

SWAYAM NPTEL

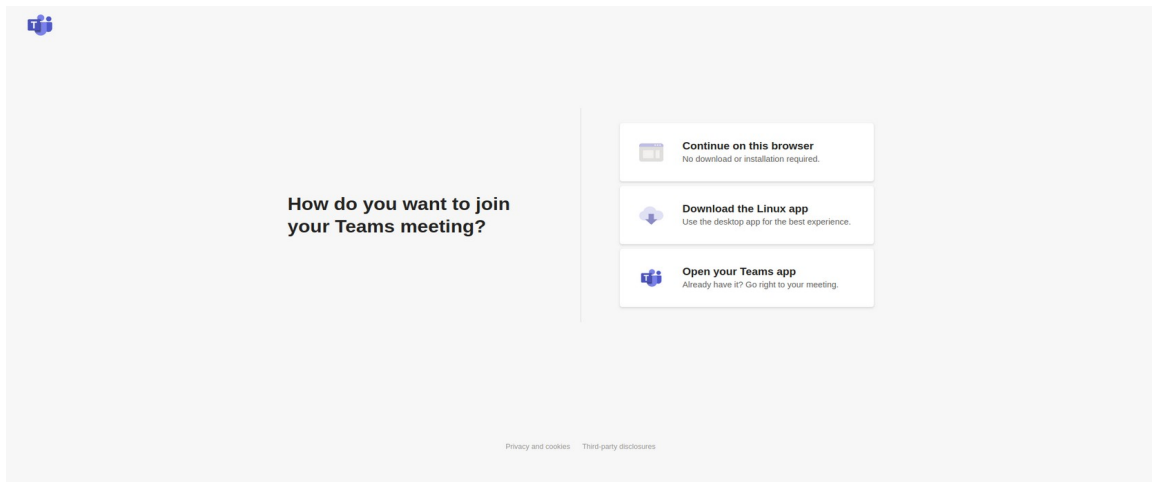
Center for Educational Technology
Indian Institute of Technology Guwahati

Dear Participants,

You can join the live session via Ms-Teams by using Mobile or Computer.

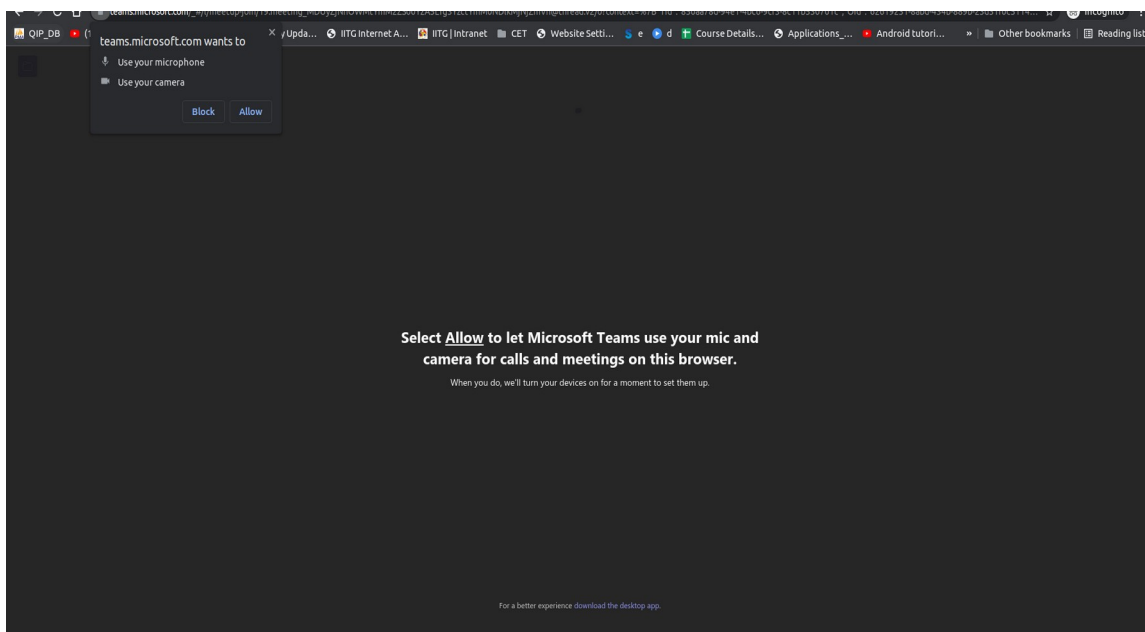
Please note that, to join the event you donot need any license key, you will be able to join the event free-of-cost.

