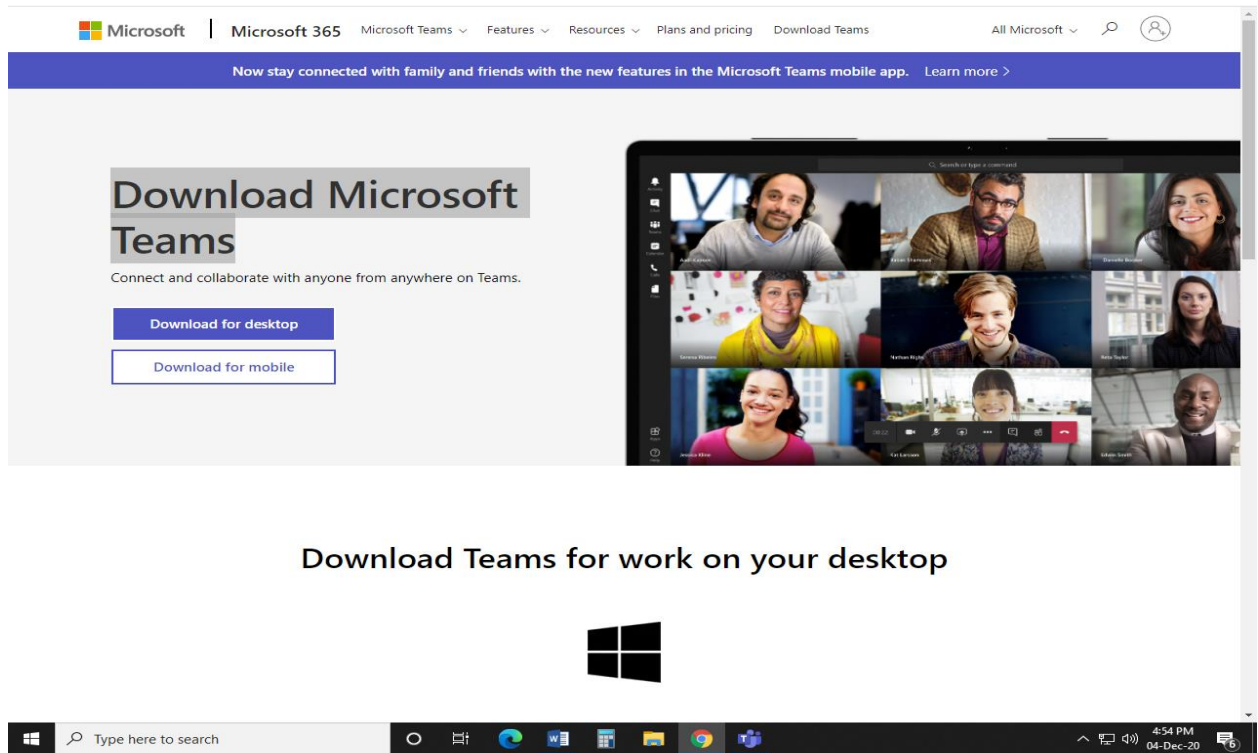


Procedure to Create MS Team account for online classes

Step 1: Download Microsoft Teams from the following link:

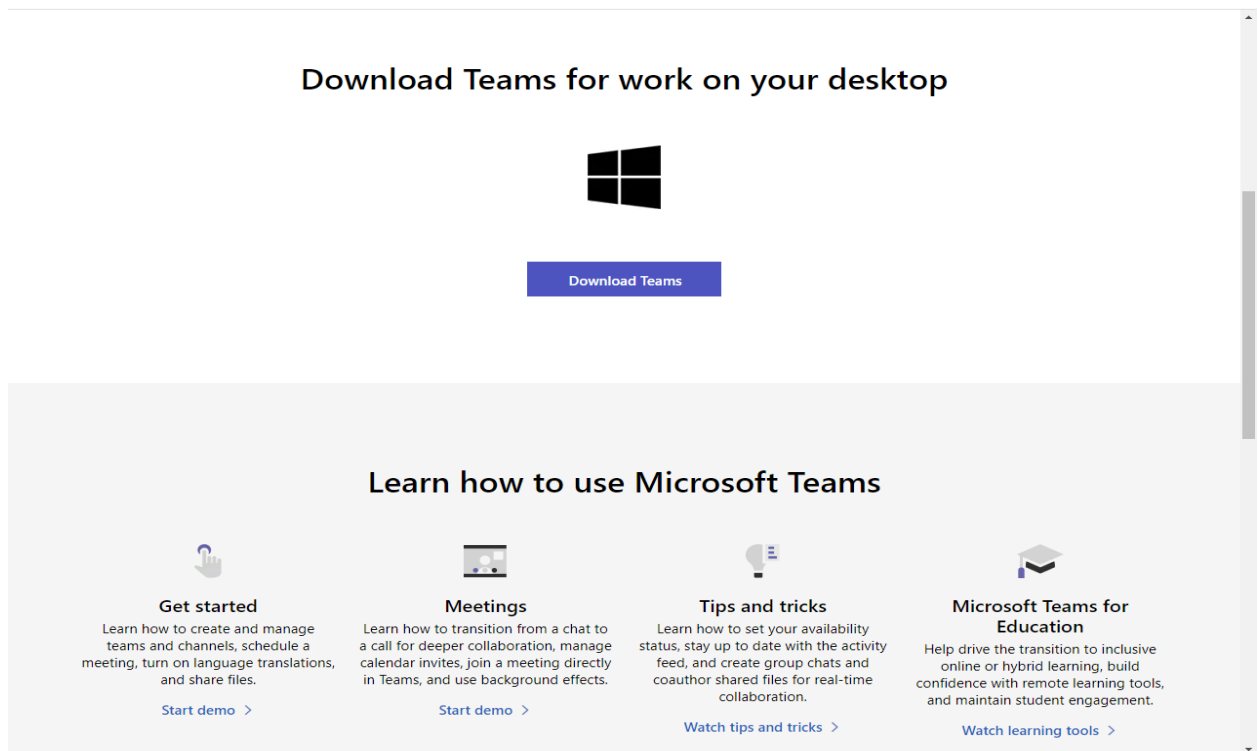
<https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app>



