

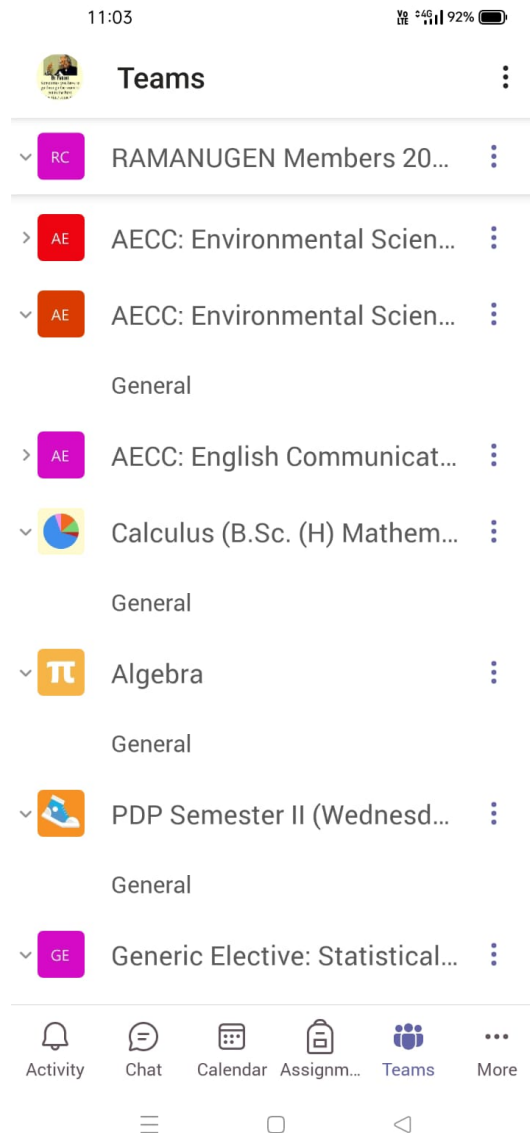


**RAMANUJAN COLLEGE**  
**University of Delhi**  
**Accredited Grade 'A' by NAAC**  
**Kalkaji, New Delhi-110019**

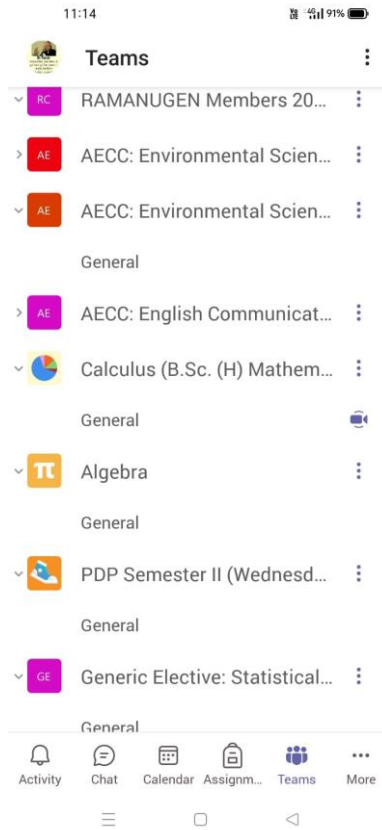
**HOW TO JOIN CLASSES IN MICROSOFT TEAMS**

**USING MOBILE:**

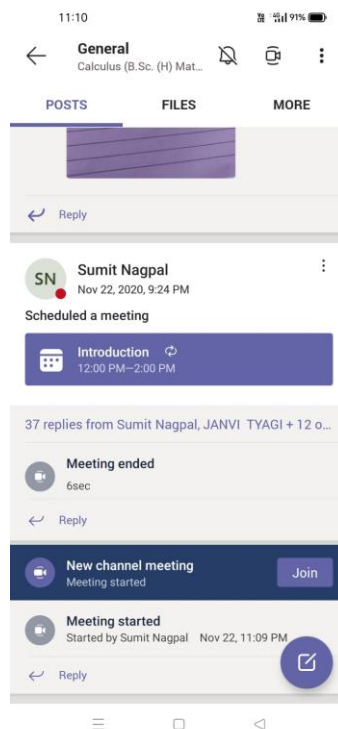
**Step-1:** Sign in into the Microsoft Teams Application and click on teams tab. You will be able to see the various classes of which you are part of. If you feel that you are added to some wrong class or some class is missing, then mail at [timetable@ramanujan.du.ac.in](mailto:timetable@ramanujan.du.ac.in)



**Step-2:** Whenever the teacher starts the class as per the time-table, the symbol of video will appear in front of the class as shown below:



**Step-3:** Click on the general/ channel tab where the symbol appears. The following window will appear (in the Posts tab):



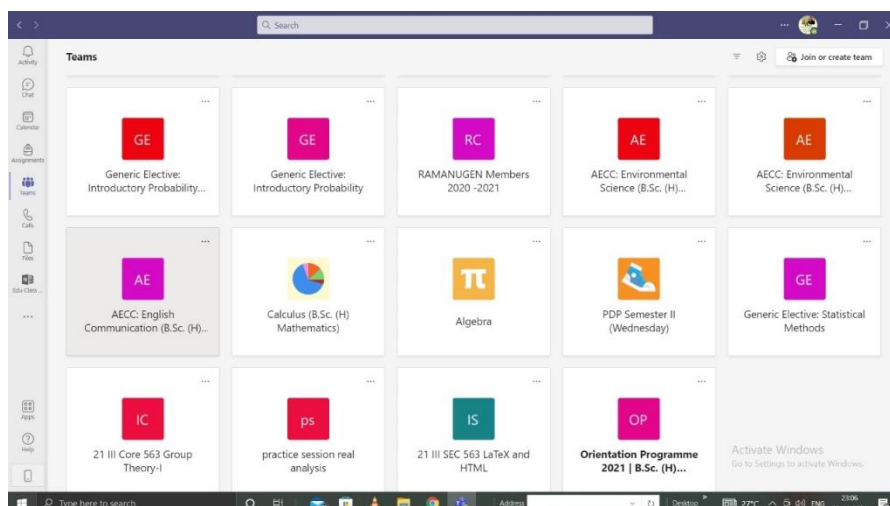
**Step-4:** Click on the Join button and then Join Now.



