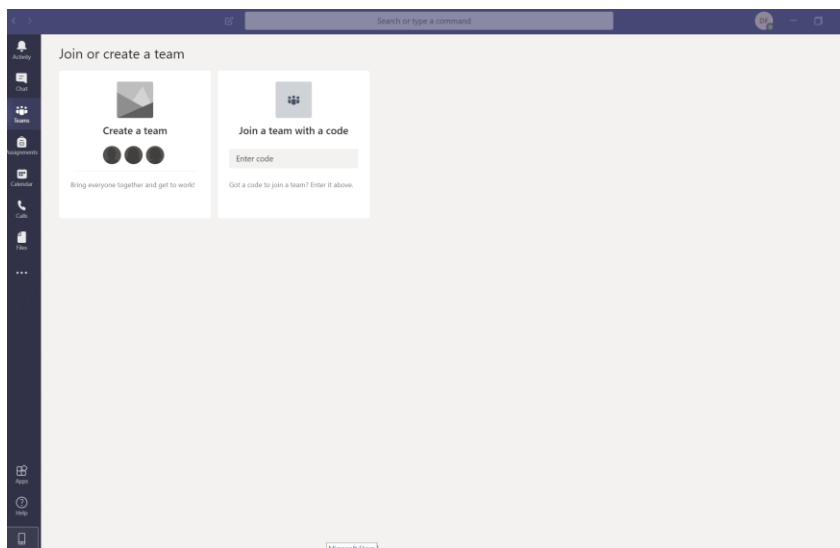
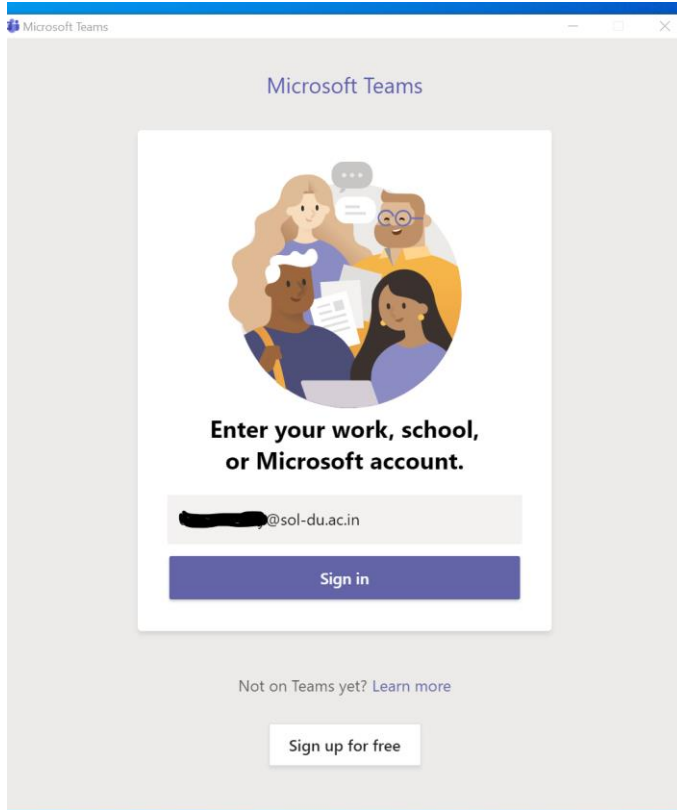
