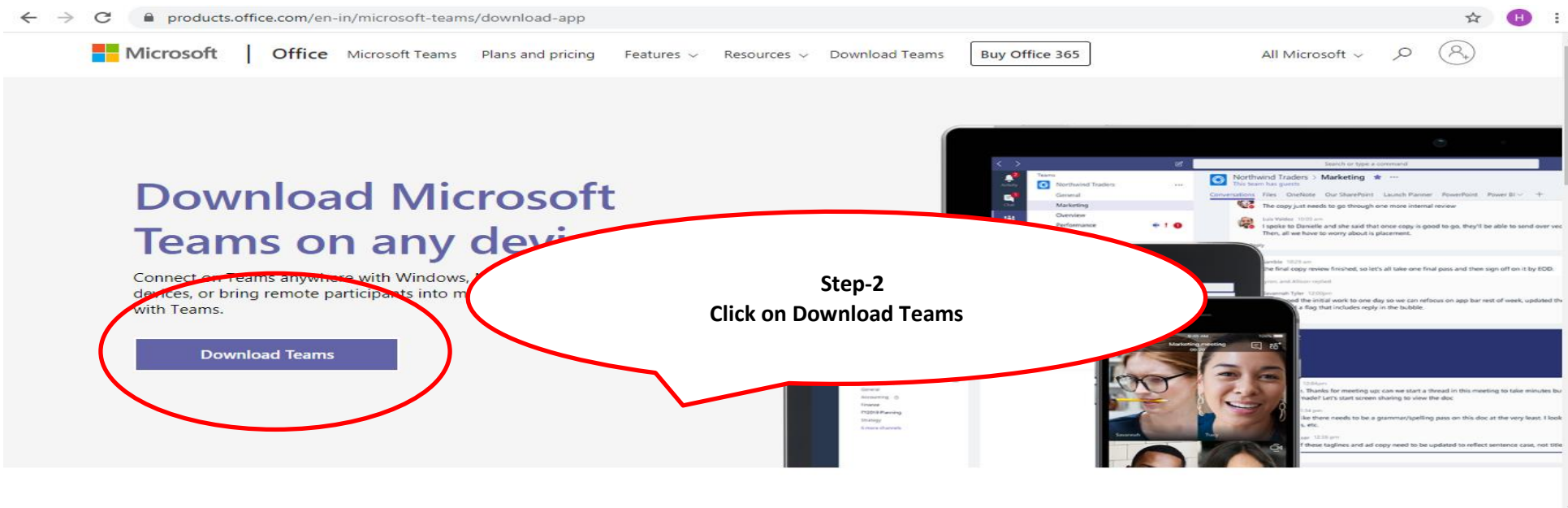
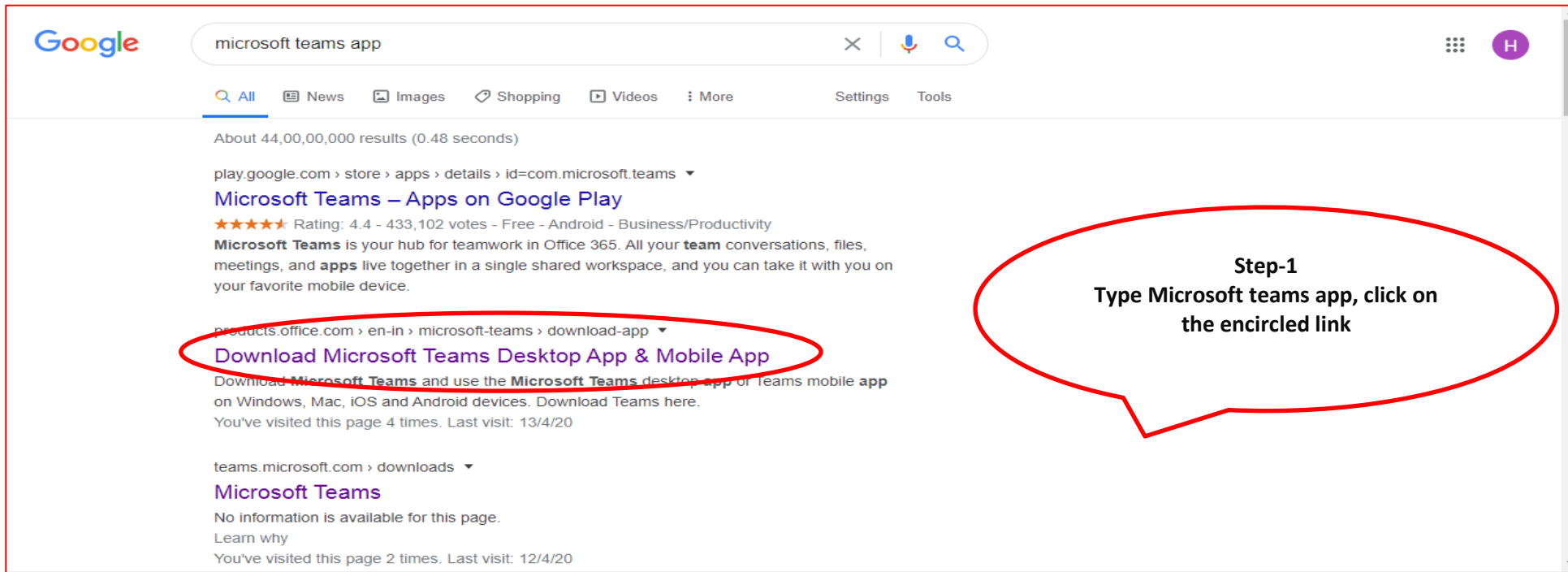
