



# Bangalore Jesuit Education Society

## **MBA TWINNING PROGRAMME**

*"Where Innovation is a Way of Life"*



Microsoft Teams

***WEB, DESKTOP AND MOBILE APP USER GUIDE***



# Bangalore Jesuit Education Society

## **MBA TWINNING PROGRAMME**

*"Where Innovation is a Way of Life"*



Microsoft Teams

**WEB BASED USER GUIDE**



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*"Where Innovation is a Way of Life"*

The screenshot shows a Google Chrome browser window. The address bar contains the text "office 365". Below the address bar, a search dropdown menu is visible, showing the search results for "office 365 - Google Search". The first result is "Office 365 Login | Microsoft Office - office.com/?ref=logout". The Google logo is centered on the page, and the search bar below it contains the text "Search Google or type a URL". Below the search bar, there are five icons for "ResPaper Ho...", "Bharati public...", "YouTube", "Gmail", and "Login to StoH...".

Open your browser - Google Chrome or Mozilla Firefox On address bar type Microsoft 365 and press enter button



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The screenshot shows a Google search page for the query "office 365 login". The search results are displayed on a white background. The first result is from "www.office.com" and is circled in red. The title of this result is "Office 365 Login | Microsoft Office". Below the title, there is a brief description: "Combine the power of the online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...". To the right of this result, there are several other search results, including "Microsoft 365", "Microsoft Office 365", "Office 365 Login", "Microsoft Outlook", "Office for Android™ tablet", and "Compare All Microsoft Office ...". At the bottom of the search results, there is a link to "More results from office.com »".

office 365 login - Google Search

google.com/search?q=office+365+login&rlz=1C1CHBF\_enIN758IN758&og=office+365+login&ags=chrome.69i57j0Mj69i60i3.273279j0j7&sourceid=chrome&ie=UTF-8

Google office 365 login

About 61,70,00,000 results (0.37 seconds)

[www.office.com](https://www.office.com)

**Office 365 Login | Microsoft Office**

Combine the power of the online versions of Microsoft Word, PowerPoint, Excel, and OneNote. Save documents, spreadsheets, and presentations online, ...

Microsoft 365  
Collaborate for free with online versions of Microsoft Word ...

Office 365 Login  
Office for Android™ tablet. Get Word, Excel, PowerPoint ...

Office for Android™ tablet  
Office for Android™ tablet. Get Word, Excel, PowerPoint ...

More results from office.com »

Microsoft Office 365  
Office for Android™ tablet. Get Word, Excel, PowerPoint ...

Microsoft Outlook  
Connect and stay organized with your email, calendar, and ...

Compare All Microsoft Office ...  
Get premium versions of Office apps such as Word, Excel ...

**Click on the first link**





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The image shows a browser window displaying the Microsoft Office website. The main heading is "Welcome to Office" with the subtext "Your place to create, communicate, collaborate, and get great work done." Below this, there are two buttons: "Get Office" and "Sign in". The "Sign in" button is circled in red. A second browser window is overlaid on the right, showing the "Sign in" dialog box with the Microsoft logo, the heading "Sign in", and input fields for "Email, phone, or Skype". Below the input field are links for "No account? Create one!", "Can't access your account?", and "Sign-in options". A blue "Next" button is at the bottom of the dialog box. The browser's address bar shows a URL starting with "login.microsoftonline.com".

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



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*"Where Innovation is a Way of Life"*

Remote Learning in education. Learn more >

### Hello, Welcome back.

[Sign in](#)

[Switch to a different account](#)

[Not you? Forget this account](#)

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



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## MBA TWINNING PROGRAMME

*"Where Innovation is a Way of Life"*



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

Sign in

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



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The screenshot shows the Microsoft Office Home interface. At the top, there's a navigation bar with 'Microsoft Office Home' and a search bar. Below that, there's a row of application tiles: Start new, Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams (circled in red), Class Notebook, and Sway. At the bottom left, there are tiles for Forms and All apps. The background features a colorful, abstract graphic of a book with pages flying out.

- Click on teams. If not seen click on All Apps





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The screenshot shows the Microsoft Teams calendar interface. The browser address bar displays 'teams.microsoft.com/\_#/calendarv2'. The Teams header includes a search bar and a 'Meet now' button. The calendar view is set to 'June 2020' and shows a weekly grid. A meeting is scheduled for Thursday, June 11th, from 5:00 PM to 6:00 PM. The meeting title is 'EJP and JPS II year SJC'. A tooltip for this meeting reads 'EJP and JPS II year from 5:00 PM to 6:00 PM'. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, and Help. The Windows taskbar at the bottom shows the time as 18:38 on 10-06-2020.

