSTRUCTIONS FOR USING MICROSOFT TEAMS ON LAPTOP/DESKTOP:

1) If you plan to attend the lecture **via Laptop/Desktop**, then as you click of the link of the webinar that we will send you, you will be redirected to this screen



If you do not have Microsoft teams installed on your computer it is fine, you can choose “**Watch on Web instead**” option as shown in the image. If you have teams app installed on the computer you can open it through the app too.

2) If you are using laptop, Once you enter as anonymous, open the Q&A box and enter your name. Click on ask a question & rename yourself.



3) Please type your questions in the Q&A box, select questions will be asked by the moderator.

4) Please join in by 15 minutes prior to avoid missing out on the initial part of the lecture due to connectivity or any technical issues.

5) Finally, Internet connectivity matters, so try avoiding using any apps or browsers while you are in the session to avail maximum bandwidth. If you are not able to see or hear once the event begins, leave the room and join again. (Refresh & Re-enter).