

**SHYAMA PRASAD MUKHERJI COLLEGE  
PUNJABI BAGH, DELHI- 110026  
UNIVERSITY OF DELHI**

**NOTICE RELATED TO ONLINE CLASSES**

**Dear Students,**

As you all are aware, the online classes for the students of the third and fifth semester have been started to make online classes more efficient for teachers and students. SPM College has adopted the Microsoft Teams platform. All the students are required to install Microsoft Teams on smartphone and on laptop/desktop using the procedure mentioned in the annexure. Each student will have a unique Microsoft username and password that will be provided to the students through SMS on their registered mobile number by 31<sup>st</sup> August 2020. In case student didn't received log in details. Kindly mail on [onlineclasses@spm.du.ac.in](mailto:onlineclasses@spm.du.ac.in) with the following information.

Name

Course

Semester

College Roll number

University roll number

Section

Email ID

Phone Number

Department

Any further information related to the platform if any will be intimated to all the students through the College website. For now just download the application and wait for the username and password.

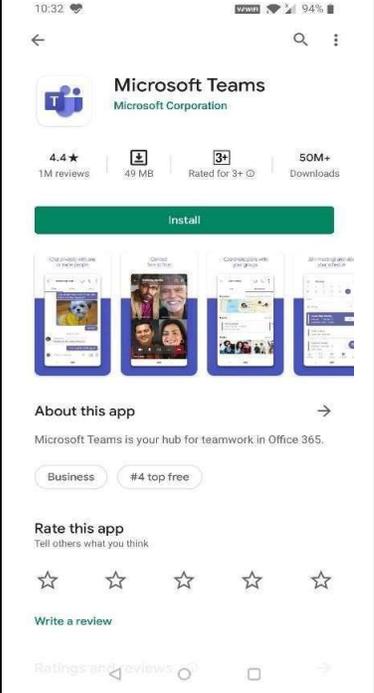
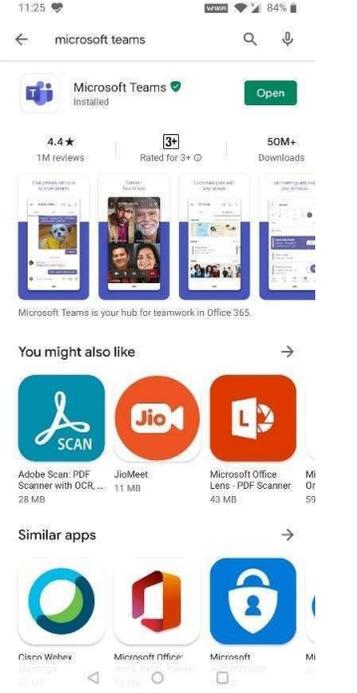
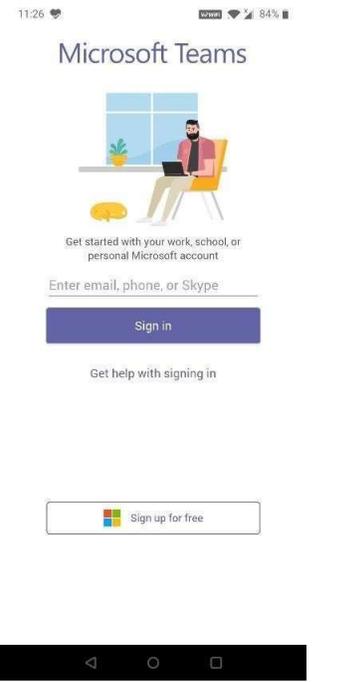
**The software can be downloaded through following links**

- **Link to download Microsoft Team software on laptop/desktop**  
<https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion>
  
- **For download Microsoft Team software on phone go to app store or google play store search for Microsoft teams app and install.**

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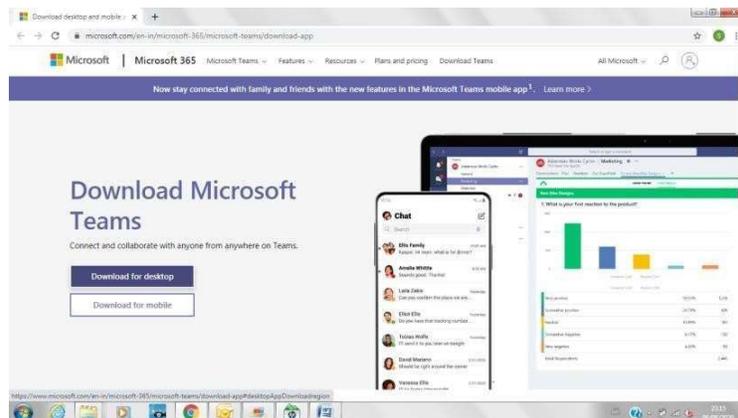
**Procedure of Installing Microsoft Teams on smartphone/ laptop/ desktop For**