Download Teams for work on your desktop



Step 2: Download Teams for work on your desktop



Download Teams for work on your desktop



Download Teams

Learn how to use Microsoft Teams



Get started

Learn how to create and manage teams and channels, schedule a meeting, turn on language translations, and share files.

[Start demo >](#)



Meetings

Learn how to transition from a chat to a call for deeper collaboration, manage calendar invites, join a meeting directly in Teams, and use background effects.

[Start demo >](#)



Tips and tricks

Learn how to set your availability status, stay up to date with the activity feed, and create group chats and coauthor shared files for real-time collaboration.

[Watch tips and tricks >](#)

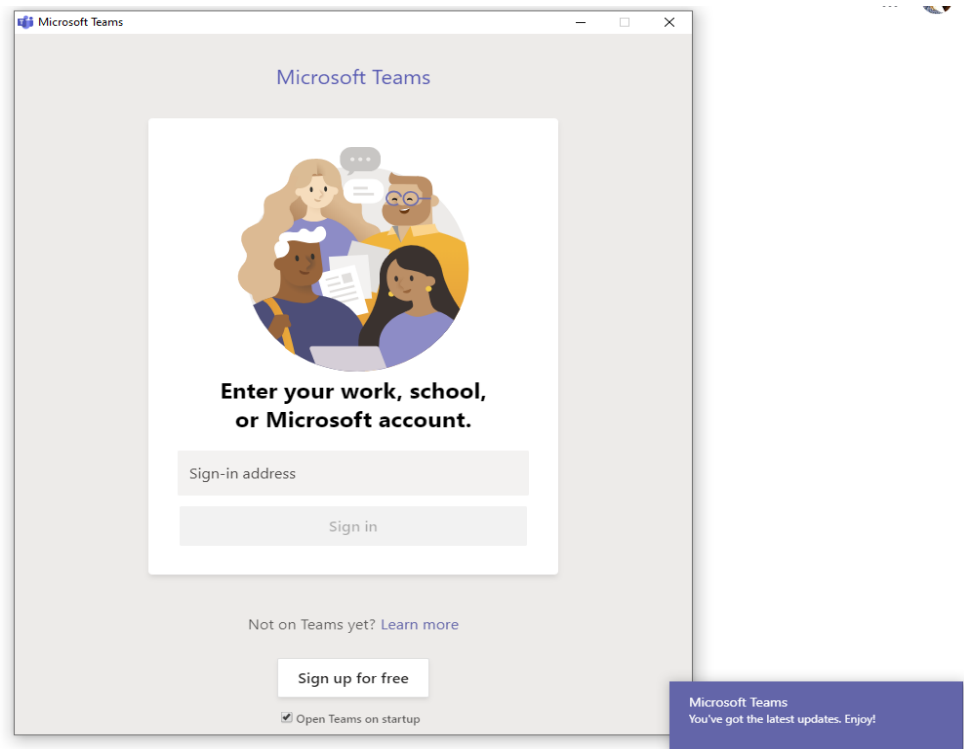


Microsoft Teams for Education

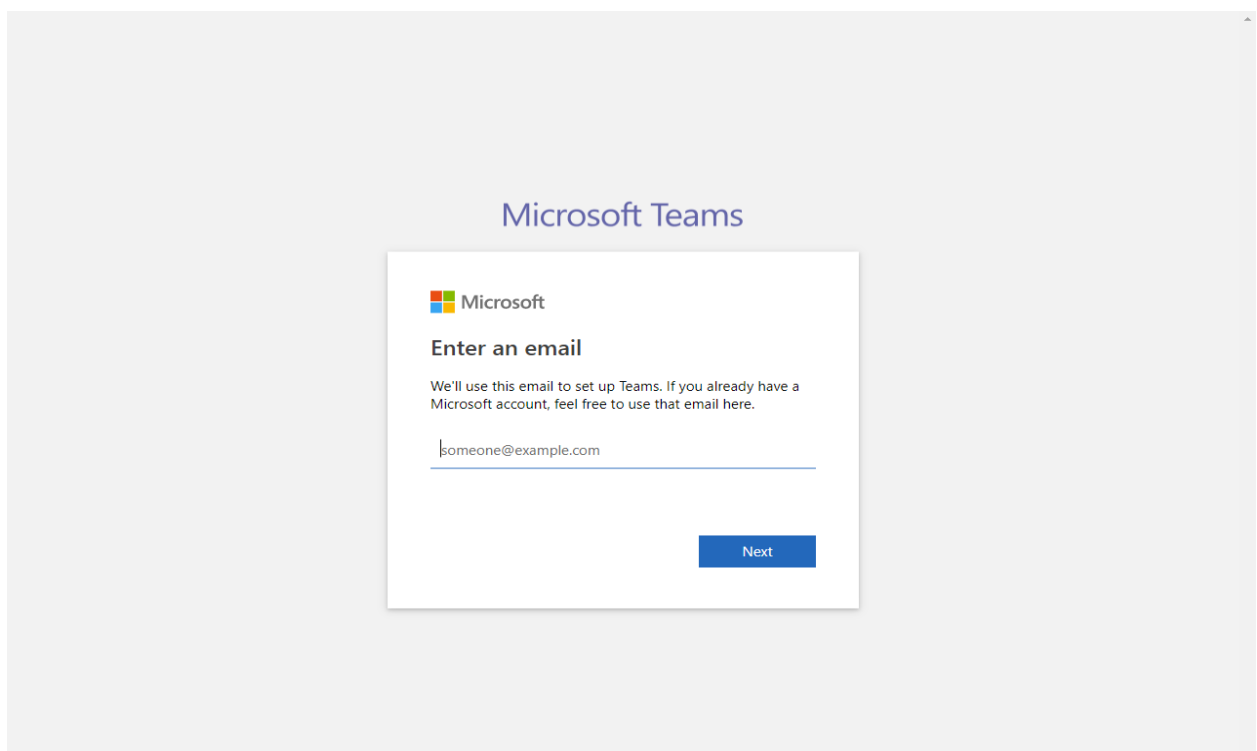
Help drive the transition to inclusive online or hybrid learning, build confidence with remote learning tools, and maintain student engagement.

[Watch learning tools >](#)

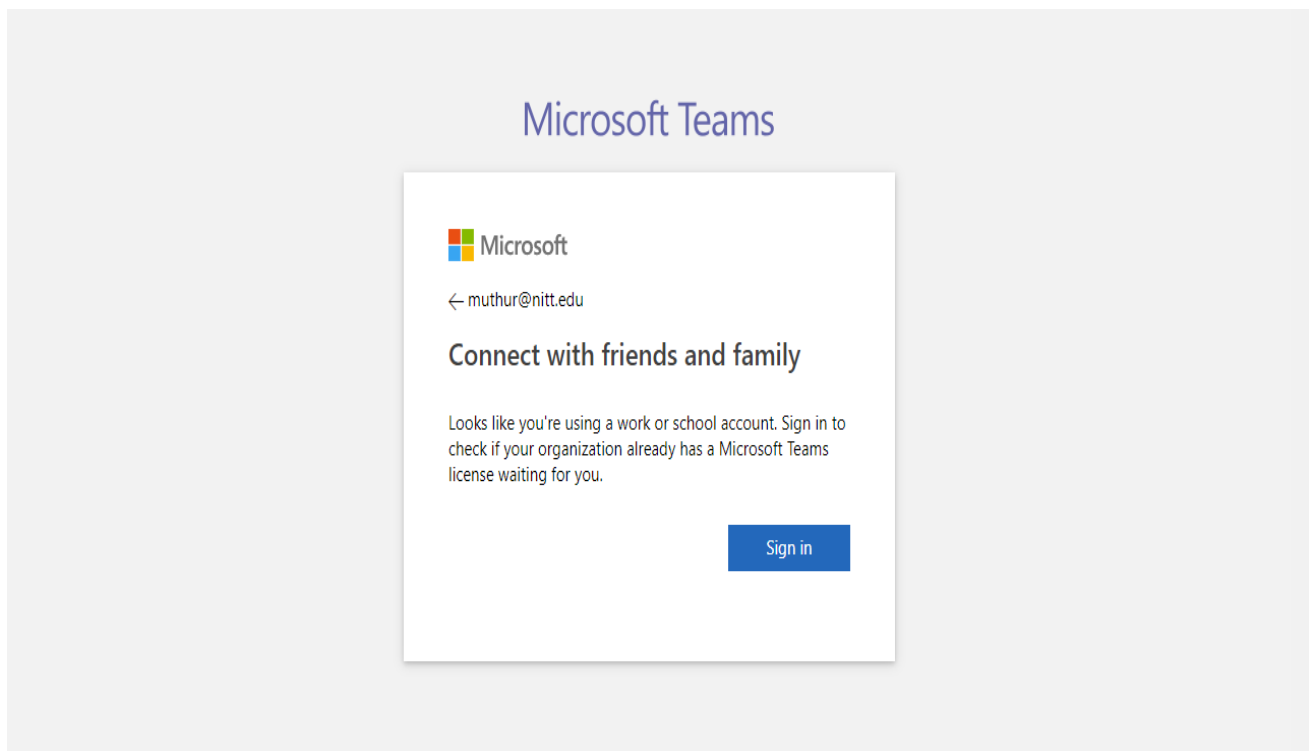
Step 3: After installation, you will be redirected to this page. Kindly click the 'Sign up for free' option.