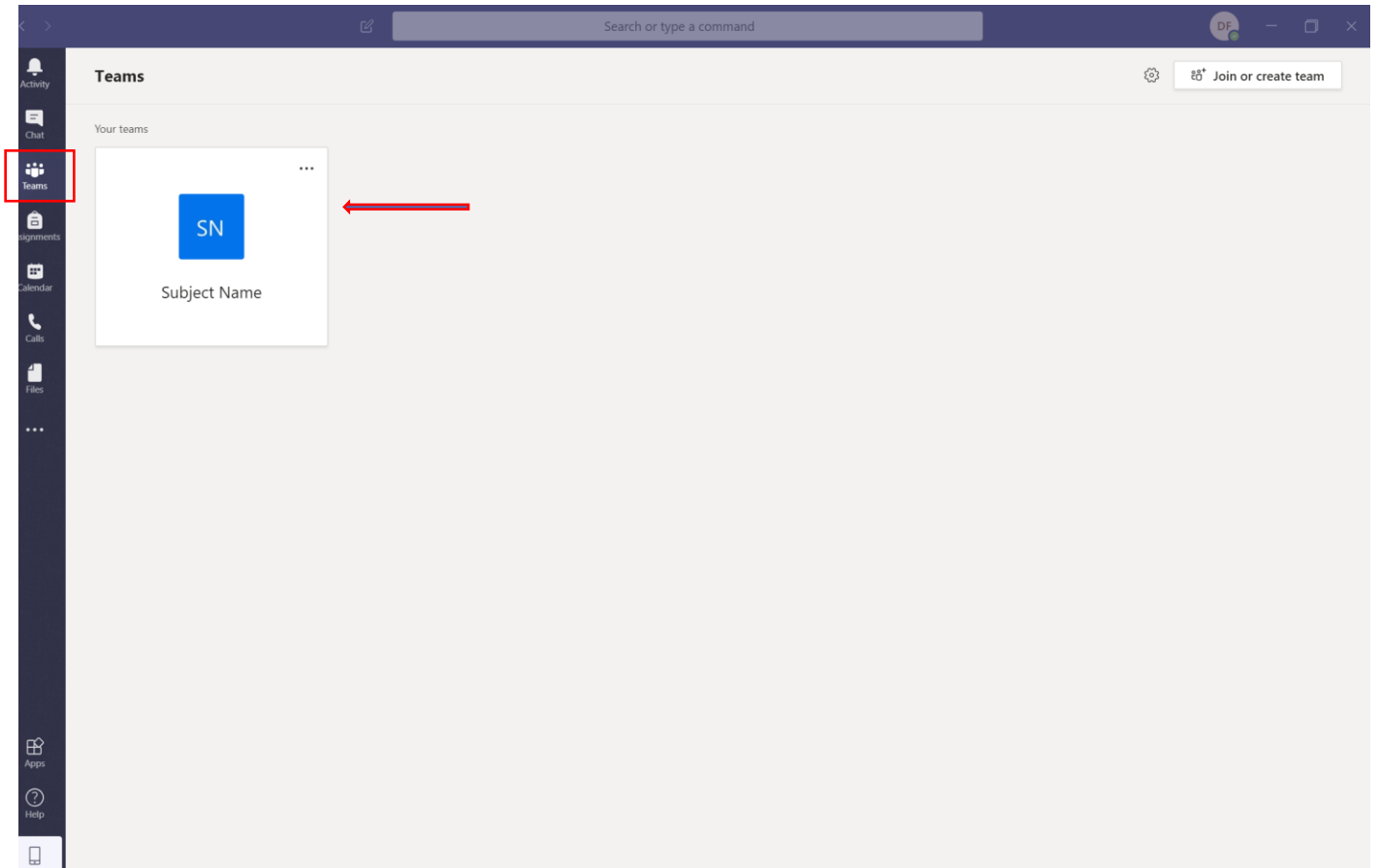