**Students installing on the Smartphone:**

<p><b>Step 1: Open the Play Store and search for the App: Microsoft Teams</b></p> 	<p><b>Step 2: Click on Install and wait for few minutes to complete the installation process</b></p> 	<p><b>Step 3: Click on Open</b></p>  <p style="text-align: center;"><b>Fill the Email ID and Password as provided through SMS</b></p>
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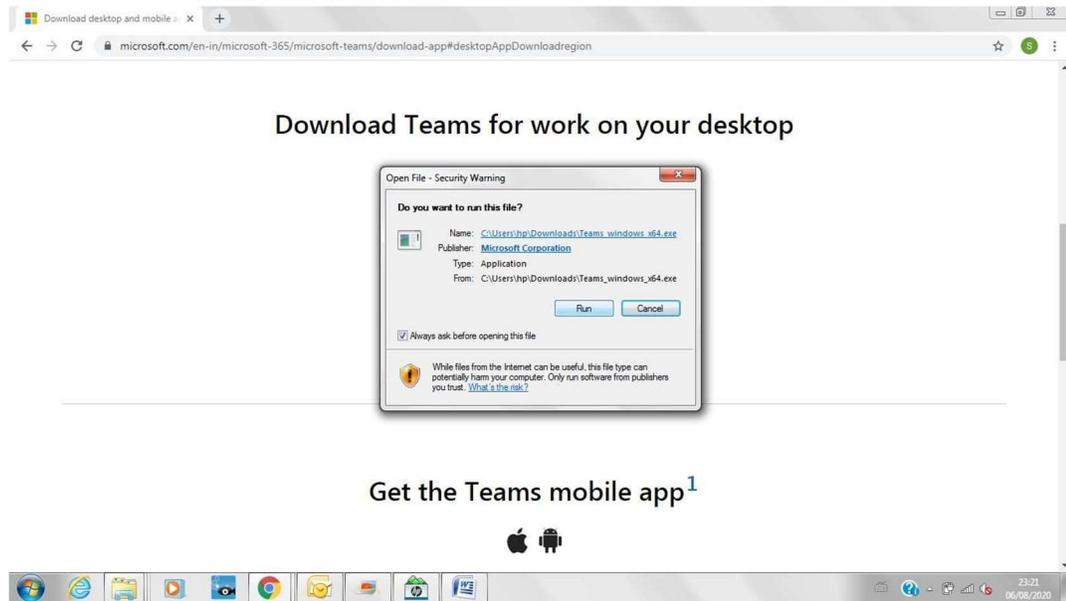
**For Students installing on their Laptop/ Desktop:**

- **Go to the link: <https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app> and Click on “Download for Desktop.”**

