



**Shirpur Education Society**

# **Microsoft Teams**

**User Guide  
Student**

SHIRPUR EDUCATION SOCIETY  
॥ सा विद्या या विमुक्तये ॥

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## How to download Microsoft Teams for Desktop/laptop

Steps:

1. To download Microsoft Teams for Desktop/laptop click on the below link

Link: -

<https://go.microsoft.com/fwlink/p/?LinkID=869426&clid=0x4009&culture=en-in&country=IN&lm=deeplink&lmsrc=groupChatMarketingPageWeb&cmpid=directDownloadWin64>

## How to download Microsoft Teams for Mobile

Steps:

- 1) To download Microsoft Teams for mobile click on the below link

Link: -

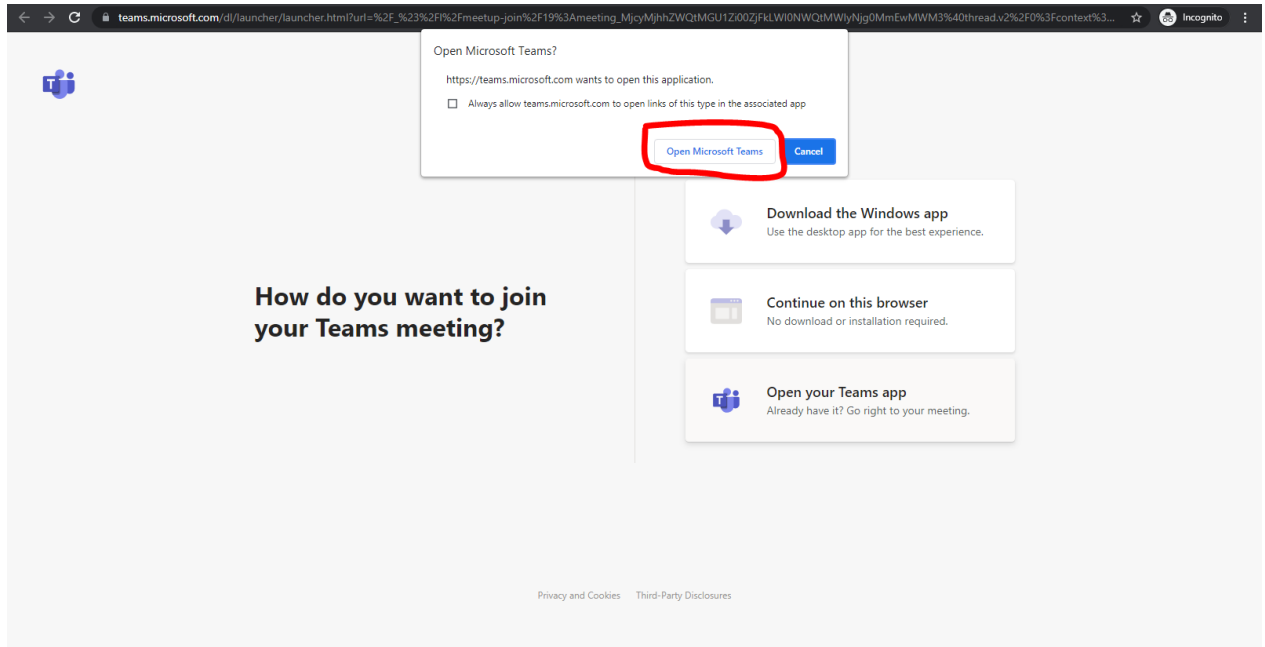
[https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_IN&gl=US](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_IN&gl=US)



