

RAMANUJAN COLLEGE University of Delhi Accredited Grade 'A' by NAAC Kalkaji, New Delhi-110019

Microsoft Teams Platform for Orientation Programme and Online Classes

Dear Students

As you all are aware, the Orientation Programme for the Newly Admitted First Year Students of Academic Session 2021-22 will be held online on **Monday**, 22nd **November 2021** and the classes will be held from **Tuesday**, 23rd **November 2021 onwards**.

Ramanujan College will make use of the **Microsoft Teams Platform** for conducting Orientation Programme and online classes. All the students are required to install Microsoft Teams on their smartphone/ laptop/ desktop using the procedure mentioned in the annexures:

ANNEXURE I: Procedure of using the Microsoft Teams on Smartphone ANNEXURE II: Procedure of using the Microsoft Teams on Laptop/ Desktop ANNEXURE III: What to do if you forget your Microsoft Teams password?

Each student will receive a unique Microsoft ID and password through an SMS/WhatsApp on their registered Mobile Number. If any student doesn't receive the SMS/WhatsApp till 5 PM of 18th November 2021, then he/ she can mail their query with the details (Name/ Course/ University Form Number) at the email address: <u>onlineclasses@ramanujan.du.ac.in</u>

If you are facing any problem while executing the steps in Annexure I/ II/ III, then mail us at <u>onlineclasses@ramanujan.du.ac.in</u> with the following details: Name, Course, University Form Number, Details of Issue and Screenshot of the issue.

Aggarwal

रामानुजन कॉलेज/ Ramanujan College दिल्ली विश्वविद्यालय/University of Delhi कालकाजी, नई दिल्ली-110019/Kalkaji, New Delhi-110019

ANNEXURE I

Procedure of Using the Microsoft Teams on Smartphone

<u>Step 1:</u>

Open the Play/ App Store and search for the Application named as Microsoft Teams



Step 2:

Click on Install and wait for few minutes to complete the installation process



Step 3: Click on Open. The following screen will appear:



Step 4:

Enter the Microsoft ID and Password provided to you through SMS/ WhatsApp on registered Mobile Number.



Step 5:

After clicking on Sign in, you will be prompted to write your Current Password and New Password (two times). For making the New Password, follow the instructions:

- Password must be of at least 8 characters
- Mixture of uppercase and lowercase letters
- Numbers should be also used
- Special Symbols should be also used

The new password should be written on a notebook (Keep this in mind!) and then typed in the provided space.



Microsoft

timetable_ramanujan@ramanujan.edu.du.ac.in

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 passwor	d				
Confirm password					
	Back	Sign in			

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Step 6: After clicking on Sign in, the following screen will appear:



Step 7:

Click on teams tab. If you are able to see the Team with the name "Orientation Programme | Name of the Course | 2021-22" then you have successfully signed in into the Microsoft Teams. All your other classes will be also displayed in the Teams tab only.





ANNEXURE II

Procedure of Using the Microsoft Teams on Laptop/ Desktop

Step 1:

Go to the link: <u>https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app</u> and click on "Download for Desktop."

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Now stay connected with family and friends with	the new features in the Microsoft Teams mobile app	¹ . Learn more >	
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Step 2:

Click on the downloaded .exe file and "Run"



Step 3:

Enter the Microsoft ID and Password provided to you through SMS/ WhatsApp on registered Mobile Number.



Step 4:

After clicking on Sign in, you will be prompted to write your Current Password and New Password (two times). For making the New Password, follow the instructions:

- Password must be of at least 8 characters
- Mixture of uppercase and lowercase letters
- Numbers should be also used
- Special Symbols should be also used

The new password should be written on a notebook (Keep this in mind!) and then typed in the provided space.

Step 5:

Click on teams tab. If you are able to see the Team with the name "Orientation Programme | Name of the Course | 2021-22" then you have successfully signed in into the Microsoft Teams. All your other classes will be also displayed in the Teams tab only.

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ANNEXURE III

What to do if you forget your Microsoft Teams password?

Step 1.	
Click on Forgotten my password	
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	Microsoft
	← timetable_ramanujan@ramanujan.edu.du
	Enter password
	Password
	Forgotten my password
	Sign in
	Terms of use Privacy & cookies ••••
Step 2:	
Enter the captcha and then click	on Next.
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	Microsoft
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Step 3:

Enter the Mobile Number in the space provided. You will receive a text message on the mobile number. If the given mobile number is not available with you or you wish to change your mobile number or the text message is not delivered to you, then in all such cases, mail us at <u>onlineclasses@ramanujan.du.ac.in</u>



Step 4:

Enter the verification code received on your mobile number.



Step 5: You will be required to enter new password.

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verification step 1 ✓ > cl	hoose a new password
* Enter new password:	
Password strength	
* Confirm new password:	
Finish Cancel	

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