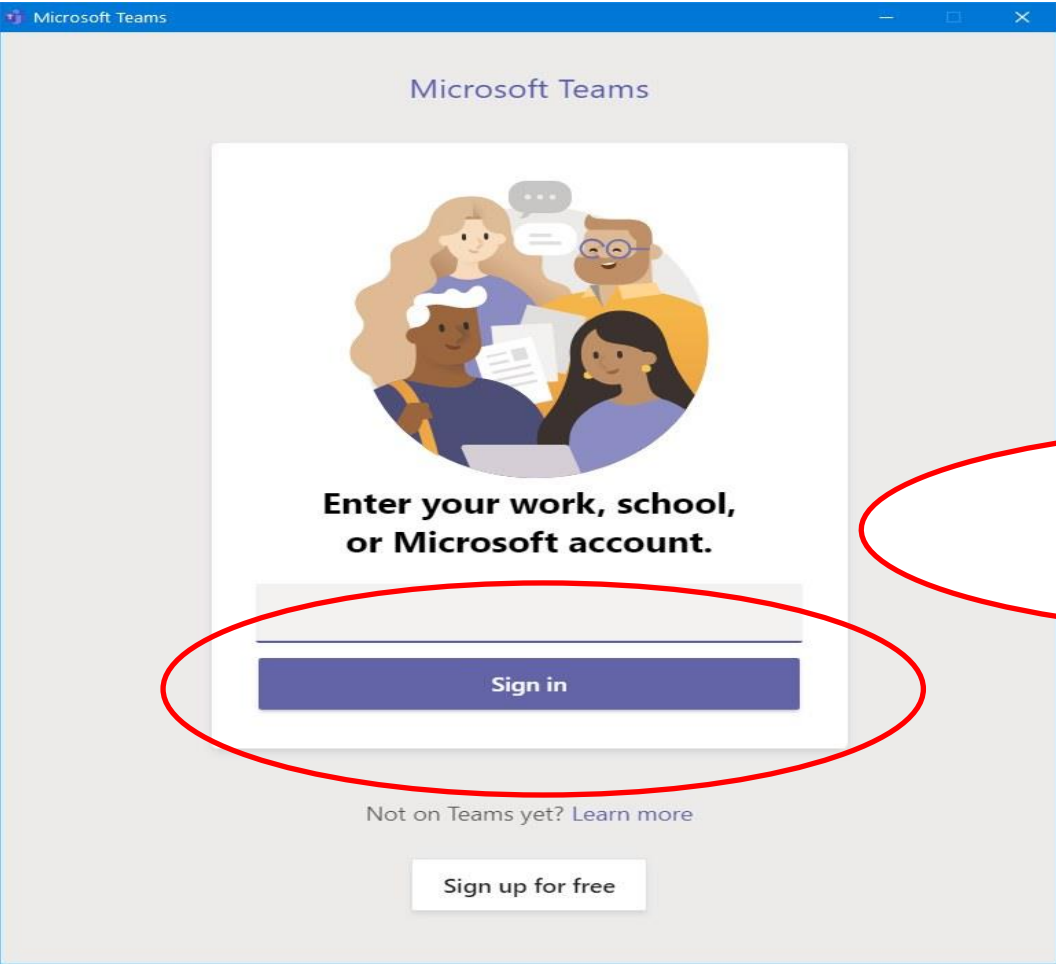


