



WEB, DESKTOP AND MOBILE APP USER GUIDE





WEB BASED USER GUIDE



MBA TWINNING PROGRAMME

"Where Innovation is a Way of Life"



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



Enter your Login ID and then click sign in & enter the Password



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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



- Enter the Password Received from the college in Current Password
- Enter the New Password (ex
 Stones@22) & Confirm Password



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Click on teams. If not seen click on All Apps

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



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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.
- Concentrate only on the class while class is happening.
- You must logout immediately when your classes get over.
- Never share your User ID and Password to anyone



DESKTOP APP BASED USER GUIDE





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Open your browser software. Example Google Chrome





On address bar tupe: Teams App press "Enter button"





Click on Download for desktop Button



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Installing Microsoft Teams . . .

After download click on .exe file







📫 Microsoft Teams

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- Enter the User ID & Click on Sign in
- Enter the Password & Click on Sign in





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You will find different teams click the appropriate one & Click on Calendar



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MOBILE APP BASED USER GUIDE



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Android - Google Play Store



IOS - App Store



Download and open teams



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Welcome to Microsoft Teams! A happier place for teams to work together.

radhikaca@sjecedu.onmic

Sign in

Get help with signing in

Login with ID provided by college



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on Join to join the class



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THANK YOU HAPPY LEARNING!!