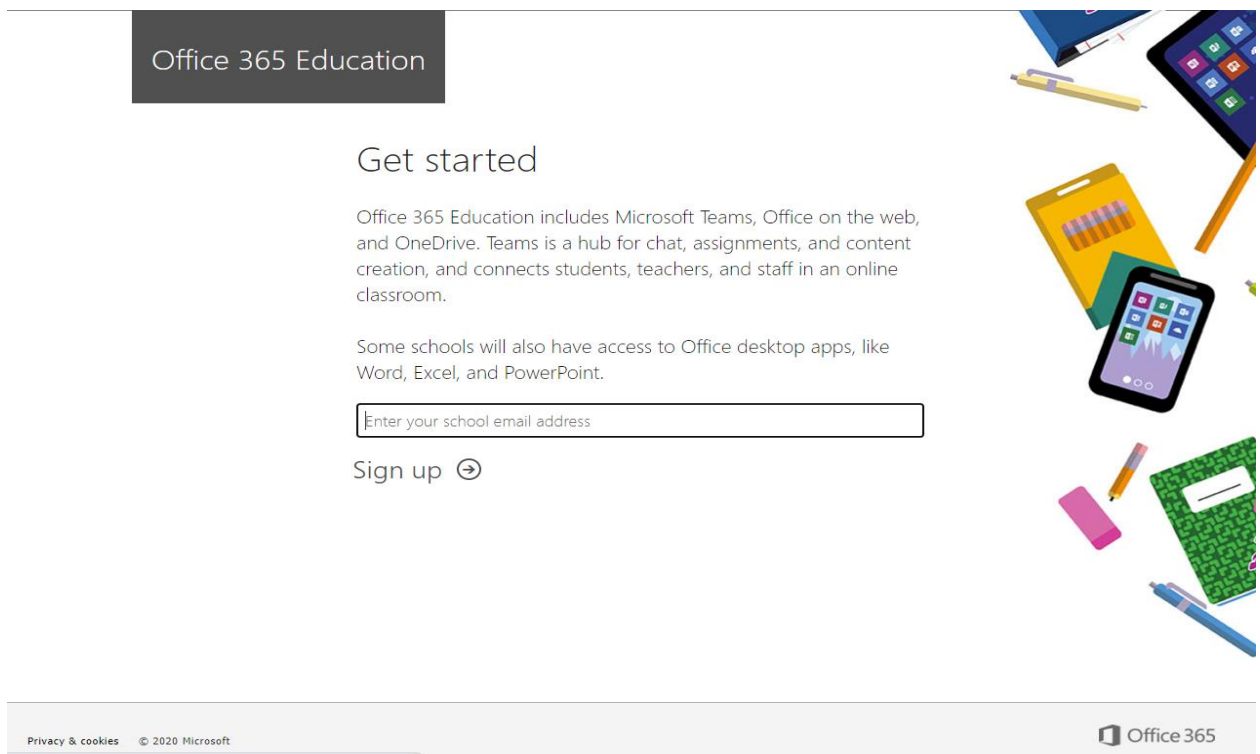
Step 4: Enter an official email, enter your "<roll number>@nitt.edu" (e.g. 110117078@nitt.edu)



Step 5: You will be led to this page. Click 'Sign in'



Step 6: Enter your official email and click 'Sign Up'.



Step 7: Click, I'm a student.


Office 365 Education


Are you a student or a teacher?

Office 365 Education includes Microsoft Teams and other tools you need for your online classroom. Teams allows students and teachers to chat, work on assignments, and co-create documents. If you're an IT admin, [sign up your school](#).

I'm a student →

I'm a teacher →



[Privacy & cookies](#) © 2020 Microsoft 

Step 8: Enter your details and an ideal password. An email will be sent to your official email ID.

Office 365 Education

Create your account

First name

Last name

Create password

Confirm password

We sent a verification code to **muthur@nitt.edu**. Enter the code to complete signup.

