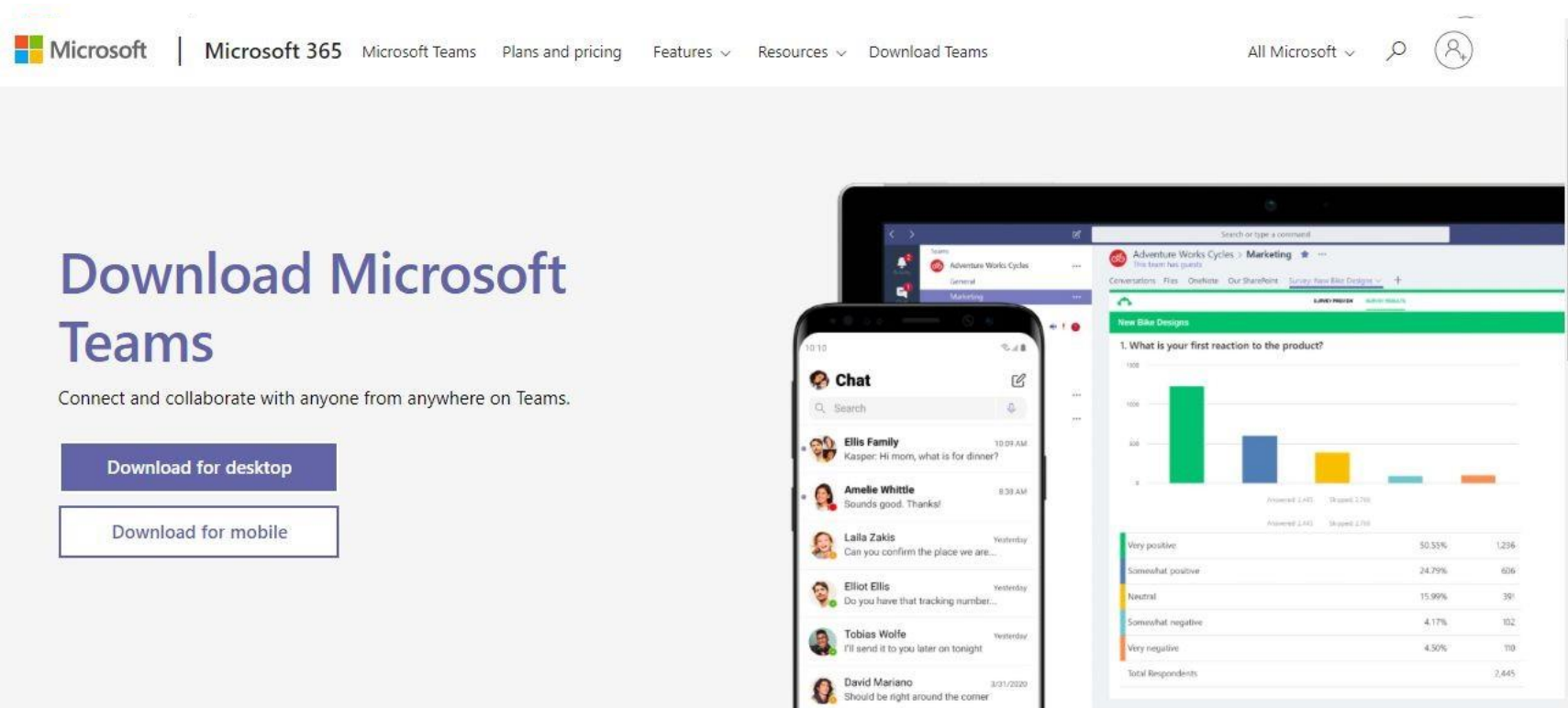




# User Guide for Doubt Clearing Session



The screenshot shows the Microsoft Teams download page. At the top, there is a navigation bar with the Microsoft logo, 'Microsoft 365', 'Microsoft Teams', 'Plans and pricing', 'Features', 'Resources', and 'Download Teams'. On the right side of the navigation bar, there are links for 'All Microsoft' and a user profile icon. The main content area features the heading 'Download Microsoft Teams' and the subtext 'Connect and collaborate with anyone from anywhere on Teams.' Below this, there are two buttons: 'Download for desktop' and 'Download for mobile'. To the right of the text, there are three overlapping device screens: a smartphone showing a chat conversation, a tablet showing a chat conversation, and a desktop monitor showing a survey results dashboard. The survey dashboard includes a bar chart and a table of results.