Day	08 Monday	09 Tuesday	10 Wednesday	11 Thursday	12 Friday
Meeting				EJP and JPS II year SJC (5:00 PM - 6:00 PM)	

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



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## MBA TWINNING PROGRAMME

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Microsoft Office Home | Microsoft Teams

Search or type a command

Activity | Chat | Details

+ Add to calendar

June 11, 2020 5:00 PM - 6:00 PM

EJP > General

SJEC

Reporting Techniques

[Join Microsoft Teams Meeting](#)

Learn more about Teams | Meeting options

**Join** **Close**

**Tracking**

- RA Radhika C A Organizer
- 1 19SJE622 Unknown

Type here to search

ENG 01:08 11-06-2020

Click on **Join** button to join. (You get connected with the team)



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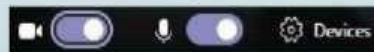
### Remember the rules to be followed:

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Muted video button  
Before joining

Muted Mic button  
Before joining



Muted video button  
After joining



Muted Mic button  
After joining



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**DESKTOP APP BASED USER GUIDE**





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## MBA TWINNING PROGRAMME

*"Where Innovation is a Way of Life"*

New Tab

Search Google or type a URL

Apps LIC PAN Updation Form VoterID Modificati... Upload Question P... My Tutor Account... ICSE Java Bharati publications New Sims - PhET Si... Physics - PhET Simu...

Gmail Images

# Google

Search Google or type a URL

ResPaper Ho... Bharati public... YouTube Gmail Login to StoH...

ResPaper Homepage

New Sims Microsoft Offi... Scoonews.com All Sims Add shortcut

Customize

https://www.respaper.com

11:48 01-04-2020

Open your browser software. Example Google Chrome



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Google teams app

About 5,41,00,00,000 results (0.56-seconds)

play.google.com / store / apps / details / id=com.micr...  
**Microsoft Teams – Apps on Google Play**  
Microsoft **Teams** is your hub for teamwork in Office 365. All your **team** conversations, files, meetings, and apps live together in a single shared workspace, and ...  
★★★★★ Rating: 4.4 / 725,274 votes / Free / Android / Business/Productivity

www.microsoft.com / microsoft-teams / download-app...  
**Download desktop and mobile apps | Microsoft Teams**  
Download Microsoft **Teams** now and get connected across devices on Windows, Mac, iOS, and Android. Collaborate better with the Microsoft **Teams** app.

People also ask

- What are Microsoft teams apps?
- Is Microsoft Team free?
- How do I download the teams app?
- How does the teams app work?

apps.apple.com / app / microsoft-teams...  
**Microsoft Teams on the App Store**  
May 6, 2020 - Microsoft **Teams** is your hub for teamwork in Office 365. All your **team** conversations, files, meetings, and apps live together in a single shared ...

MS-Teams-04.jpg | whatsapp | teams-app-1200x...png | Unlabeled\_Message.jpg

Activate Windows  
Go to Settings to activate Windows.

10:25 AM  
30/05/2020

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



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## MBA TWINNING PROGRAMME

*"Where Innovation is a Way of Life"*

Download Microsoft Teams

Download for desktop

Download for mobile

Download Teams for work on your desktop

Download Teams

Get the Teams mobile app

Get now

Click on Download for desktop Button



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Installing Microsoft Teams . . .

After download click on .exe file





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Microsoft Teams

Microsoft Teams



Enter your work, school,  
or Microsoft account.

19sje622@sjecedu.onmicrosoft.com

Sign in

Not on Teams yet? [Learn more](#)

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

Click

Microsoft

19sje622@sjecedu.onmicrosoft.com

Enter password

••••••••

[Forgot my password](#)

[Sign in with another account](#)

Sign in





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## MBA TWINNING PROGRAMME

*"Where Innovation is a Way of Life"*

Microsoft Office Home x Microsoft Teams x +

teams.microsoft.com/\_#/school/?ctx=teamsGrid

Microsoft Teams Search

Join or create team

**Teams**

Your teams

- MH  
MBA HR F
- MG  
MBA General
- MF  
MBA Finance A
- MF  
MBA Finance B
- MF  
MBA Finance C
- MF  
MBA Finance D
- MH  
MBA HR E
- MI  
MBA IB

6:01 PM 9/8/2020

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



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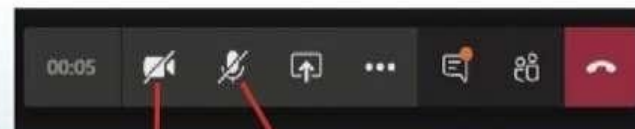
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Muted video button  
Before joining

Muted Mic button  
Before joining



Muted video button  
After joining

Muted Mic button  
After joining







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**MOBILE APP BASED USER GUIDE**