# Start with Microsoft Teams – Faculty Experience

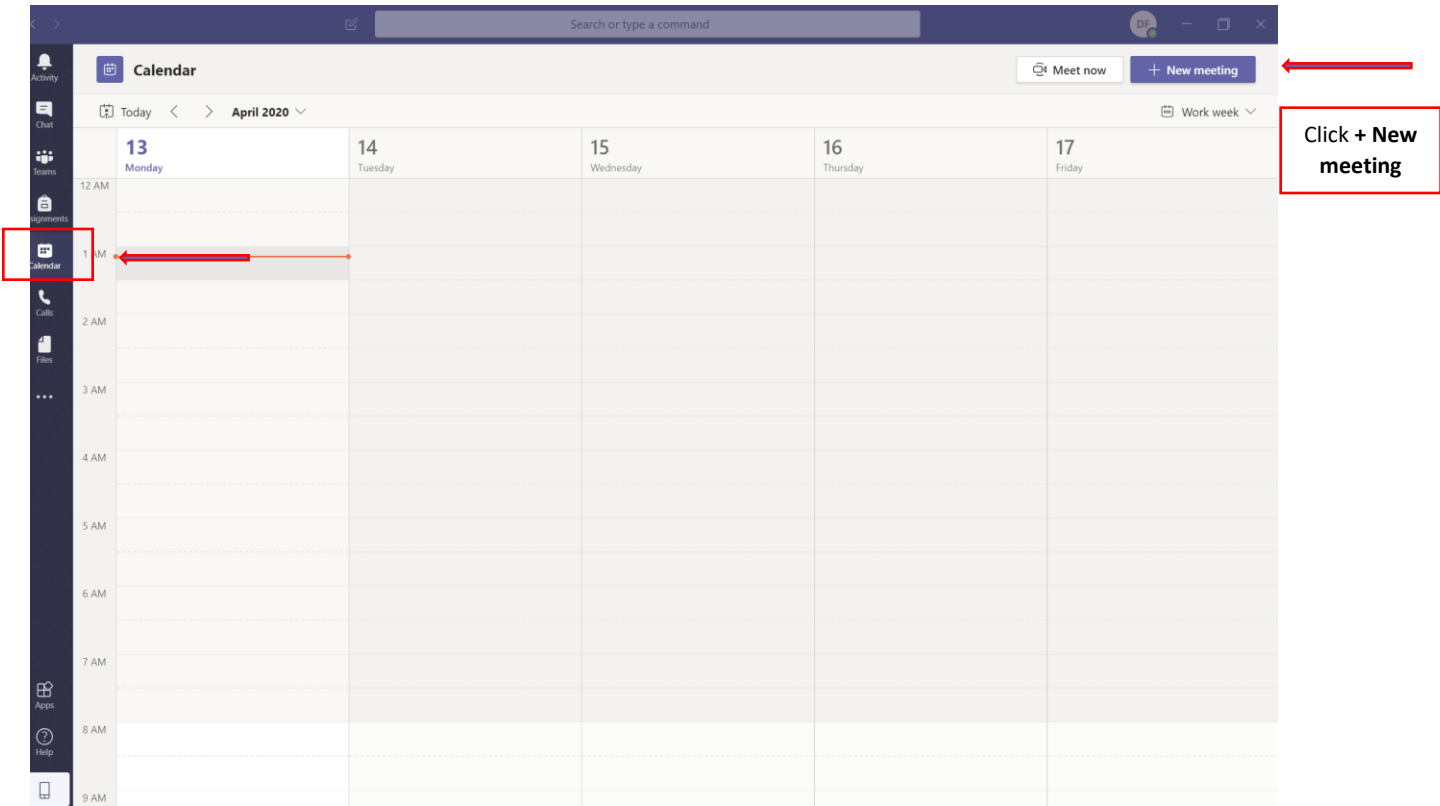
## Step 1 – Please Login to the Teams app