User Manual for installation of Microsoft Teams application in desktops and Laptops



Step-3 Save the installer on your device

Step-4 Double Click the Teams_windows_x64 file to begin the installation.

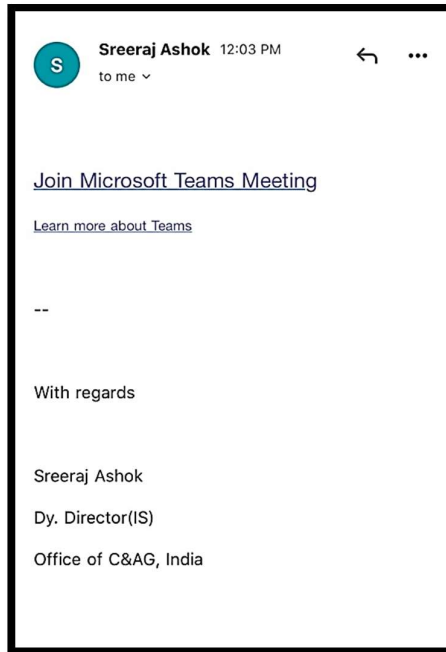


Step-5
Sign in with your official e-mail address

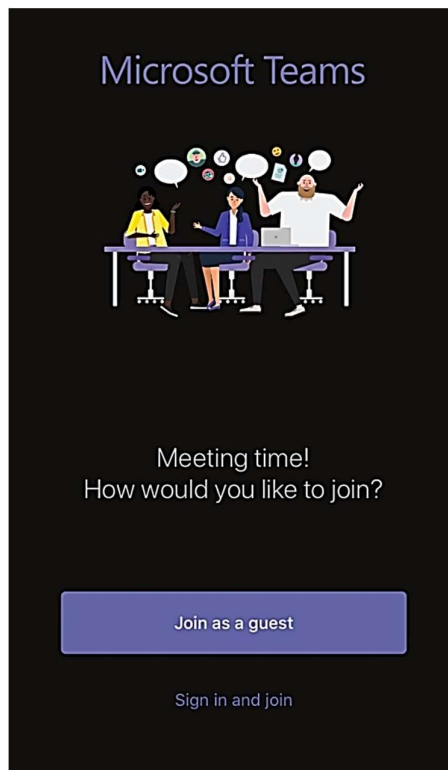
Once you complete the steps, Microsoft Teams will install, and you can start interacting with co-workers.

User Manual for Microsoft teams (as Mobile Guest User)

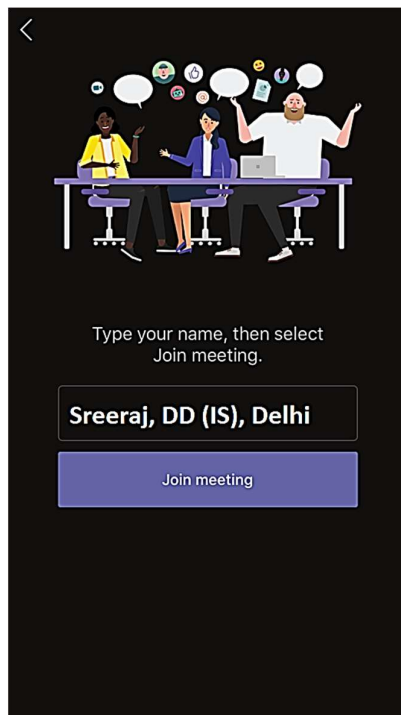
Step 1: Click the link (“Join Microsoft Teams Meetings”) at the scheduled time.



