

Student's Reference Points

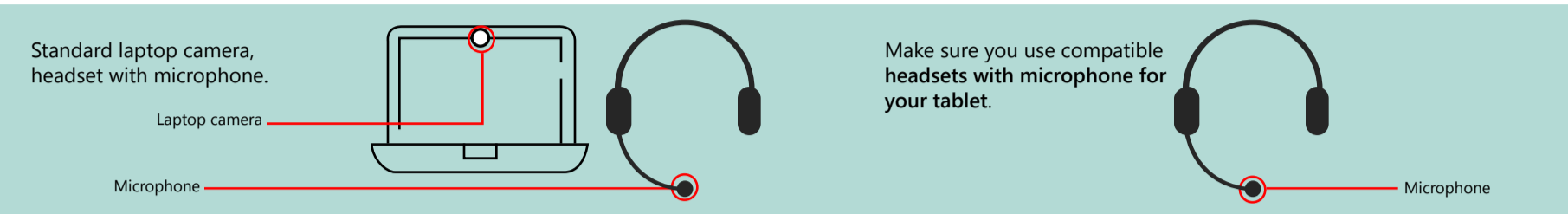


1 Technical Prerequisites (Hardware requirements for Microsoft Teams)

A. Hardware requirements for Teams on Laptops, PCs and Tablets:

| | | |
|---------|---|--|
| Devices | Windows PC <ul style="list-style-type: none"> Computer processor: 2.0 GHz processor Memory: 4.0 GB RAM (or higher) Hard Disk: 3.0 GB free capacity Display: 1024 x 768 Graphics hardware: Minimum of 128 MB graphics memory .NET version: Requires .NET 4.5 CLR or later | Mac <ul style="list-style-type: none"> Computer processor: Minimum Intel processor, Core 2 Duo or higher Memory: 2.0 GB RAM Hard Disk: 1.5 GB free capacity Display: 1280 x 800 or higher Operating System: Mac OS X 10.11 El Capitan or later |
| Tablets | Android <ul style="list-style-type: none"> Last four major versions of Android | iOS (iPad) <ul style="list-style-type: none"> iOS10 or later iPad: 5th gen or higher iPad Pro: 2nd gen or higher |

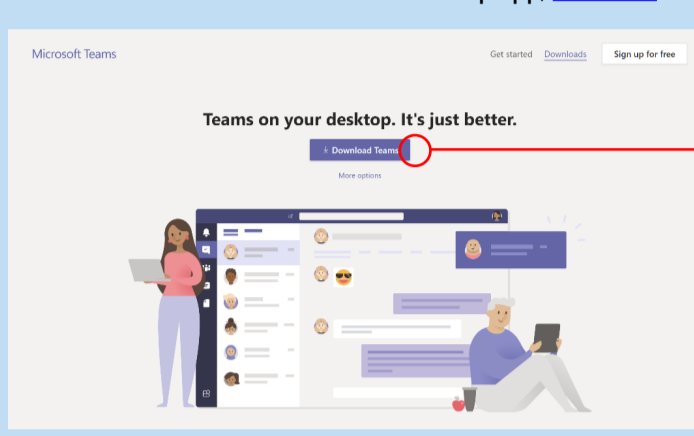
B. Additional requirements and devices:



2 Teams Installation Guidance:

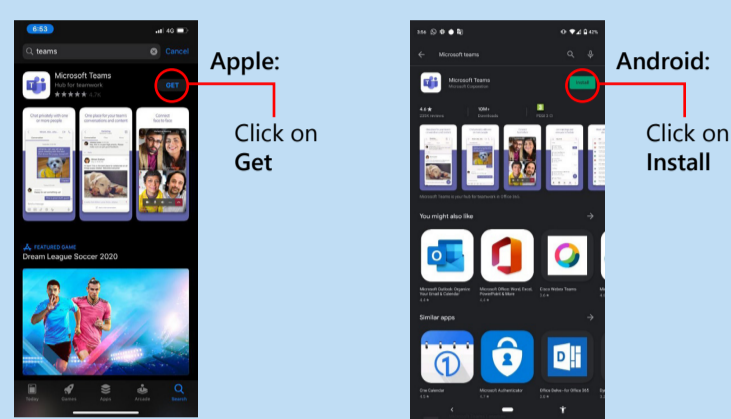
A Download:

i To download Microsoft Teams as a desktop app, [click here](#).