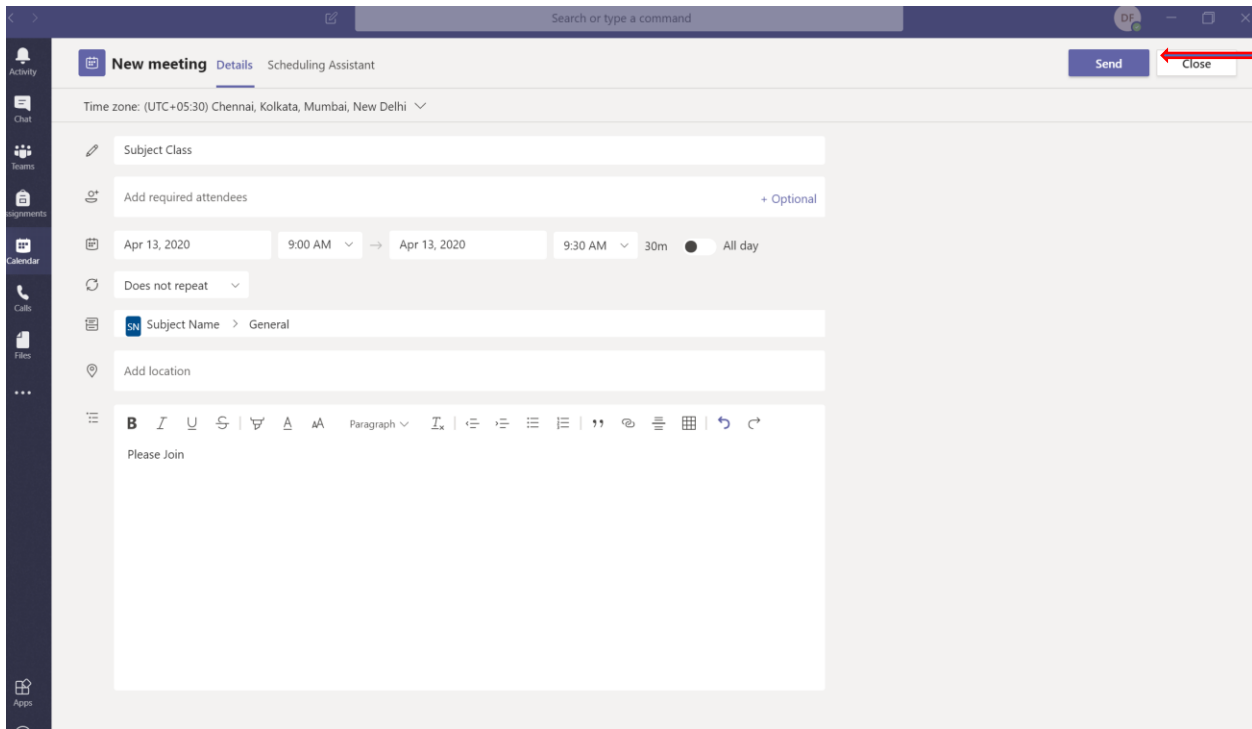
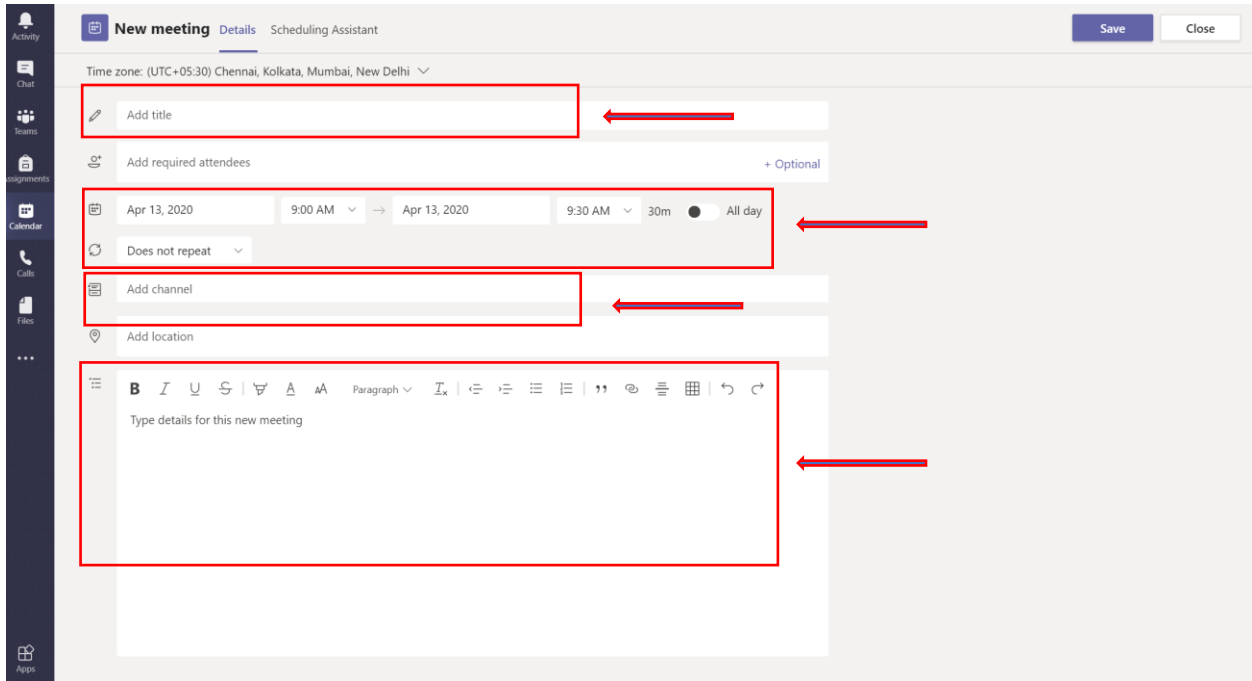
**Step 2** – You will see the Subject Name, when you click Teams