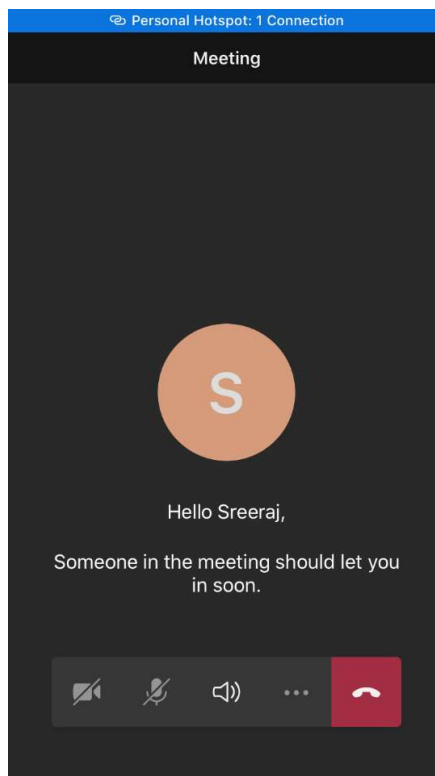
Step 2: Click “Join as a Guest”.



Step 3: Type your “First Name, Designation (in short), and Location” and Press Join Meeting.



Step 4: Kindly be patient, while you are being admitted into the meeting.



Step 5: Kindly turn off your “Video” and “Microphone” Setting, in- case it is not already turned off at the time of joining, by clicking the video and Mic buttons.

Step 6: In case you wish to respond, you may turn- on the Microphone. Switch off the Microphone again, once done speaking.

User Manual for Microsoft teams
for Laptops (as Guest User)

From: Sreeraj Ashok <sreeraja@cag.gov.in>
Date: Sunday, 12 April 2020 at 12:02 PM
To: sreerajashok <sreerajashok@gmail.com>
Subject: Teams test 2

[Join Microsoft Teams Meeting](#)

[Learn more about Teams](#)

1. Click on the link in the email sent. It would open in another Browser Tab.

--
With regards

Sreeraj Ashok
Dy. Director(IS)
Office of C&AG, India



Microsoft Teams

Open Microsoft Teams?
https://teams.microsoft.com wants to open this application.

[Open Microsoft Teams](#) [Cancel](#)

2. Click cancel

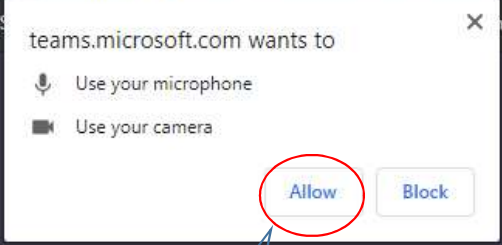
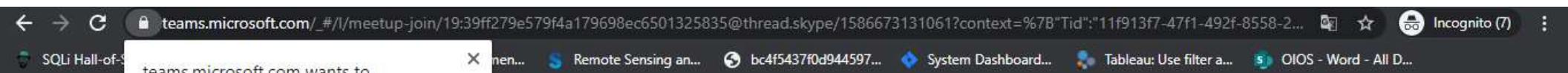


Experience the best of Teams meetings with the desktop app

[Download the Windows app](#) [Join on the web instead](#)

3. Click Join on the web instead

Already have the Teams app? **Launch it now**



3.5. Click "Allow", if prompted by the browser

Select Allow to let Microsoft Teams use your mic and camera for calls and meetings on this browser.

When you do, we'll turn your devices on for a moment to set them up.