Once you open the live session link on the **computer**, you will redirect to the below screen:



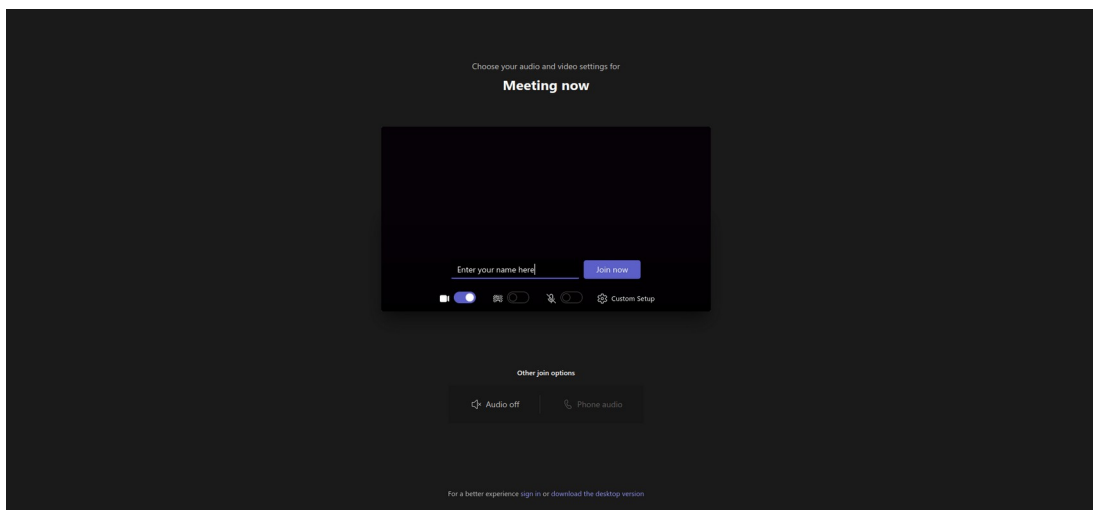
The first option is to join the meeting via your browser. Click on the “Continue on this browser” option.

You will be redirected to the below window:



Once the Teams ask for permission to use your Mic and Camera, Click on “Allow”. Without these two devices, you will not able to turn on the camera and Mic during the session. However, you will still be able to hear the meeting conversation.

Now, a window will appear like shown below:



Now, You have to enter your name to join the meeting. You may also choose whether you want to turn on/turn off the mic and camera while joining the session. We recommended that you should turn off the Mic while joining the session.

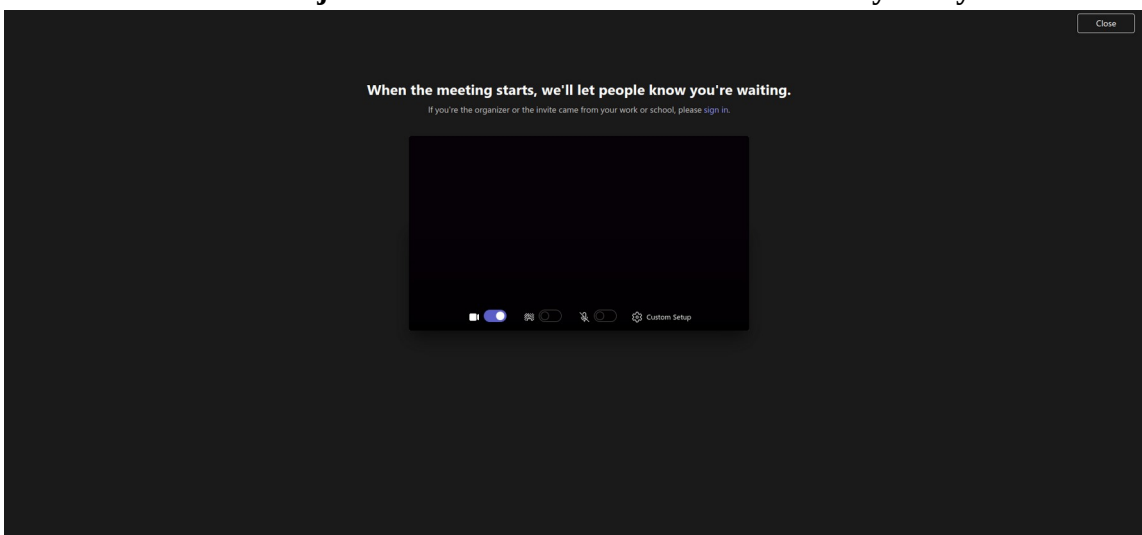
After setting up all the options, Click on “Join Now” Button.