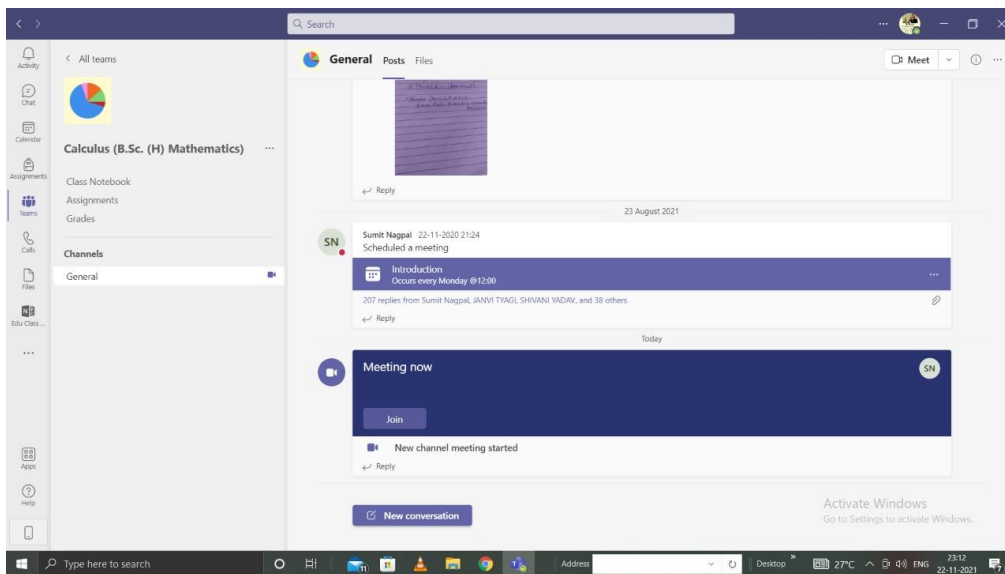
You are now the part of the class. Keep in mind that you have a good internet connectivity while attending the classes.

### USING LAPTOP/ DESKTOP:

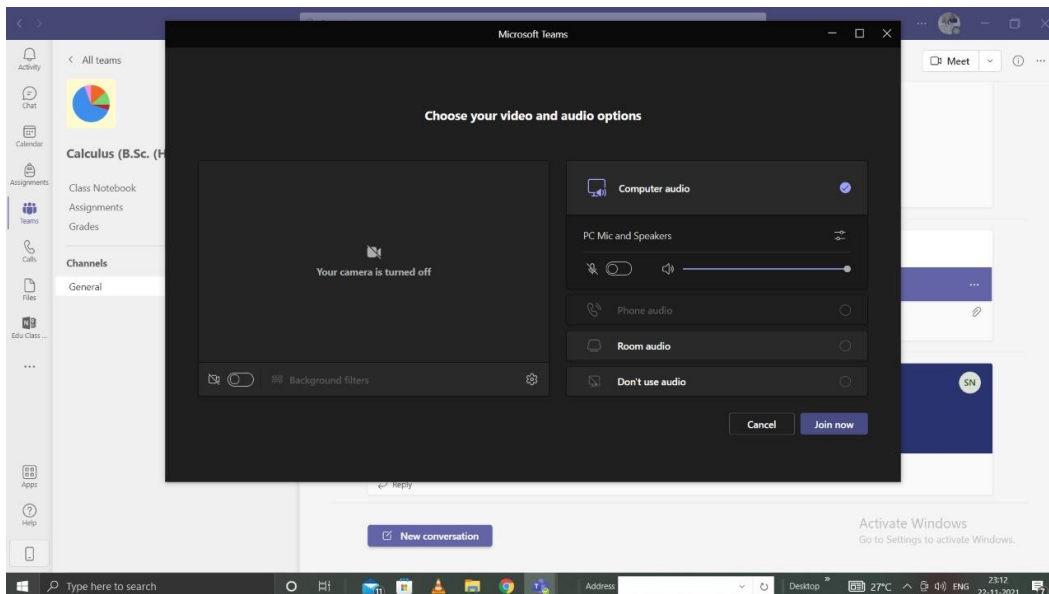
**Step-1:** Sign in into the Microsoft Teams Application and click on teams tab. You will be able to see the various classes of which you are part of. If you feel that you are added to some wrong class or some class is missing, then mail at [timetable@ramanujan.du.ac.in](mailto:timetable@ramanujan.du.ac.in)



**Step-2:** As per the time-table, click on the concerned team. As the teacher starts the class, the symbol of video will appear in front of the General/ Channel and the Join button will appear in Posts Tab as shown below:



**Step-3:** Click on the Join button and then Join Now.



You are now the part of the class. Keep in mind that you have a good internet connectivity while attending the classes.

  
Prof. S. P. Aggarwal  
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