Verification code

[resend signup code](#)

India

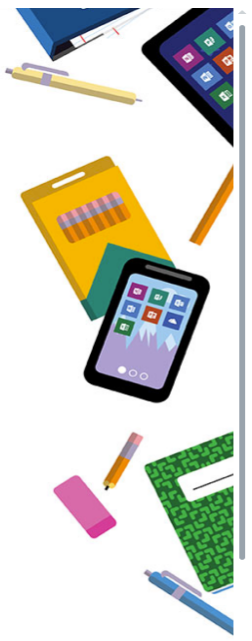
▼

[Not seeing your country or region?](#)

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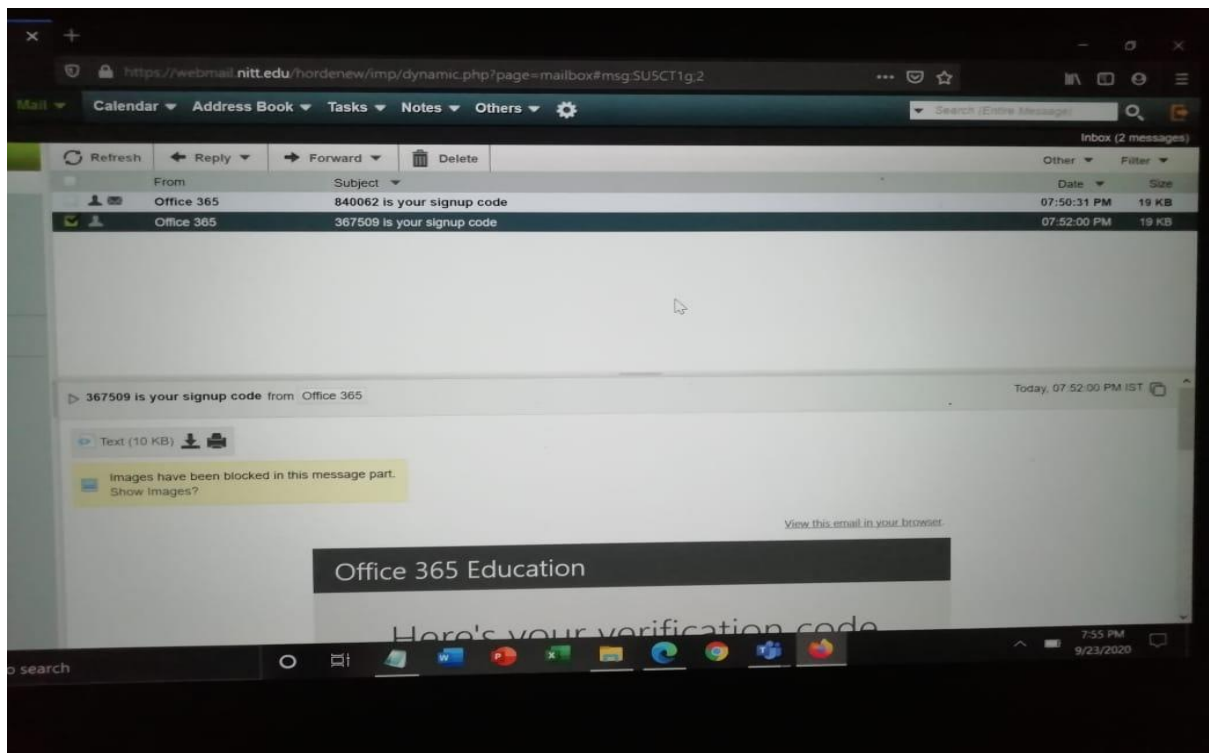
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4

Step 9: Check your webmail, and use the most recently sent code if you receive more than one.



Step 10: Enter the code and click start.

Office 365 Education

Create your account

First name

Last name

Create password

Confirm password

We sent a verification code to **muthur@nitt.edu**. Enter the code to complete signup.

Verification code

[resend signup code](#)