For a better experience download the desktop app.

Choose your audio and video settings for
Meeting now

4. Enter First name, Designation (in short), Location

Sreeraj, DD (IS) Delhi

Join now

Video off

Microphone off

Devices

6. Click Join Now

5. Make sure video and Microphone are switched off (left as in the picture)

Other join options

Audio off | Phone audio

Someone in the meeting should let you in soon

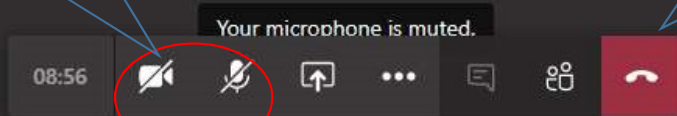
6. Wait




7. Switch on the Camera and Microphone, if you want to speak. Switch these settings off again, once done speaking.



8. End the call after the meeting is concluded.



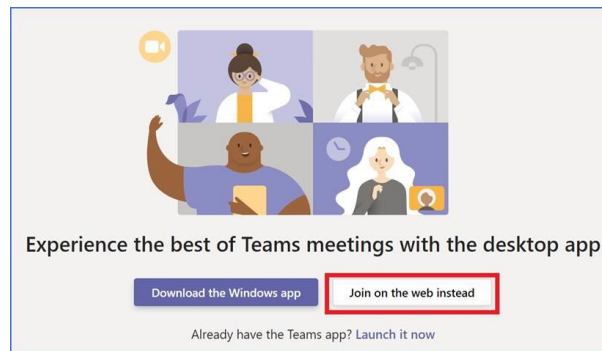
Sreeraj Ashok  ...



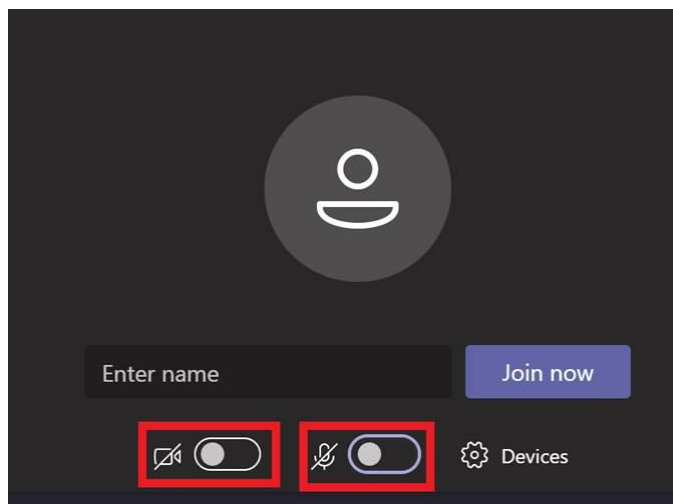
Steps to Join the Session

o Directly using Browser –

1. You can join the meeting via **Chrome, Firefox, or Edge browsers**. Please DO NOT use Internet Explorer or Safari.
2. On the browser, select “Join on the web instead” to view the event on Browser.



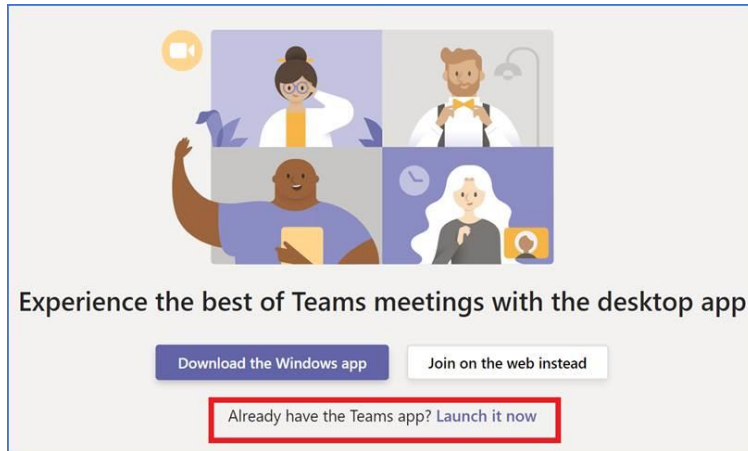
3. Enter your name, keep the Camera & Mic in OFF position and click “Join Now”.



