

**Sarvajanik Education Society**  
**Sir P T Sarvajanik College of Science, Surat**  
**Microsoft Teams for Webinar / Online Classes**

Dear Students,

We hope you are in good health and following the guidelines for safety in these tough days of the COVID-19 Pandemic.

As you are aware, you have been enrolled for the new academic year 2020-2021 and would have received the associated details. We welcome you to the new academic year and wish you a successful learning year ahead.

The current situation as per Government notification requires all classes with physical presence to be suspended till 15 August, 2020. However, VNSGU and CHE-GoG have instructed that students be taught remotely. Thus, the online classes have started from 22/06/2020 as per the time table (forwarded to you / put up on the institute website).

Recently, Higher Education Department, Government of Gujarat has collaborated with Microsoft and hence teachers and students are being offered free licenses for Office 365. This also includes many applications that Microsoft offers and one single user id will enable a user to access many such applications from the cloud. One such application is Microsoft Teams. It is usually used for remote teaching and learning just like Google Meet or Zoom.

It is in the above context that the online teaching and learning activity of PTSCS will now be shifted to Microsoft Teams. The student id and password will be made available to you. You will be entitled to use Office 365 as a licensed user.

**Instructions for Students:**

**Installing the Teams Client**

PC/Mac and Android: Navigate to the following website and click the link appropriate for your operating system: <https://teams.microsoft.com/downloads>

iOS: Download the Teams app from the App Store: <https://aka.ms/iosteam>

Click on the Teams icon to start Microsoft Teams.

Login with the details provided by the institute.

You will be asked to change your password and set a new password.

Please remember your new password and note it down safely for future reference.

Please note that a physical world classroom is called as a Team or Channel in Office 365.

You will see your Team (Class Subject wise) once you have successfully logged into Teams.

Click on your Team and see the various details in the General channel. You will know about a scheduled meeting here. You may also access your calendar to know the teacher's scheduled classes (meeting).

We recommend that you visit following links to become familiar with Microsoft teams:

<https://support.microsoft.com/en-us/office/remote-learning-with-office-365-for-students-eea3ee92-ba42-4217-90d4-155f9a5477e4>

<https://support.microsoft.com/en-us/office/distance-learning-with-office-365-guidance-for-parents-and-guardians-89d514f9-bf5e-4374-a731-a75d38ddd588>

You may also see the various videos on YouTube for Microsoft Teams.

Please note that online learning rules and regulations, informed to you in previous circular, are still valid.

In case of any queries regarding the webinar / online classes, technical difficulty in logging in or any other query kindly contact the college office.

*Stay Home, Stay Safe*

*Happy Learning*

Team PTSCS