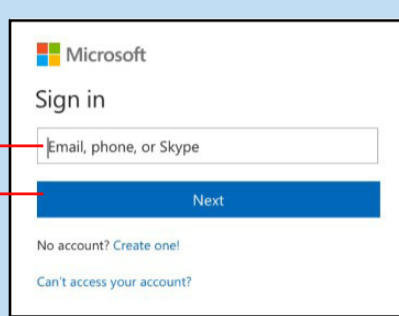
ii To download Microsoft Teams on your tablet:

- > Go to the App Store or the Google Play
- > Search for "Teams"
- > Download Microsoft Teams as you can see in the screenshots



iii Launch the app and sign in:

- In Windows, click Start then search for Microsoft Teams.
- On Mac, go to the Applications folder and click Microsoft Teams.
- On tablets, tap the Teams icon.
- Sign in using your school's email and password.



3 Password Management:

- Make sure that your school's login email and password are always accessible for you in order not to lose them.
- Don't share your login password and email with anyone.
- If you lose your login email and password, please contact your school's IT admin.

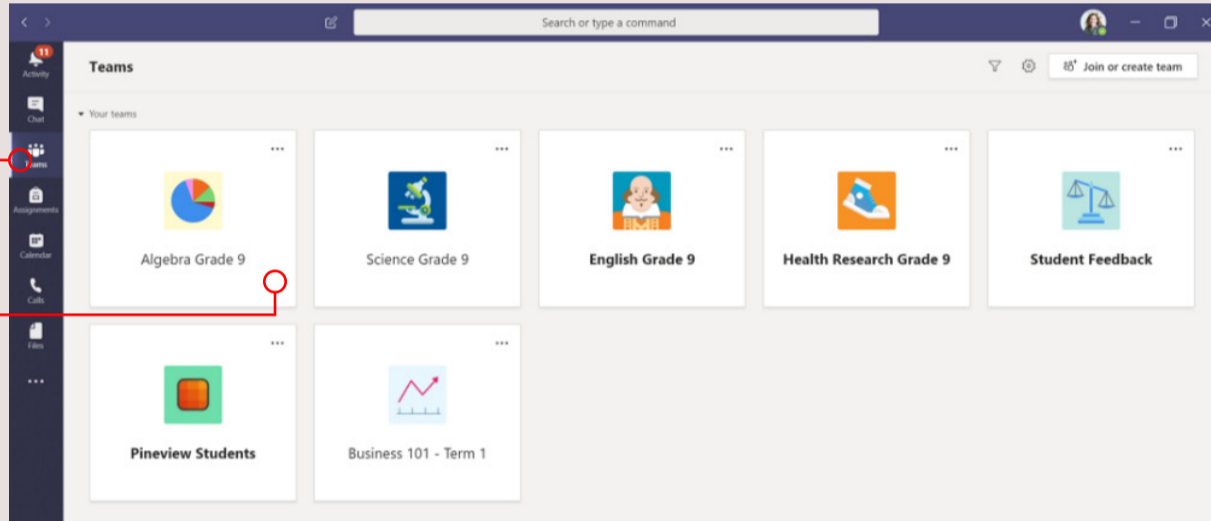
4 Learning Environment:

- Sit in a quiet place with no distractions around for you to focus and concentrate.
- Make sure you have all resources and learning materials in hand before the class starts.
- Good Wi-Fi connection that is only being used for learning purposes.
- Ensure you close all tabs before class starts and only have relevant documents open.
- Ensure that you are using a working headset and mic for your online live class.