India

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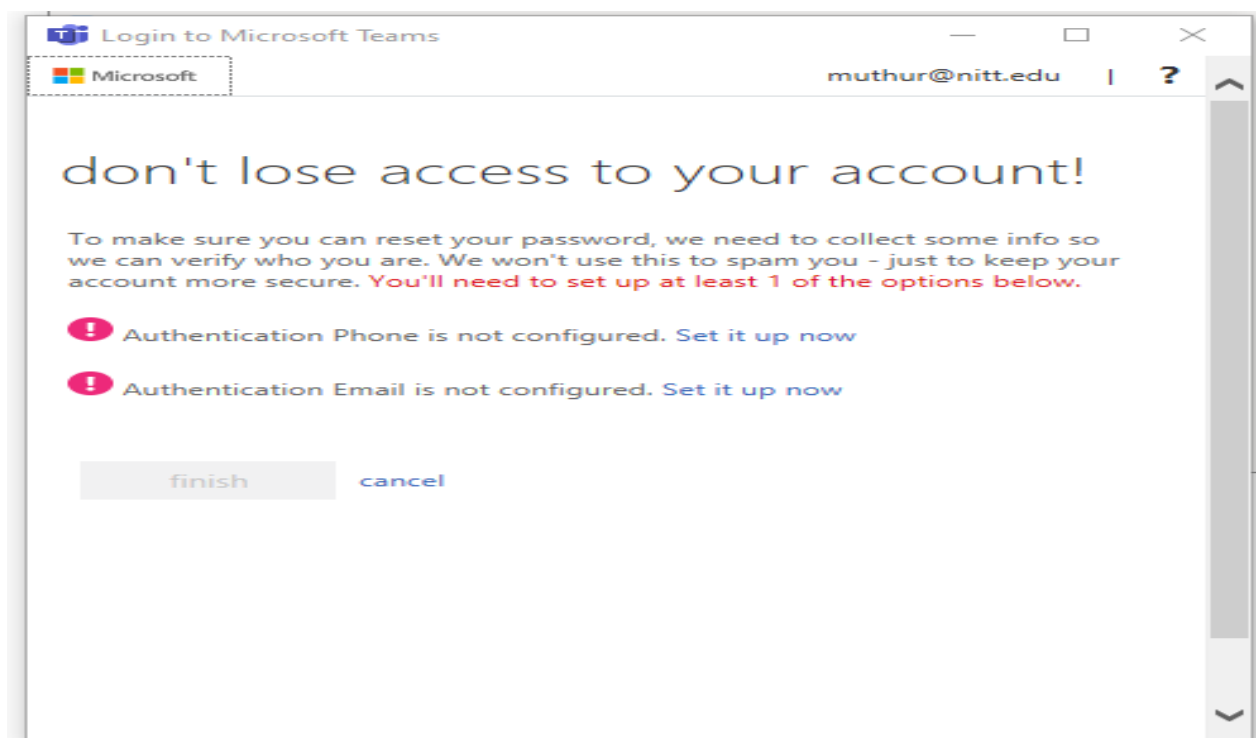
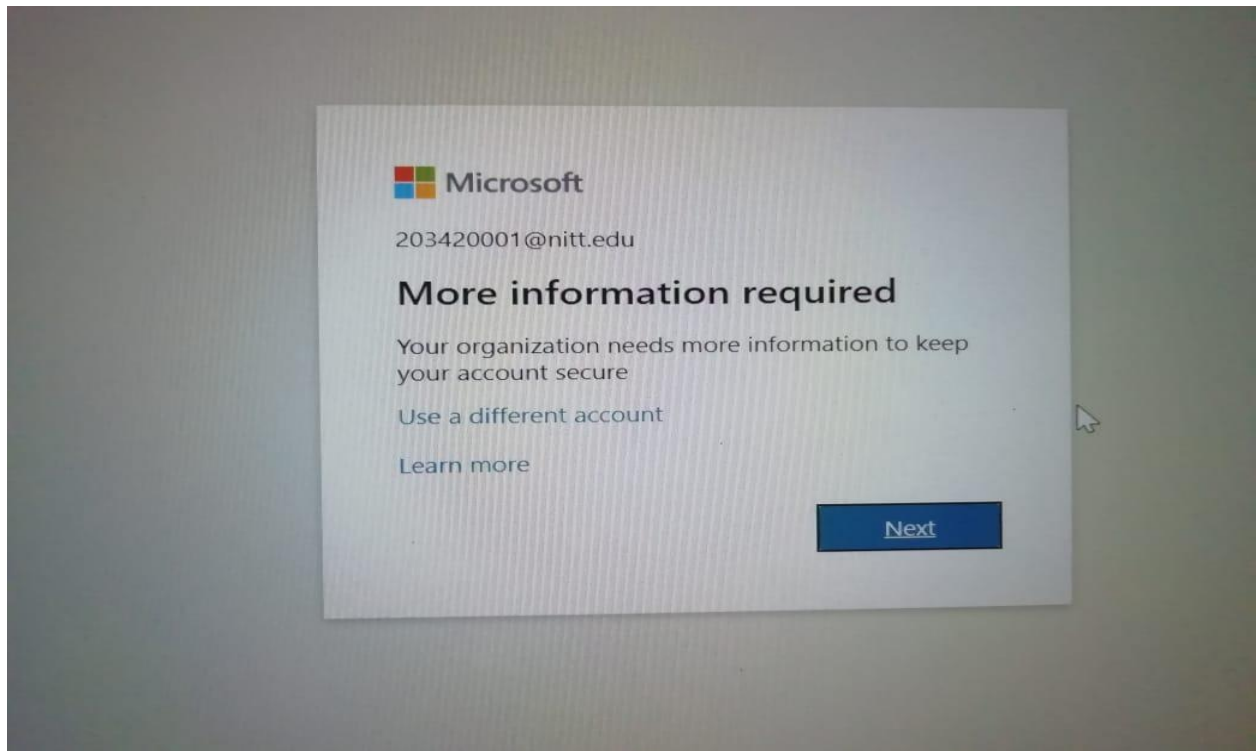
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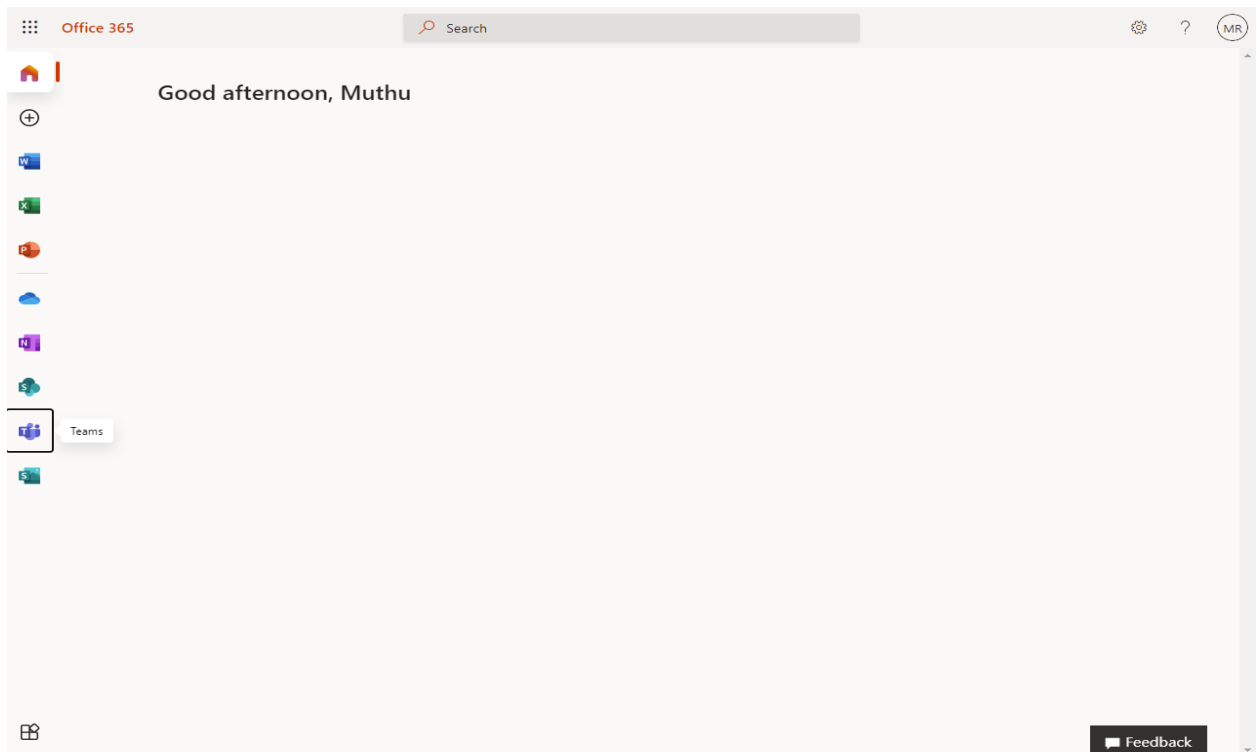
A colorful illustration of school supplies. It includes a smartphone displaying a grid of app icons, a yellow pencil case with various colored pencils, a green ruler, a pink eraser, and a green notebook with a grid pattern. The items are arranged in a scattered, overlapping manner.