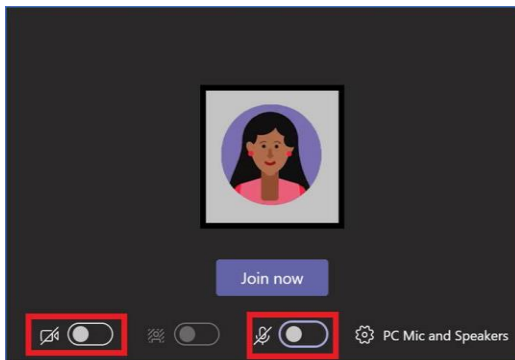
o Via Teams Client on Desktop –

1. Download the Teams Client on your Desktop or Laptop device using – <https://aka.ms/getteams>.

2. If you have been provided credentials for Microsoft Teams, you may use the same to Sign in to the Teams App.
3. After signing in, go to the Meeting Invite and click the “Join Online Now” link. On the web page that opens up, select “Launch it now” as shown below.

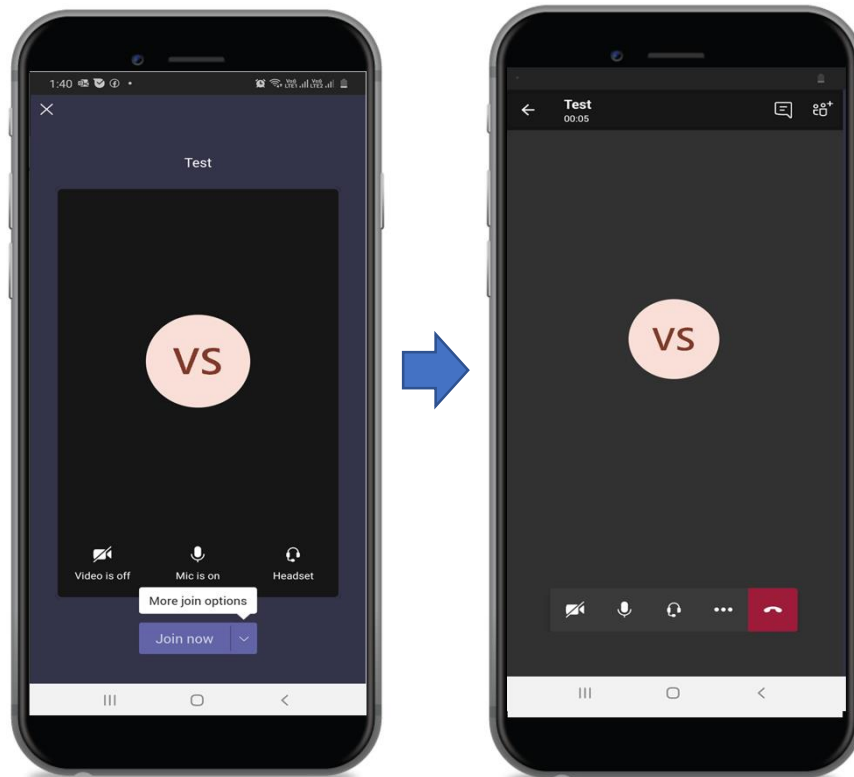


4. Keep the Camera and Mic in OFF position and click “Join Now”.



- Using the Teams Mobile App –

1. You can join the meeting via Teams Mobile App as well. Download “Microsoft Teams” app on your mobile playstore.
2. If you have been provided credentials for Microsoft Teams, you may use the same to Sign in to the Teams App.
3. After signing in, go to the Meeting Invite and click the “Join Online Now” link.
4. This should automatically launch the Teams Mobile App and you can now attend the meeting through the app.



Note :Please Join the Event **10 mins before the start time**, so that you're all set before the Event begins.