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## MBA TWINNING PROGRAMME



Android - Google Play Store



IOS - App Store



Download and open teams



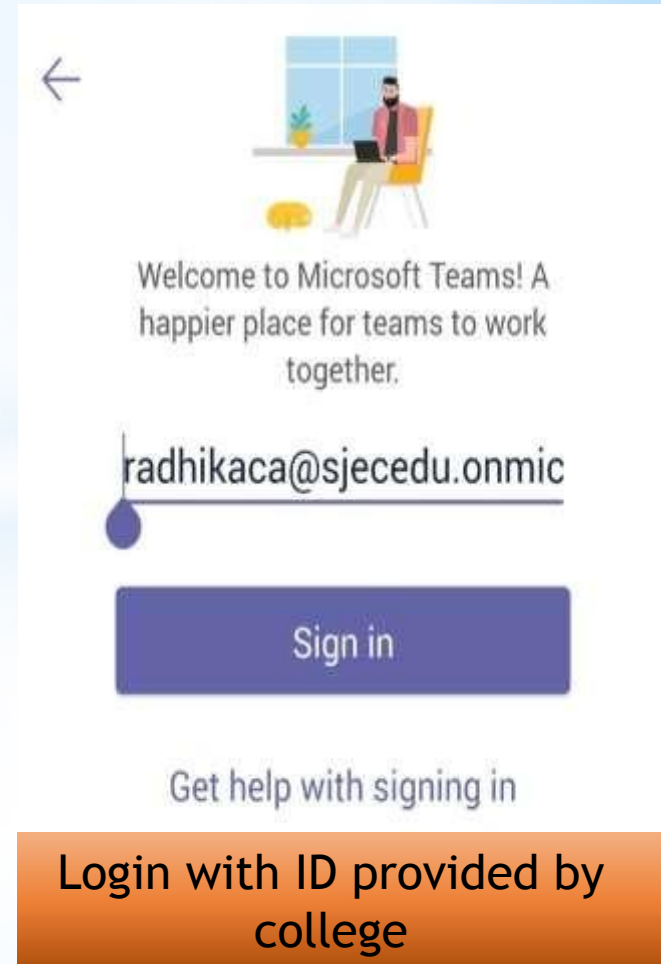
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Welcome to Microsoft Teams! A happier place for teams to work together.



Login with ID provided by college





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## MBA TWINNING PROGRAMME

*"Where Innovation is a Way of Life"*

Sign in to Microsoft Teams



radhikaca@sjecedu.onmicrosoft.com

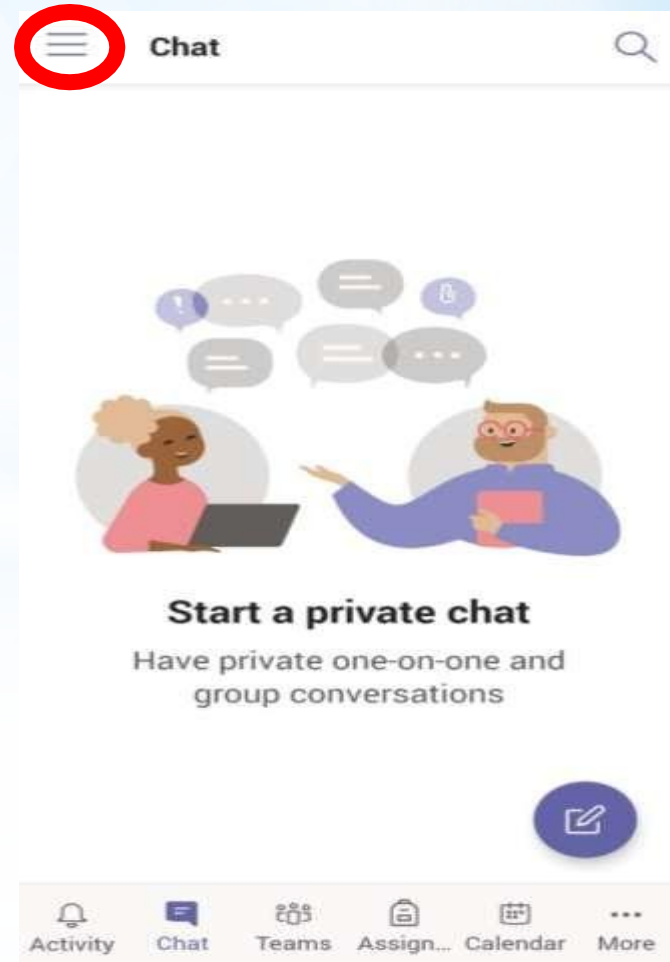
Enter password

\*\*\*\*\*

[Forgot my password](#)

[Sign in with another account](#)

Sign in



Enter the Password and click on sign in & Click on Calendar & Click on Join to join the class





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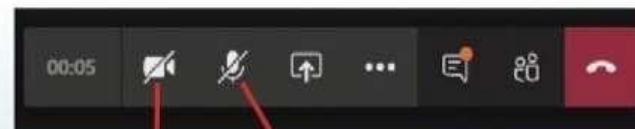
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Before joining

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Before joining



Muted video button  
After joining

Muted Mic button  
After joining





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**THANK YOU  
HAPPY LEARNING!!**