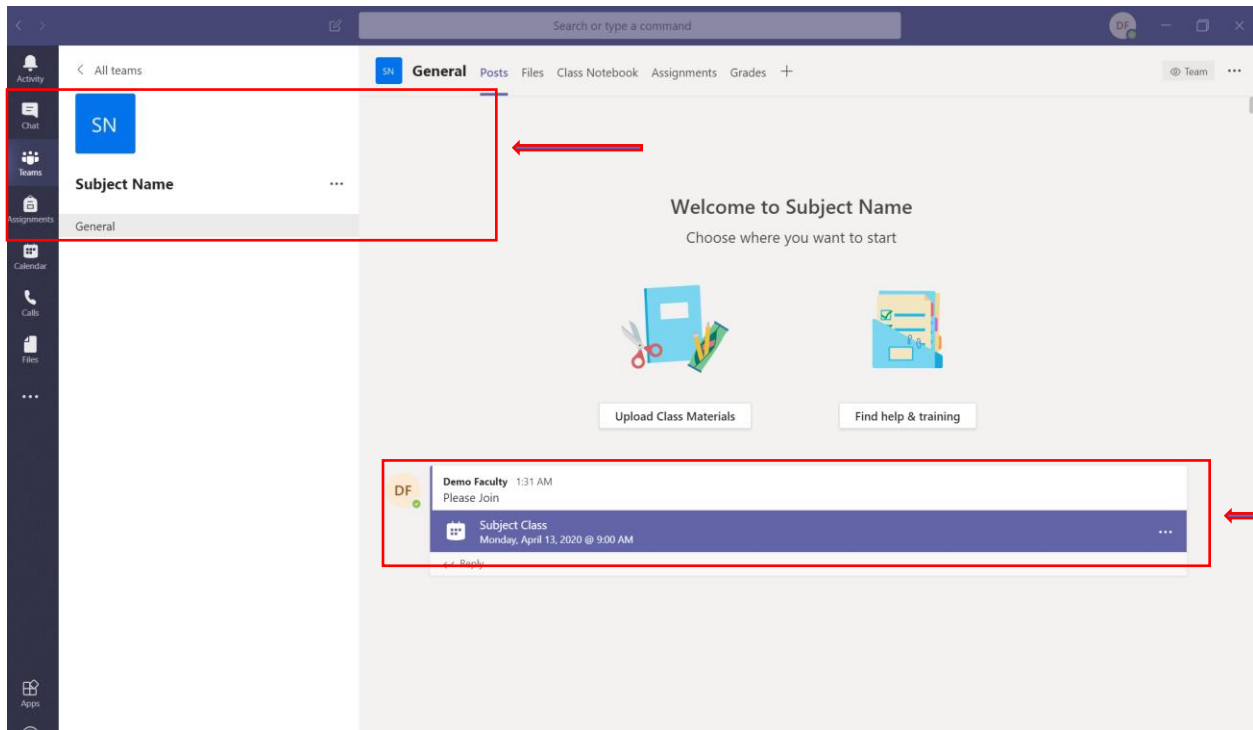
**Step 3** – Click on Calendar to schedule the class