Reaction	Percentage	Count
Very positive	50.55%	1,236
Somewhat positive	24.79%	606
Neutral	15.99%	391
Somewhat negative	4.17%	102
Very negative	4.50%	109
Total Respondents		2,445

Go to the MS Teams [Download](#) link.

Click on the **Download for Desktop** button

Download Teams for work on your desktop

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## Download Teams for work on your desktop



Download Teams

Click on the **Download Teams** button. Your download should start.

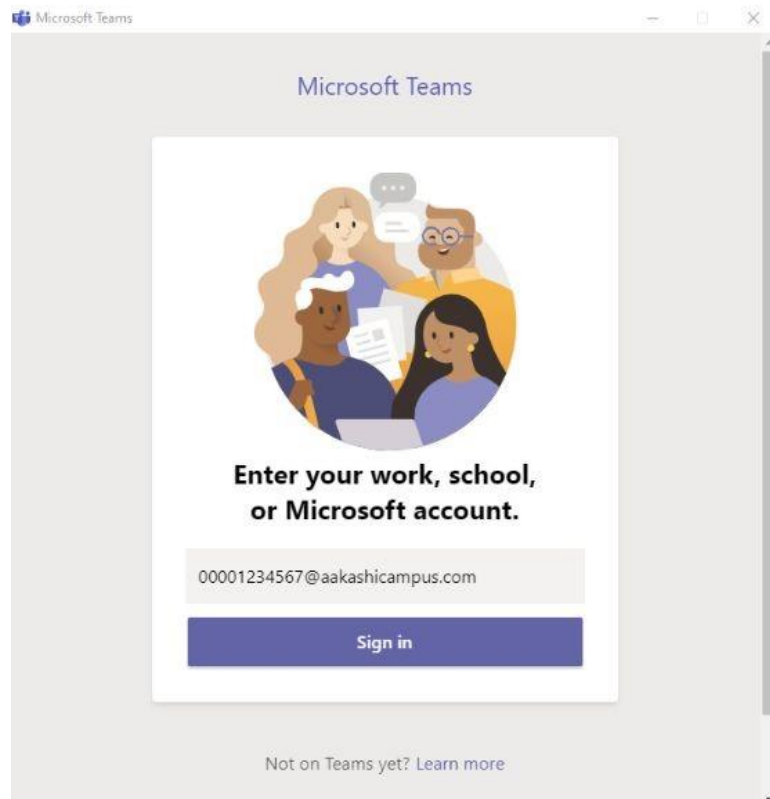
Double-click or Open the downloaded file to install MS Teams