You will be redirected to the meeting room. If the meeting has been started already you will be able to join the ongoing session.

Or if; the meeting hasn't been started now, you will be in the waiting room. Once the Host started the session you will automatically be in the session.

The waiting room window is like below:

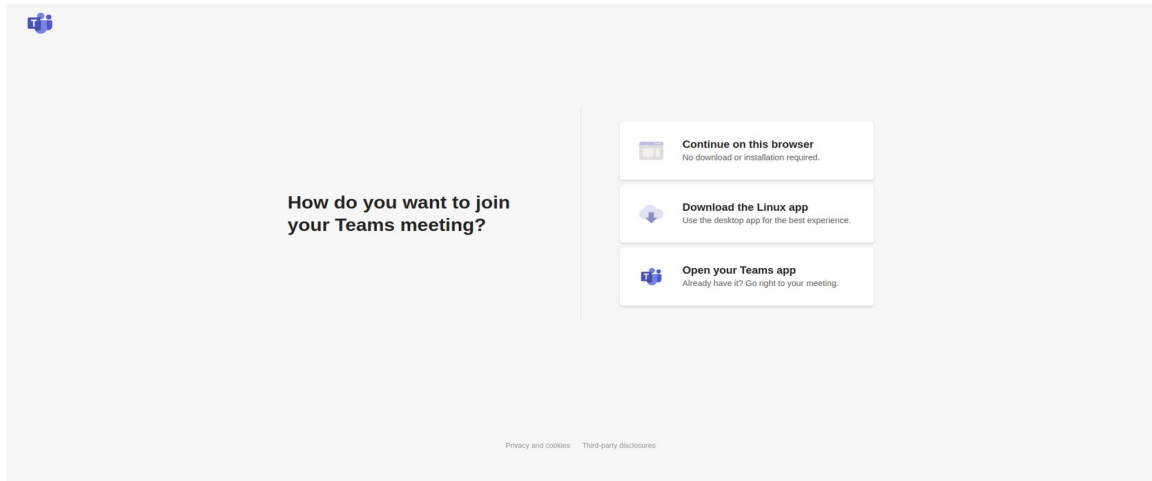
Now lets check how to join via MS-Teams software installed on your system.



You may go to the below link to download the software :