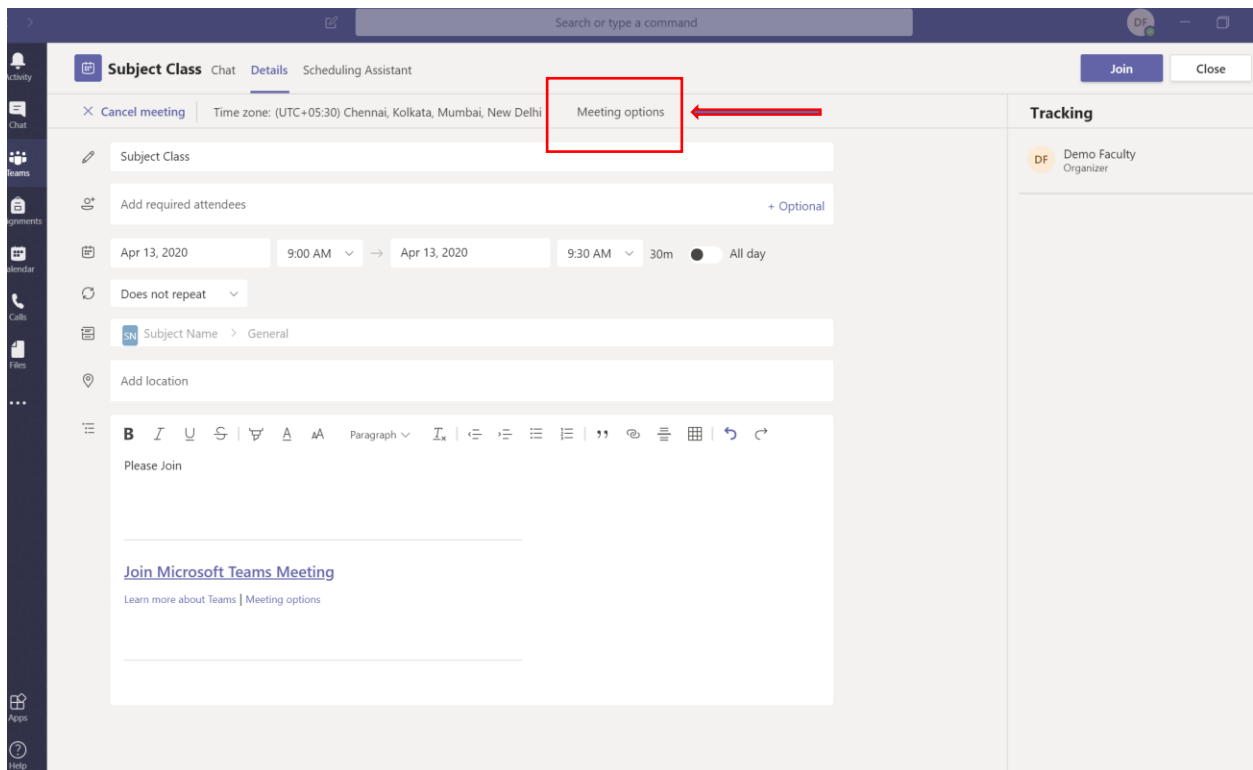
**Step 4** – Provide the details as when you want the class, is it repetitive, Select the Channel & Send