5

Step 11: Click next



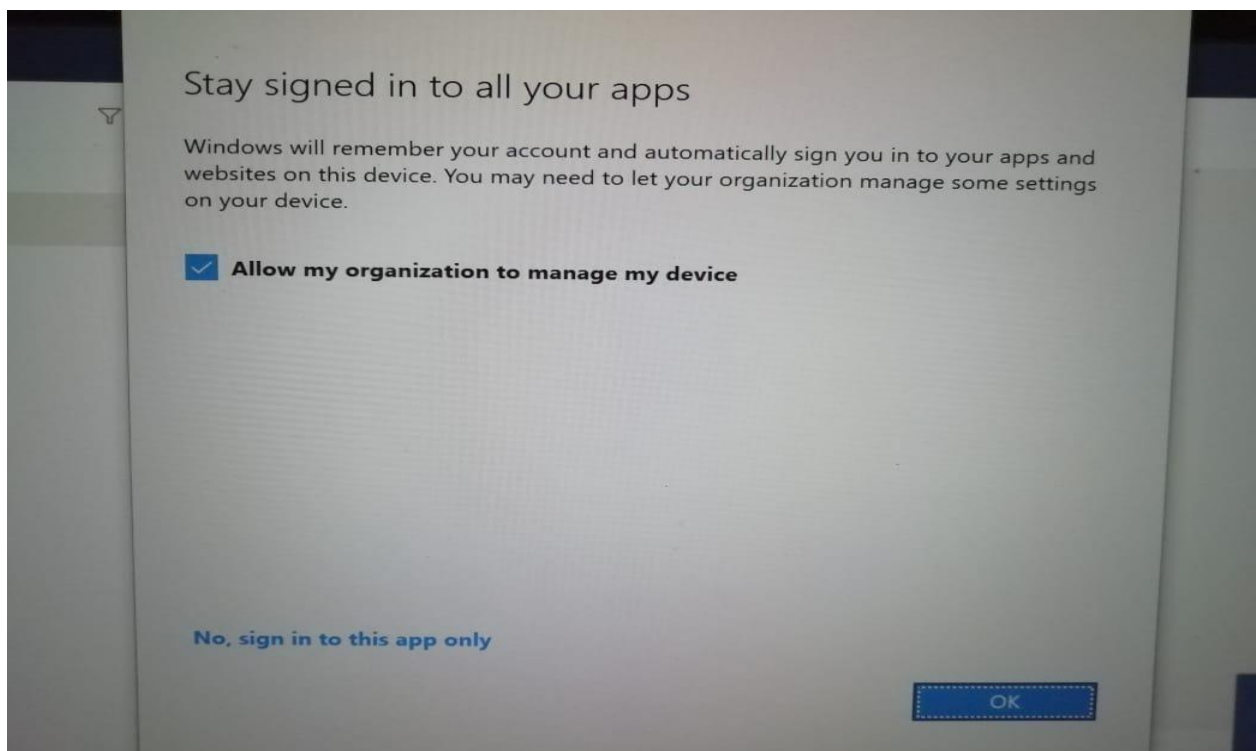
Set up your phone number and email address. Use your Gmail ID here because it is for backup in case you lose your password. OTPs will be sent to both the email and phone numbers you submit.

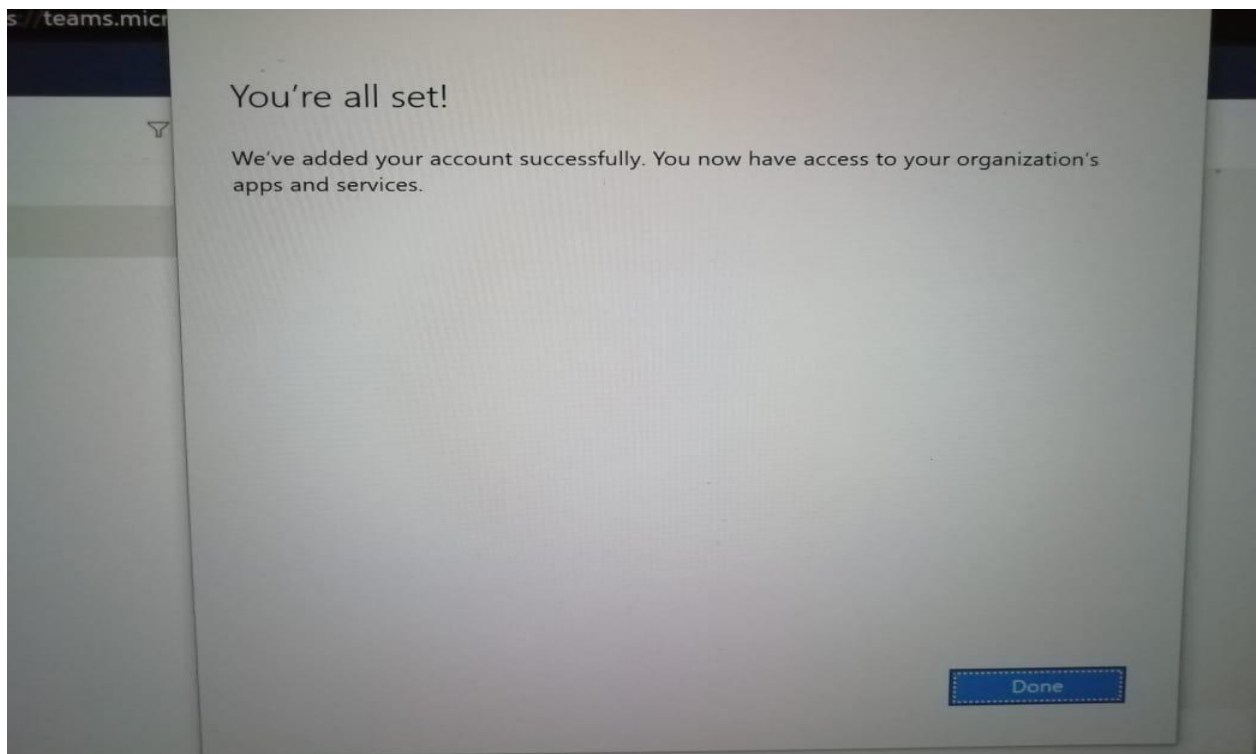


Click Teams

This page will open up you can click the Teams Icon on the left side of the page.

It will give you a few instructions on how to handle teams. Then if you have the App, it will ask you to Sign In again.





Click done. Sign out and sign in again using your set credentials.

You'd have successfully completed your set up.