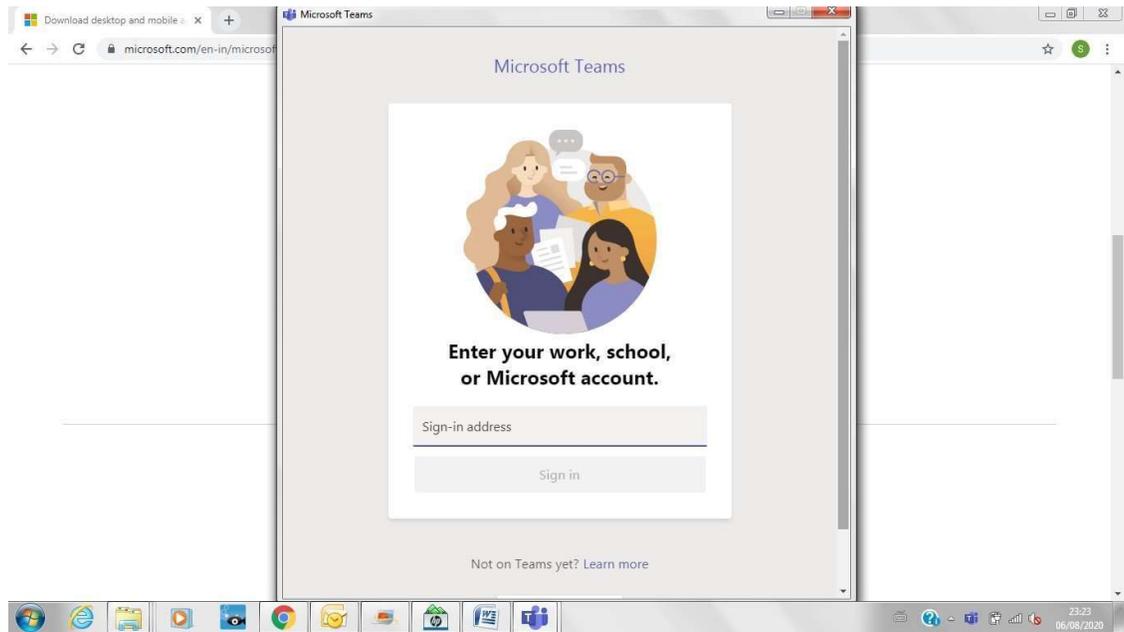


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- Click on the downloaded .exe file and “Run”



- The following window will appear. Fill the Email ID and Password as provided through SMS.



**Note:** If the student is unable to find the Microsoft teams in the Play Store, then he/she can download by clicking the link “Download for Mobile” on <https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app>

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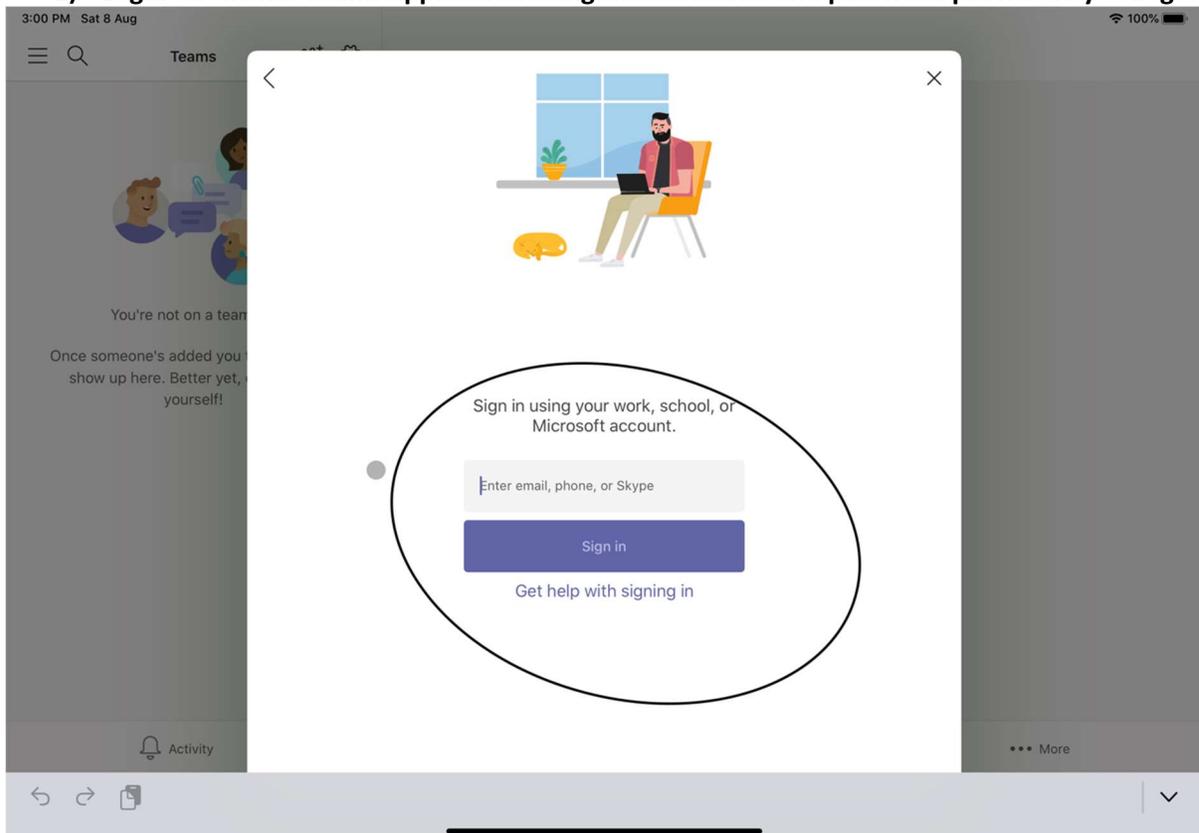
**Instructions for Students to Login to Microsoft Teams**