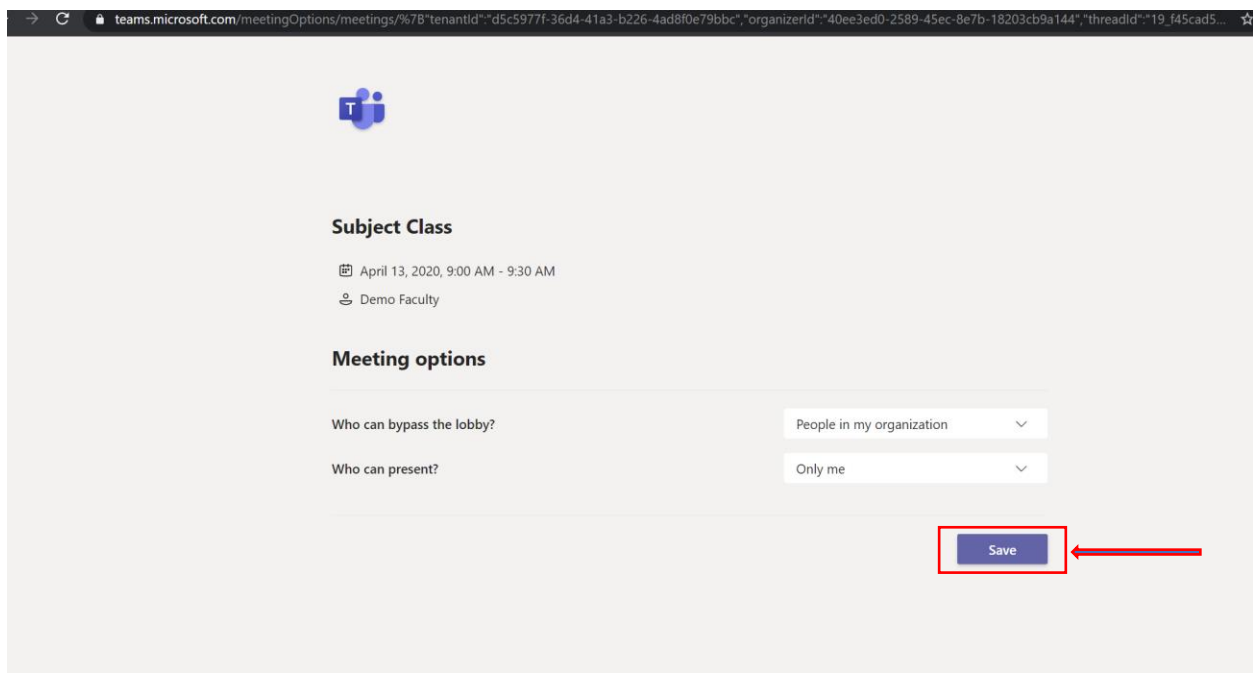
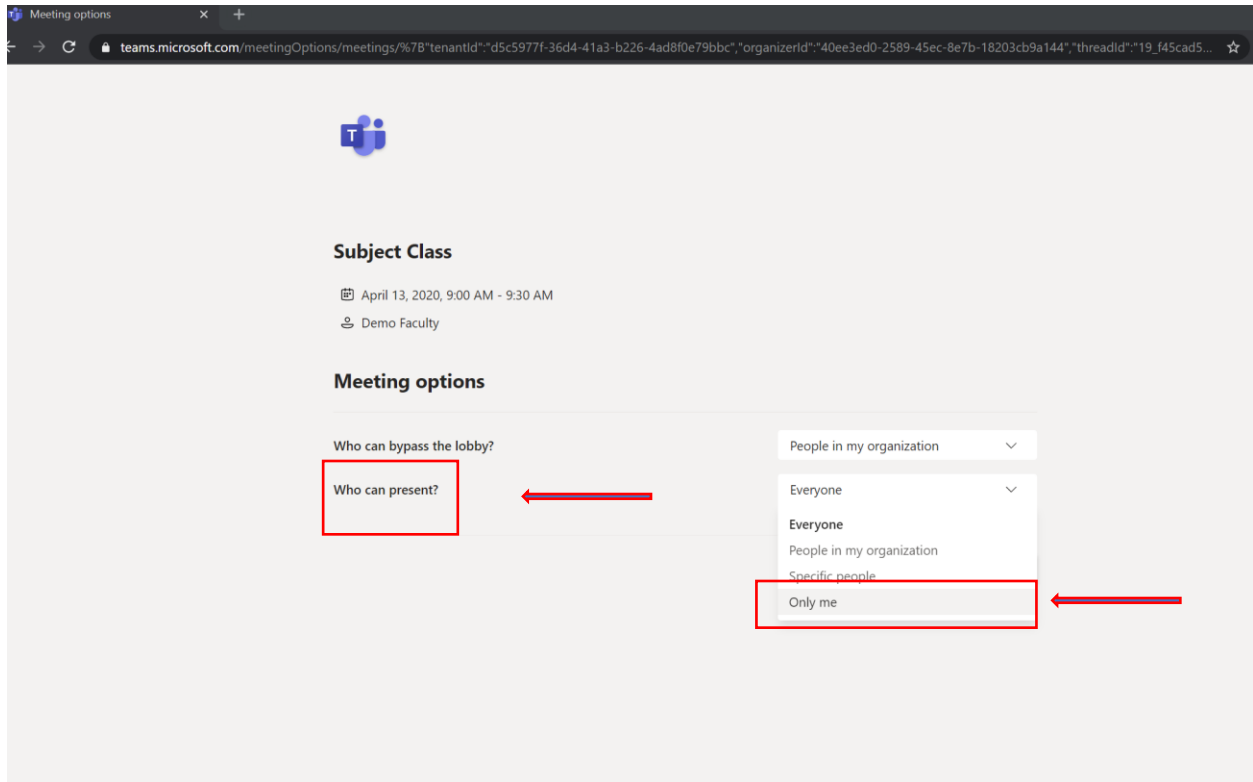