5 How to attend the Online Live Class:

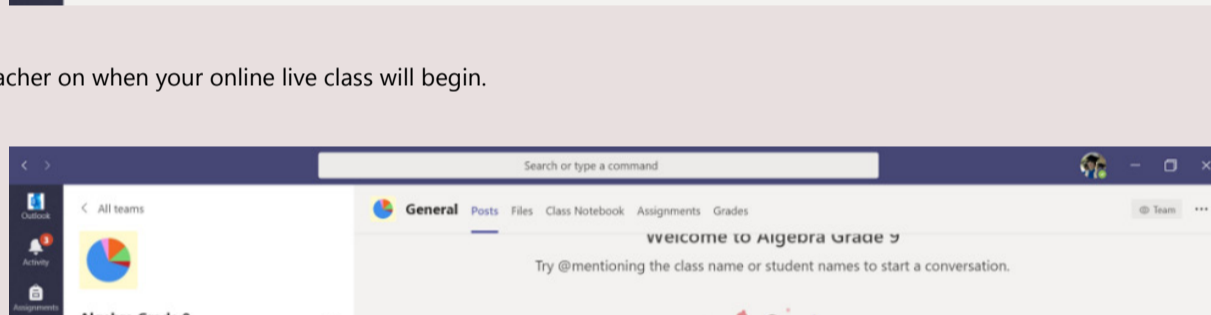
Step 1: Click Teams

Click on the Teams icon in the taskbar.



Step 2: Click on your class.

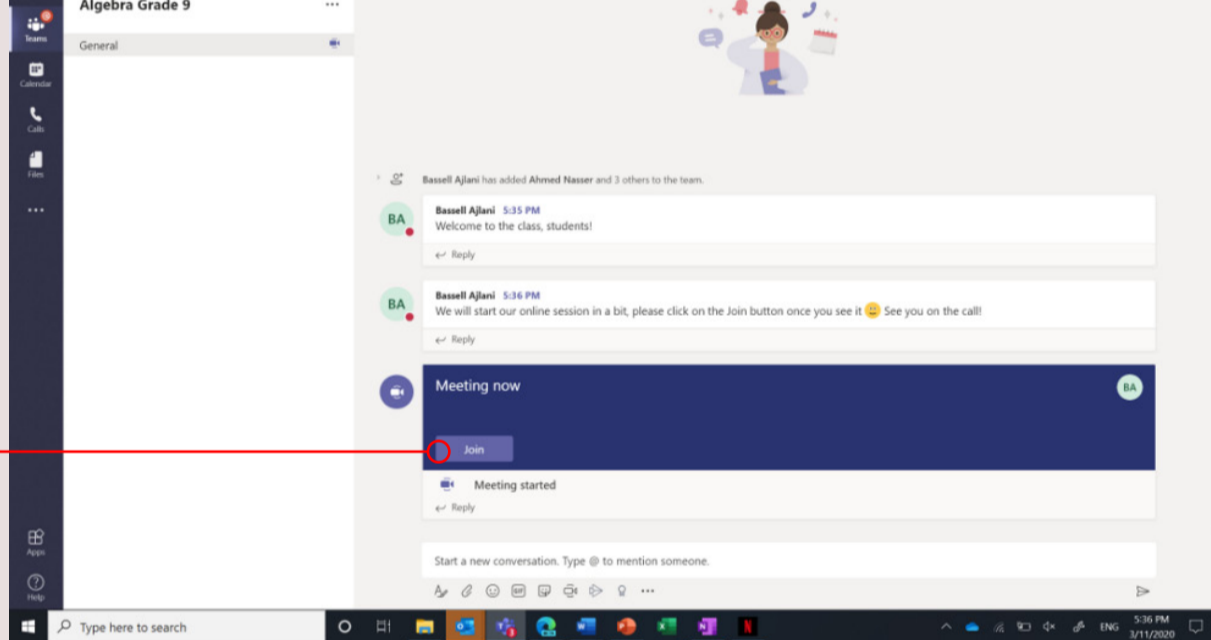
Click on the class tile in the Teams app.



Step 3: Wait for instructions from your teacher on when your online live class will begin.

Step 4: Press on Join now to attend the online live class call.

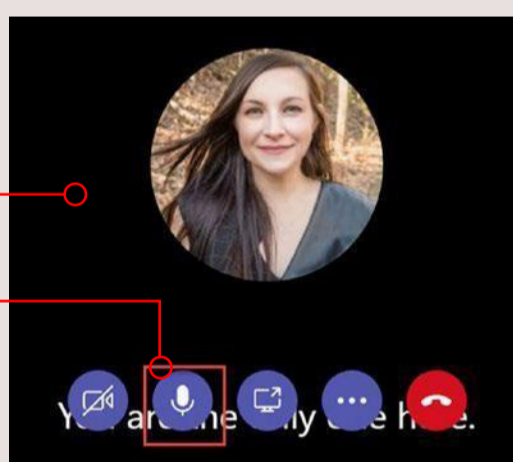
Click on the 'Join now' button in the class chat.