1. Use the username and password provided to you by the College. Check your SMS for the same.
2. If you have laptop, then access Microsoft Teams first time using laptop. After that you can access through Mobile also.
3. Only some Mobiles are creating the problem of signing in error. Prefer Laptop for the first time.
4. If you do not have laptop and your mobile is having signing in error, then you can either share your credentials with your friend with laptop for first time sign in. Else you can contact us, we will do your first time sign in.
5. You can also try opening Microsoft Teams in your mobile Chrome Browser by switching to desktop mode.
6. It may be possible that some students still face problems in login. Such students can mail their query at the email address: [onlineclasses@spm.du.ac.in](mailto:onlineclasses@spm.du.ac.in)

**Guide to Login and join video online class:**

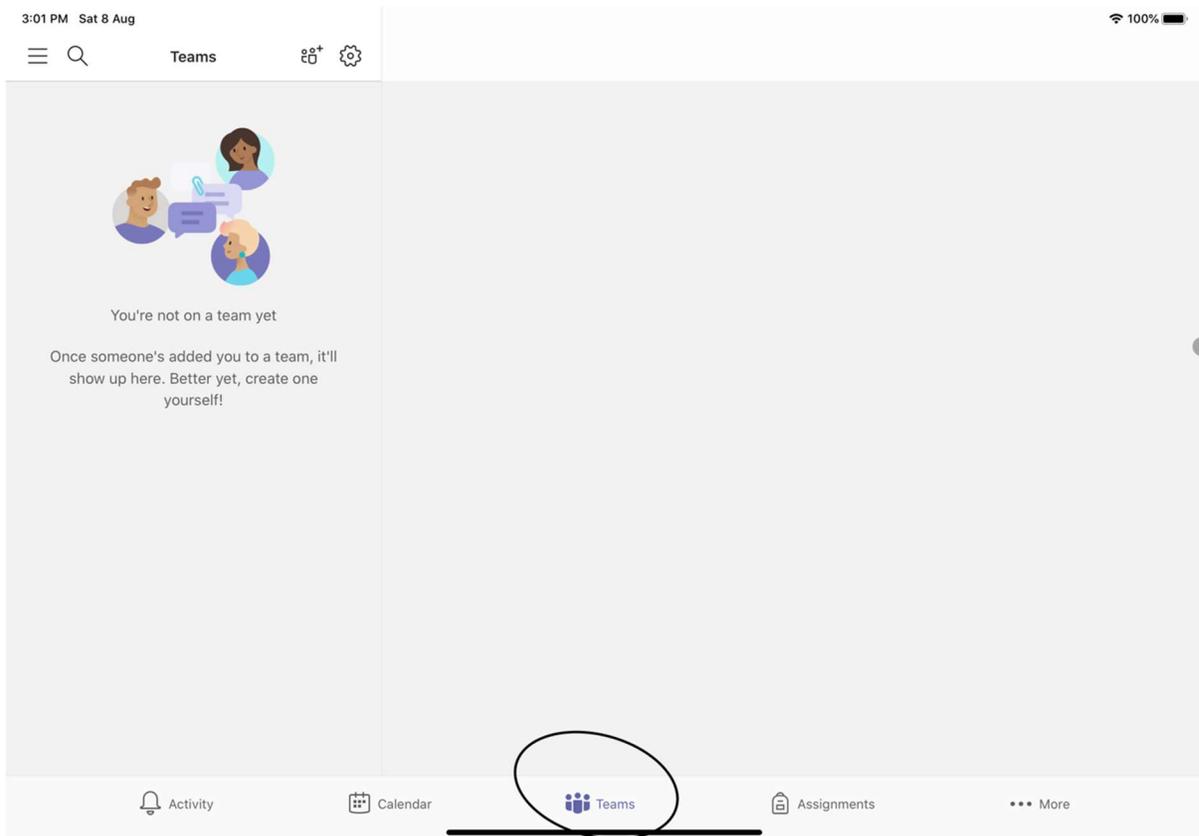
**How to login and use MS Teams**

- 1) Login on the MS Teams application using the username and password provided by college:**