**Step 5** – You will be able to see schedule meeting in your Subject Class Team/ Channel



**Step 6** – To control the class environment, please double click the schedule meeting and select **Meeting Options**





**Step 7** – You are good with the schedule of the meeting, on the specified schedule join the meeting

Search or type a command

All teams

SN

Subject Name

General

### Welcome to Subject Name

Choose where you want to start

Upload Class Materials

Find help & training

DF Demo Faculty 1:31 AM  
Please Join

Subject Class  
Monday, April 13, 2020 @ 9:00 AM

Reply

Search or type a command

Subject Class Chat Details Scheduling Assistant

Join Close

Cancel meeting Time zone: (UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi Meeting options

Subject Class

Add required attendees + Optional

Apr 13, 2020 9:00 AM → Apr 13, 2020 9:30 AM 30m All day

Does not repeat

SN Subject Name > General

Add location

Please Join

[Join Microsoft Teams Meeting](#)

Learn more about Teams | Meeting options

Tracking

DF Demo Faculty Organizer

Search or type a command

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

...

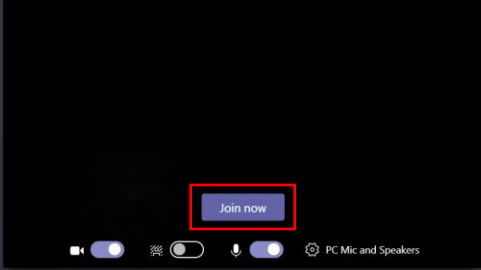
Apps

Help

Close

Choose your audio and video settings for

### Subject Class



Join now

Video off

Audio off

PC Mic and Speakers

Other join options

Audio off

Phone audio

Add a room