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

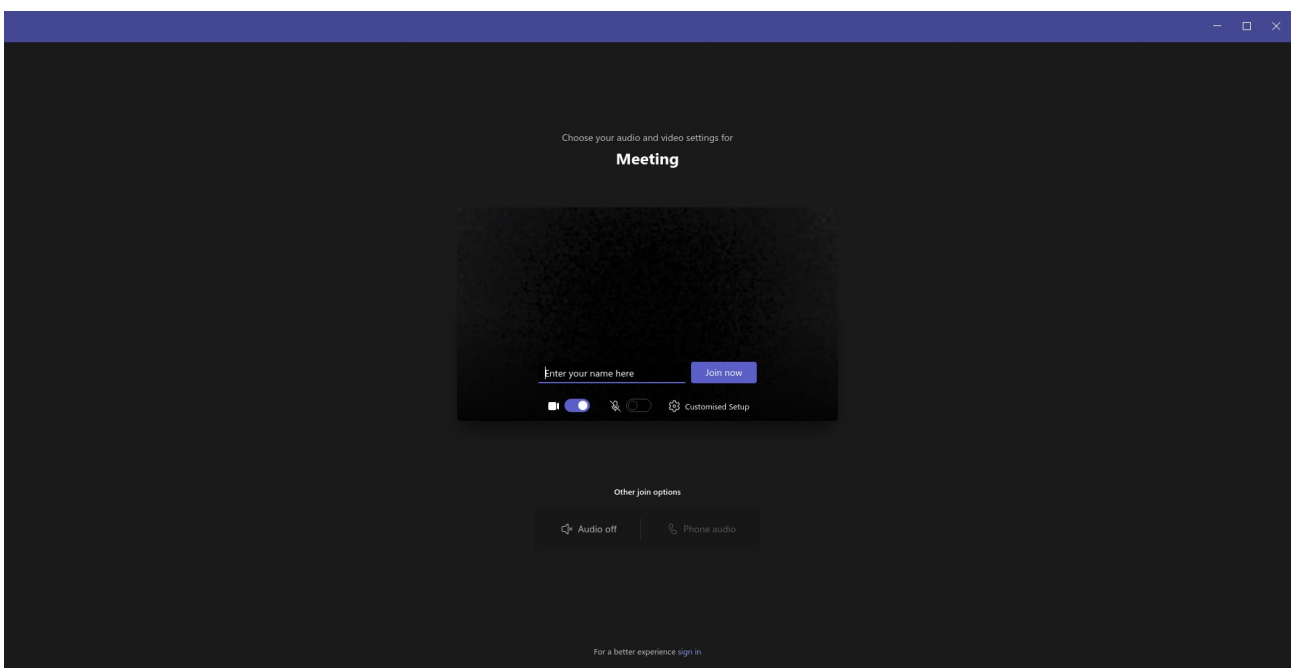
Upon clicking on the event link you will be redirected to the below screen:



To open the session in MS Teams Click on the “Open Your Teams App”.

You will need to enter your name to join. Also, you will also be able to turn on/off mic and Camera while entering the event.

We recommend turning off Mic while joining the event.
Click on “Join Now” button.