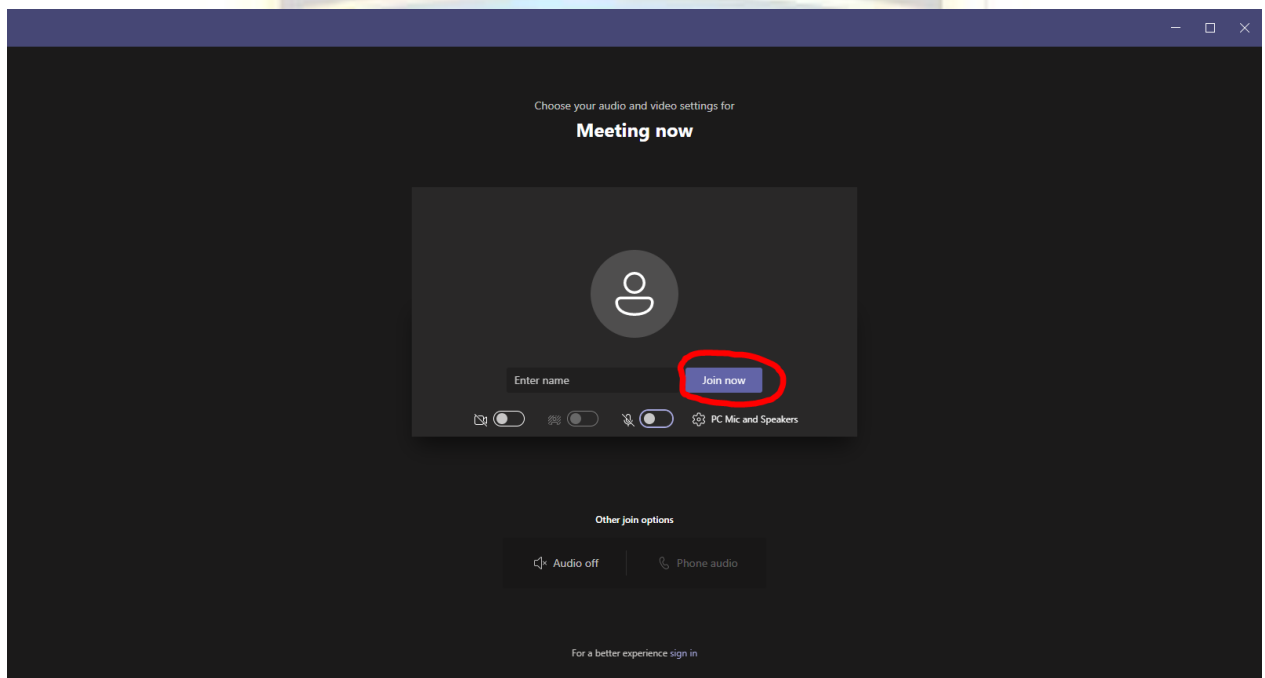
# How to join meeting using link on Desktop/Laptop

Steps:

- 1) After downloading Microsoft Teams click on the link given by the teacher following screen will open. Click on **Open Microsoft Teams**

