



## **GUIDELINES FOR ATTENDING ONLINE CLASSES (IcA)**

Online classes for Induction cum acquittance program will be conducted via Microsoft Teams (MS Teams).

### **MS teams Installation\***

1. Type MS teams in Google search bar and visit the official webpage.
2. Sign in to your account using the login credentials provided by the Institute.
3. Update your own password.
4. Two kinds of options are available for using MS Teams either in laptops/smart phones, (i) Get windows application or (ii) use web application.

#### **i) Get windows application** ([Click Here to View the Demo Video](#))

- a) Download the Teams desktop app by clicking “Get the windows app” icon.
- b) Install the app.
- c) Open the app using the login credentials shared by Institute.
- d) Select your concerned batch (SoC, SoEC, SoMC).
- e) Select the scheduled meeting and join the ICA sessions.

#### **ii) Use web application** ([Click Here to View the Demo Video](#))

1. On clicking “Get the Web app”, application opens in a new window.
2. Open the app using the login credentials shared by Institute.
3. Select your concerned batch (SoC, SoEC, SoMC).
4. Select the scheduled meeting and join the ICA sessions.

**Note:**

**Separate links will be sent to your registered mobile number for attending Yoga and Motivational sessions.**

**\*For any Clarifications, please contact your mentor through mobile number which is already shared by the Institute.**