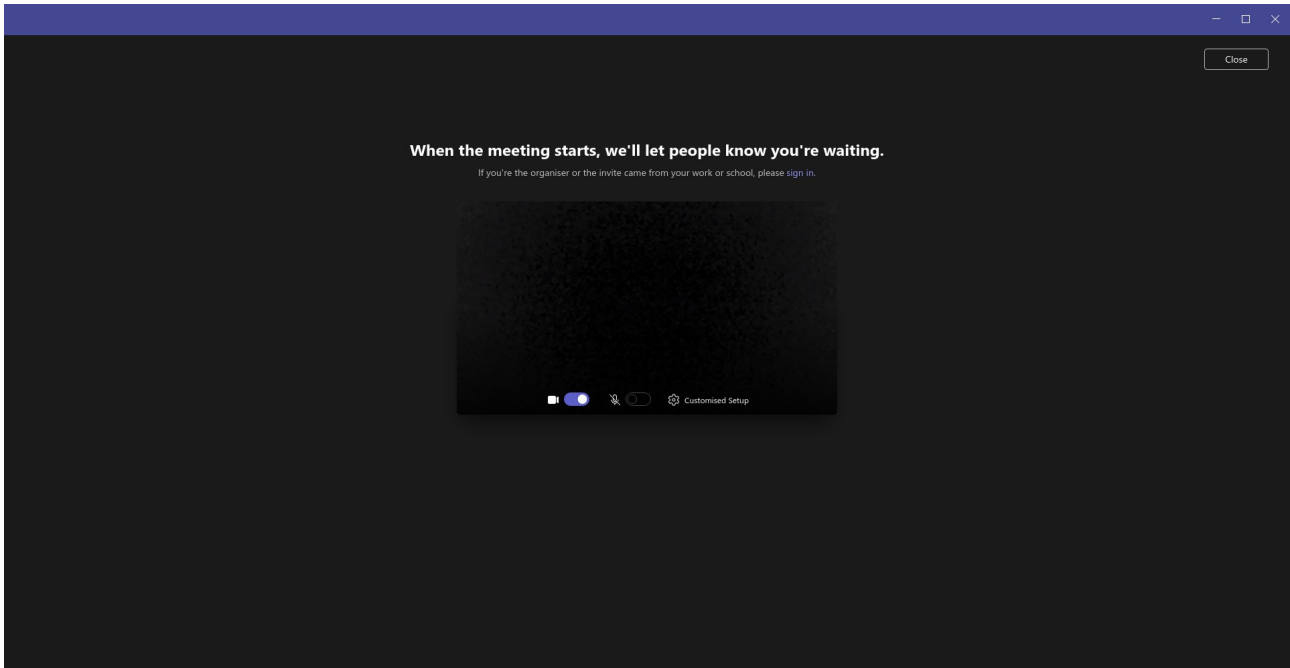


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Now, if the event has been started already then you will be on the event directly and if, the event hasn't been started yet, then you need to wait for the event to start.

You will see a screen like below:



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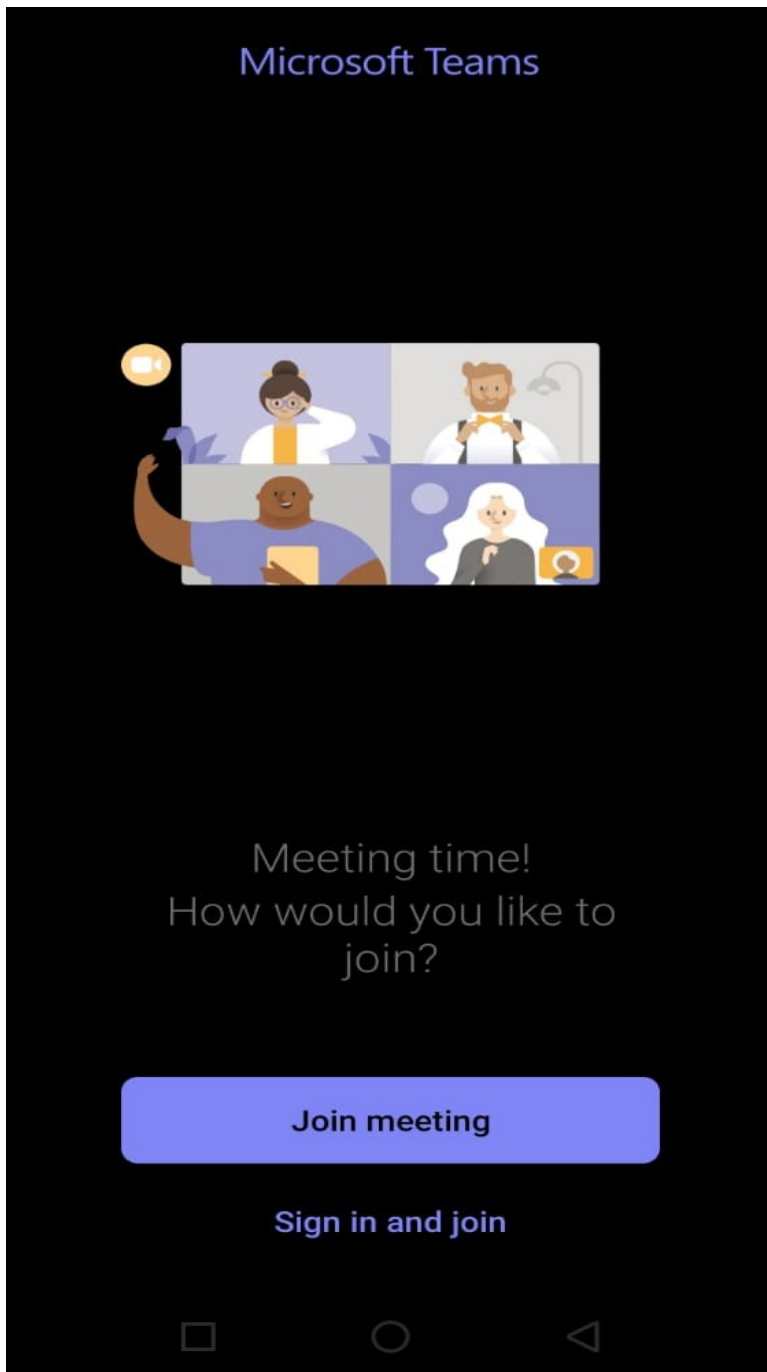
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Now, Let's see how to join from your phone:

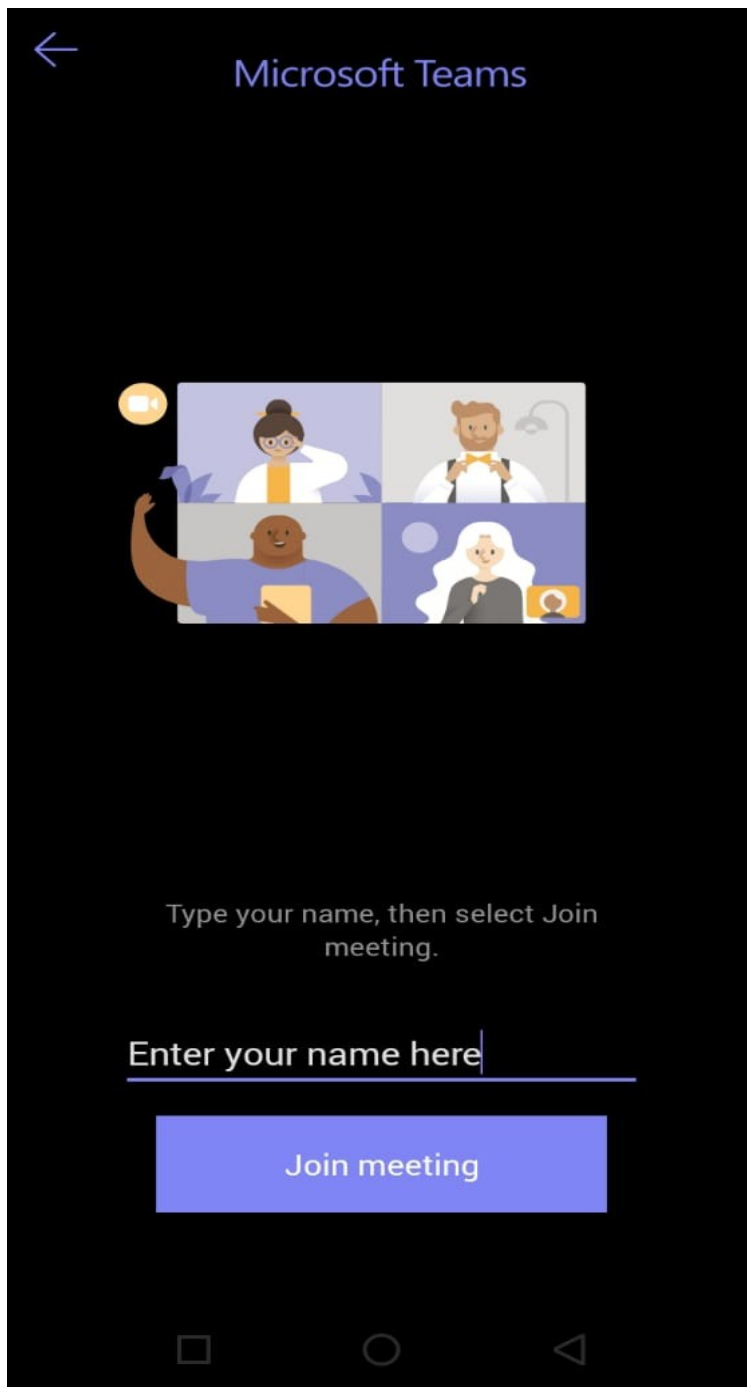
Download and install the application on your Phone.

Click on the event link and Join the event on the MS-Teams application.

You will see a window like below:



Click on "Join Meeting". And the application will ask you to "Type your name".



Now Click on “Join meeting” button.

If the event already has been started then you will be in the event room.

And if the event hasn't been started then you will be able to join once the host started the event.