

Joining Training through MS-Teams

- You will receive a link through your official Email
- The link will also be available under TRAINING PROGRAMME – COURSE SCHEDULE on SAI portal at url www.pdrtcb.gov.in
- You need to install MS-Teams before clicking on link to join training
- The detailed process of installation has already been sent on your Email
- MS-Teams is like Facebook or Gmail where you need to create your account using your personal email id
- Install MS-Teams on Laptop/Mobile and click on the link to join training
- Any problem in installing MS-Teams then follow purple option of slide 3

To join Training on mobile

- Just visit your play store in Android or app store on iPhone
- Search for Microsoft Teams by writing either either Microsoft Teams or only Teams
- Microsoft Teams application will appear with this logo 
- Click on install to install this application
- Set your credentials like user ID and password using your personal Email
- Click on the link in your email to join meeting

Joining meeting on system through link in Email

The screenshot shows an Outlook web interface. The email title is "Training on 'Familiarization of MS-Teams' on 10/07/20 from 1015 hours to 1300 hours". The sender is "Rohit Anand Audit Officer" and the recipient is "Jacob Mathew". The email contains two attachments: "RTC - help for ...n and feedback.pdf (419.5 KB)" and "Online_Training...rainee_updated.pdf (1.1 MB)". The main body of the email reads:

Greetings from RTC, Delhi,

You are receiving this Email as you are nominated in one day training on "Familiarization of MS-Teams" on 10/07/2020.

Please find the link below to join training on the above mentioned subject. This is an on-boarding one day training scheduled on 10/07/20 from 1015 hours to 1300 hours. You are requested to please install MS-Teams on you Desktop/Laptop/Mobile before clicking on the following link to join the training. Kindly also go through the user guide for online training attached herewith for your reference which explain in details the installation/registration and usage process of MS-Teams.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YTQwMjg1ZjctYTQ4ZC00YWl5LWlwMWEtMDkyNWJmM2ZlZTBi%40thread.v2/0?context=%7b%22Tid%22%3a%2211f913f7-47f1-492f-8558-237196821266%22%2c%22Oid%22%3a%221fd4b961-7f55-4151-0467-8bb7a50cf2e4%22%7d

Also you need to register yourself on SAI training portal before joining this training where you need to submit your session and course feedback. The details on how and where to register for session and course feedback is given in a separate help note for trainees attached for your reference. The link to join training is available on SAI training portal

A red box highlights the meeting link, and a red arrow points to it with the text "Click on the link to join meeting".

Upon clicking, you will be taken to this screen

Here you will have choice to attend training using

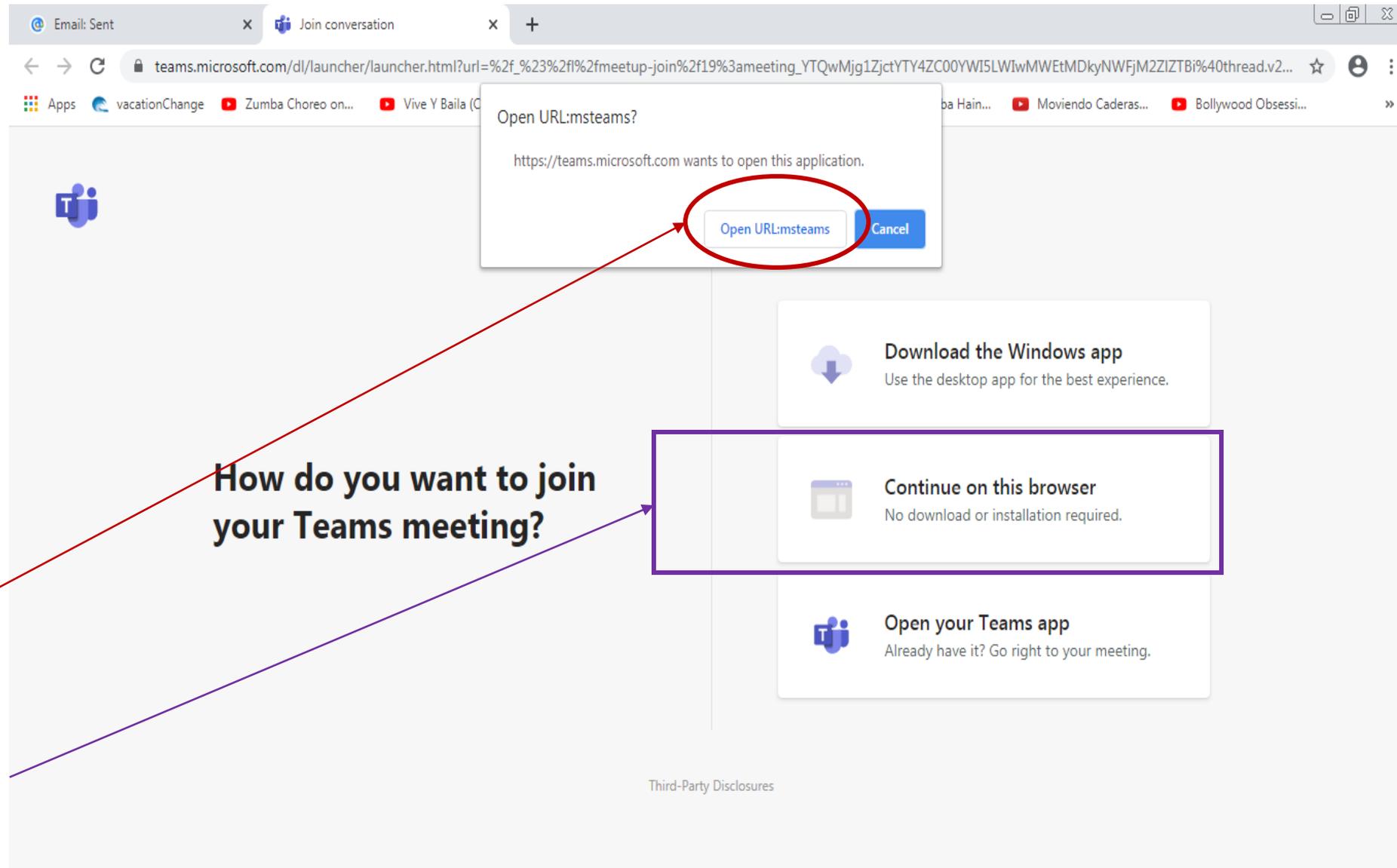
1. MS-Teams application OR

2. through Browser

If you have already installed MS-Teams and wish to attend using it then click on

[Open URL:msteams](#)

Else click on Continue on this browser



If you click on open in browser, this screen will appear

Microsoft Teams

Choose your audio and video settings for
Familiarization with MS-Teams

Click on Join now to join the training by entering your name

Join now

Other join options

Audio off Phone audio Add a room

Stay in the know. Turn on desktop notifications.

Turn on Dismiss

If you click on open url:msteams

- The same screen will appear in the Teams application already installed by you
- Click on Join now to enter into training room
- Please keep your Video/Audio off while attending meeting
- Hope it will make your journey in installing MS-Teams and attending training easier

Thanks