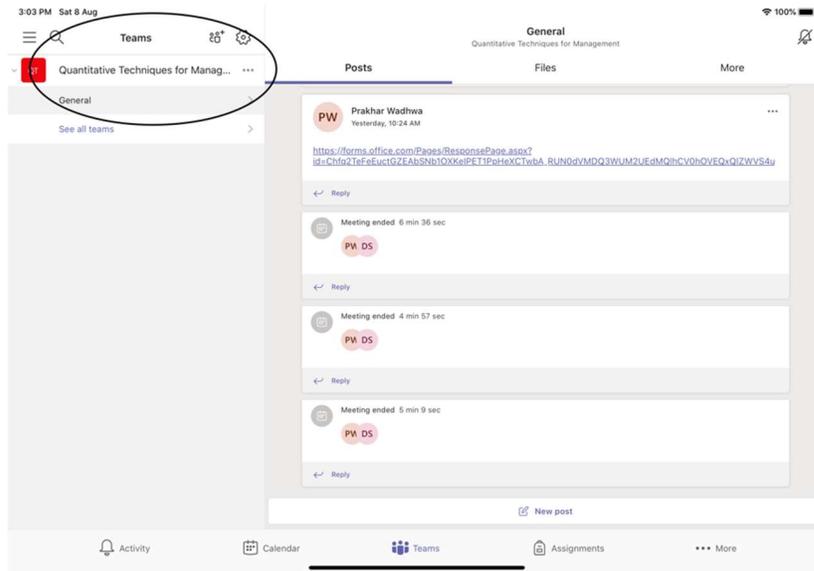
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- 2) After successful login you will get a screen like the one shown below, now click on teams tab as shown below:

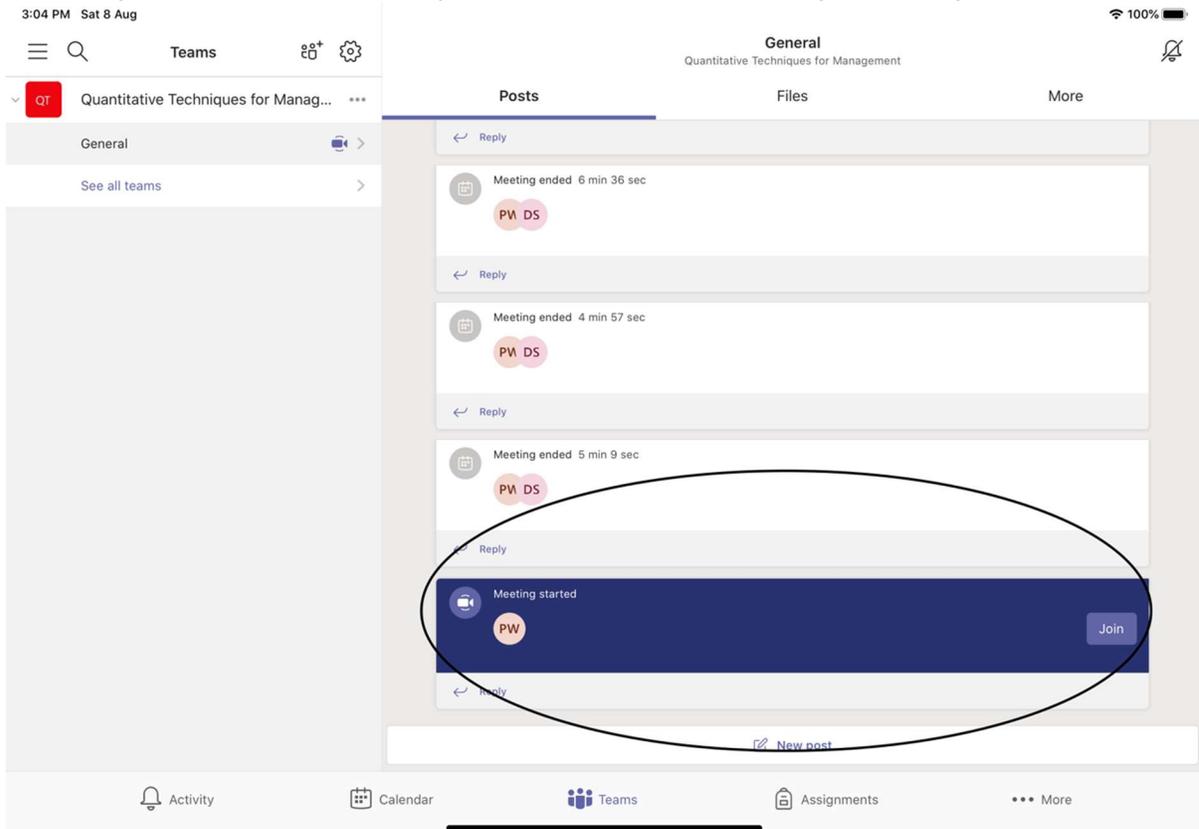


- 3) Now you can see the teams (Classes) you are added by your subject teachers in case no teams are there then it means teachers may not have added you yet so wait till your subject teachers add you in their class:

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**4) Once added and teacher starts the video class as per the time-table, students can see an option in the “POST” tab to join the class, click on that and you will be part of the class.**



In case any student does not receive the SMS then she can mail her query on [onlineclasses@spm.du.ac.in](mailto:onlineclasses@spm.du.ac.in)