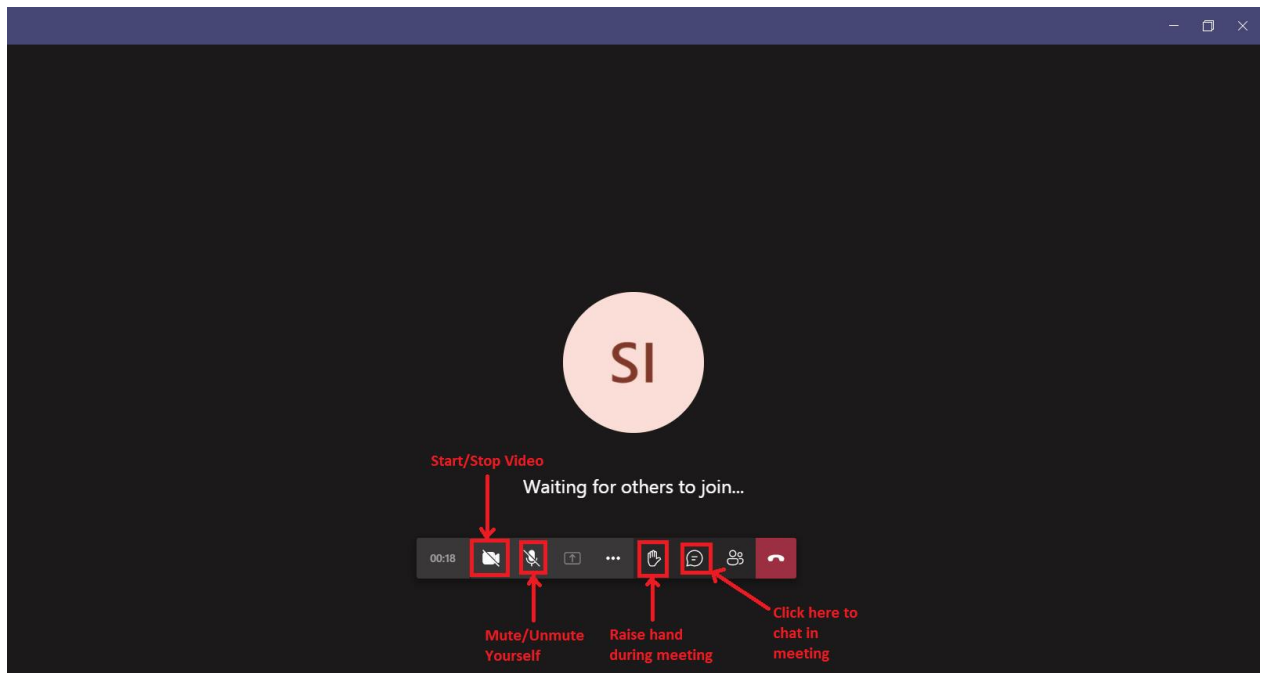


- 2) Microsoft Teams will open. It will ask for your name. Enter your name properly and click on **Join Now** button.



# How to use the in meeting options

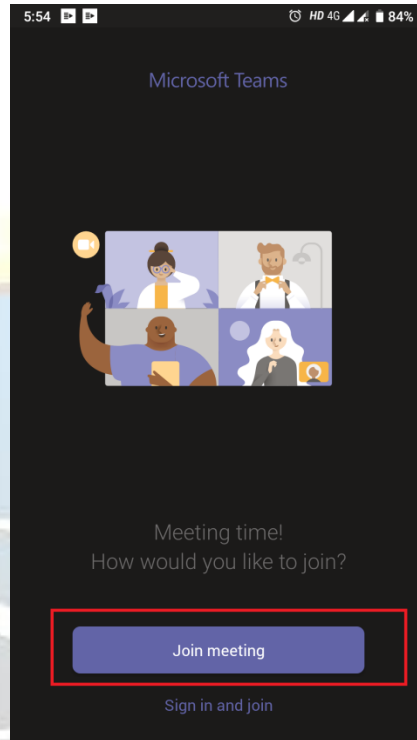
Your meeting will start with the following options.



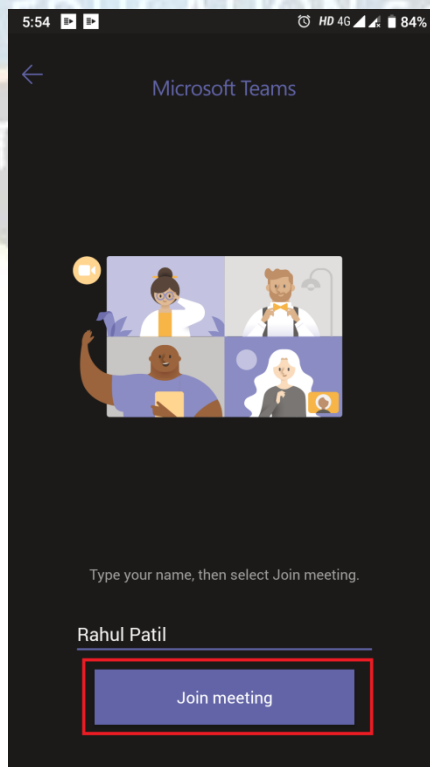
# How to join meeting using link on Mobile

Steps:

- 1) After downloading Microsoft Teams click on the link given by the teacher following screen will open. Click on **Join Meeting**

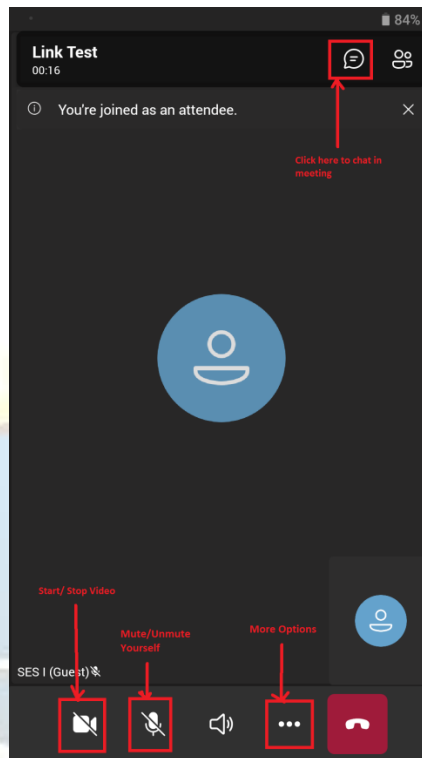


- 2) Enter your name on the following screen and click on **Join Meeting** button



# How to use the in meeting options on mobile

Your meeting will start with the following options.



By clicking on more options button following options will open you can click on raise hand button to raise hand during meeting.