Step 5: Muting the Mic:

Keep your mic muted unless you have permission from your teacher to speak!

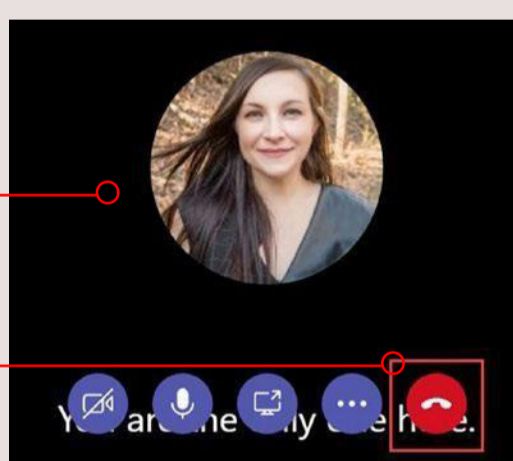
- > Move the mouse to the middle area of the meeting screen.
- > Click the microphone icon. To unmute, follow the same instructions. If the microphone icon has a slash going through it, then it's on mute.



Step 6:

After your teacher ends the online live class call:

- > Move your mouse to the middle area of the meeting screen.
- > Click the red phone icon to hang up.



Step 7:

Once the online live class ends, make sure to:

- > Click on Teams again.
- > Click on your next class.
- > Wait until your teacher's instructions and join the online live class.

6 You can access the recorded online live class on the group chat area after the class ends.

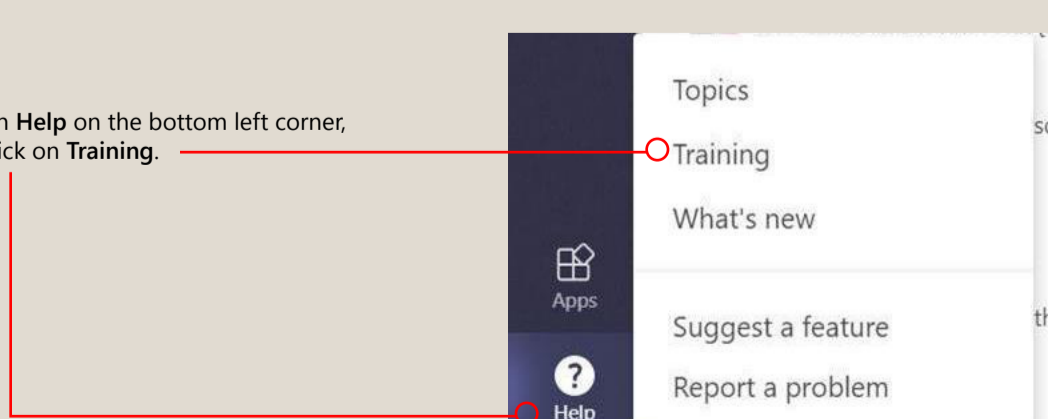
7 Make sure you are aware and adhere to Online Live Classroom Do's and Don'ts :

| Do's |
|--|
| Join your online live classes on time. |
| Close the call after your teacher concludes the online live class. |
| Have your textbooks and all your learning materials ready in hand. |
| Follow class rules at all times. |
| Stay in mute unless permitted by your teacher to speak. |

| Don'ts |
|--|
| Don't open the browser or other tabs during the online live class. |
| Don't disturb your classmates during the online live class. |
| Don't leave the online live class before the class ends. |
| Don't be late to class |

8 For Assistance and support:

> Click on Help on the bottom left corner, then click on Training.



Please make sure you reach out to your IT admins for any further assistance or support.

Online Live Class Checklist for Students:

Make sure you follow the below checklist to ensure you do not miss any of the important points during your online live classes:

- A** Sit in a place with no distractions or noises around you.
- B** Make sure you have good Wi-Fi connection.
- C** Have your headsets with microphone ready before the start of class.
- D** Have all your resources and learning materials in hand before starting the class.
- E** Close all tabs before class starts and only have relevant documents open.
- F** Wait for your teacher's instructions on when the online live class will start.
- G** Join your online live class on time.
- H** Stay muted unless permitted by the teacher to speak.
- I** Don't disturb your classmates during the Online Live Class.
- J** Exit the online live class after your teacher ends the class.
- K** Get ready for your next online live class