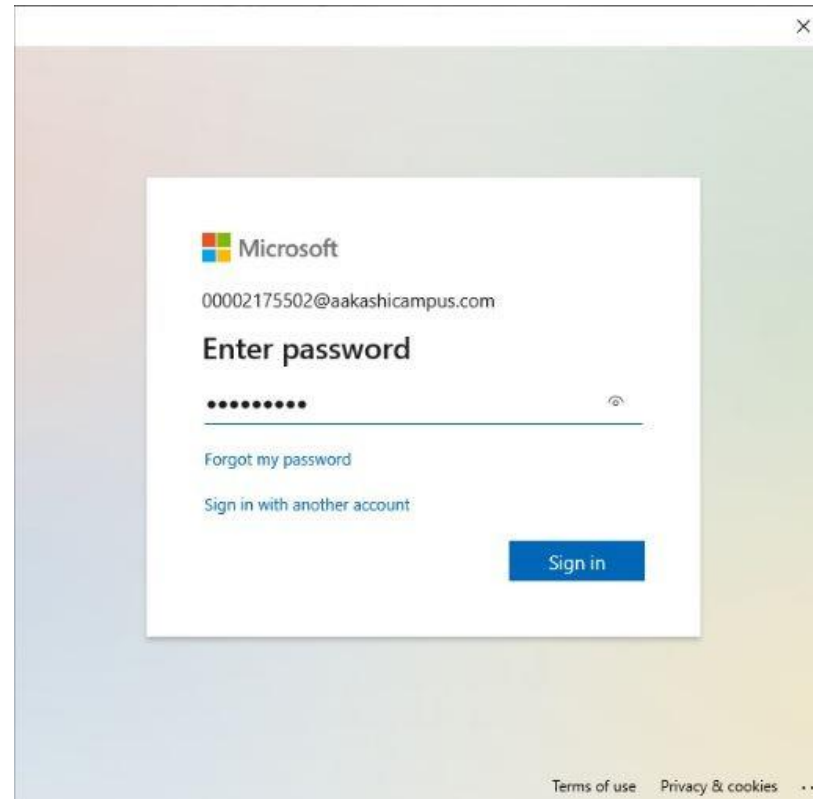
## Get the Teams mobile app



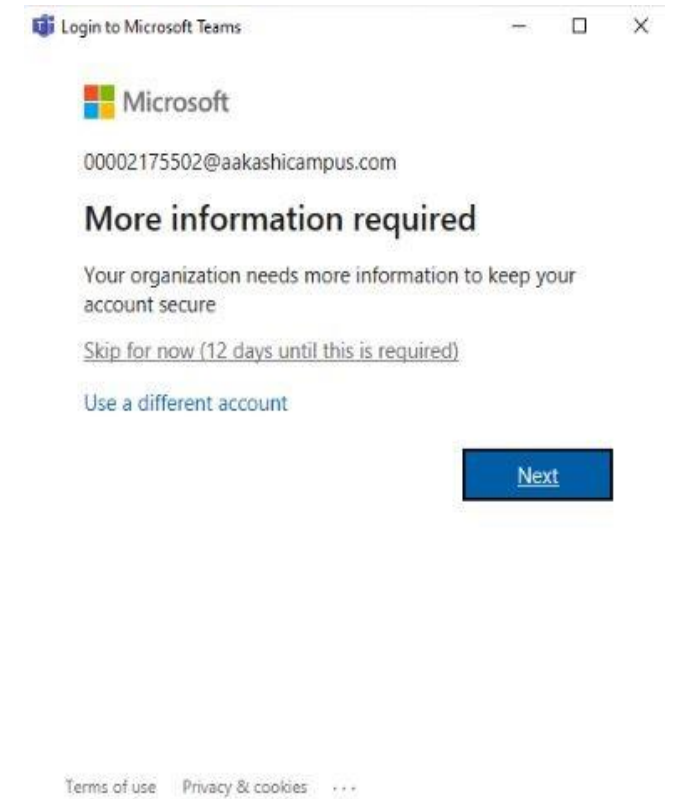
# Logging In



Enter your login ID here and click on 'Sign in'

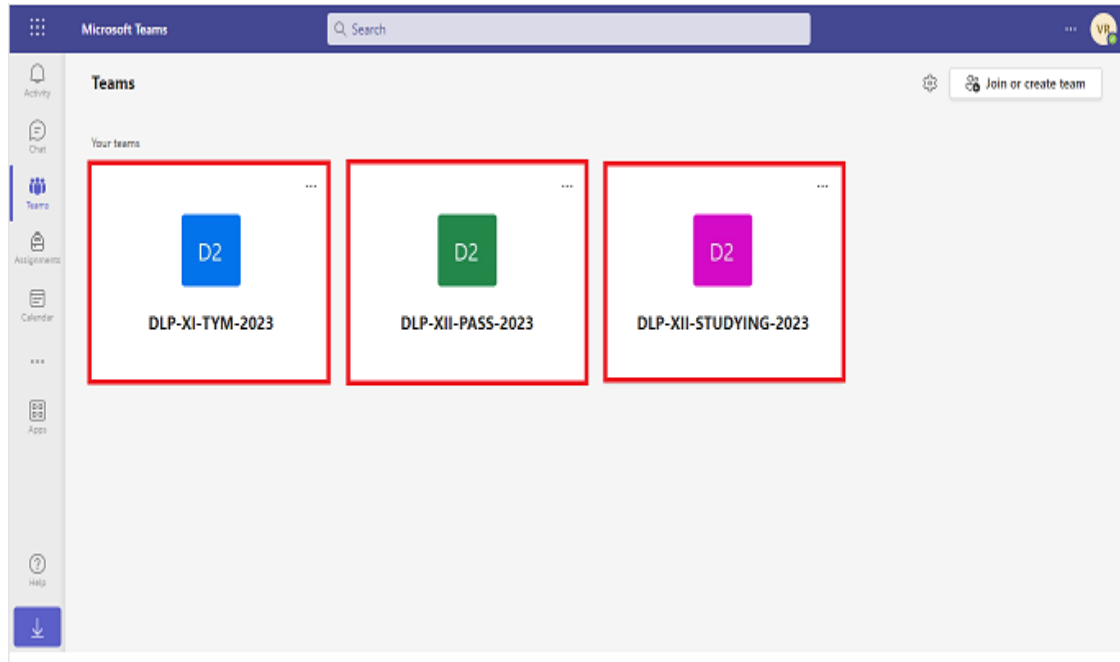


Enter your password and click on 'Sign in' again

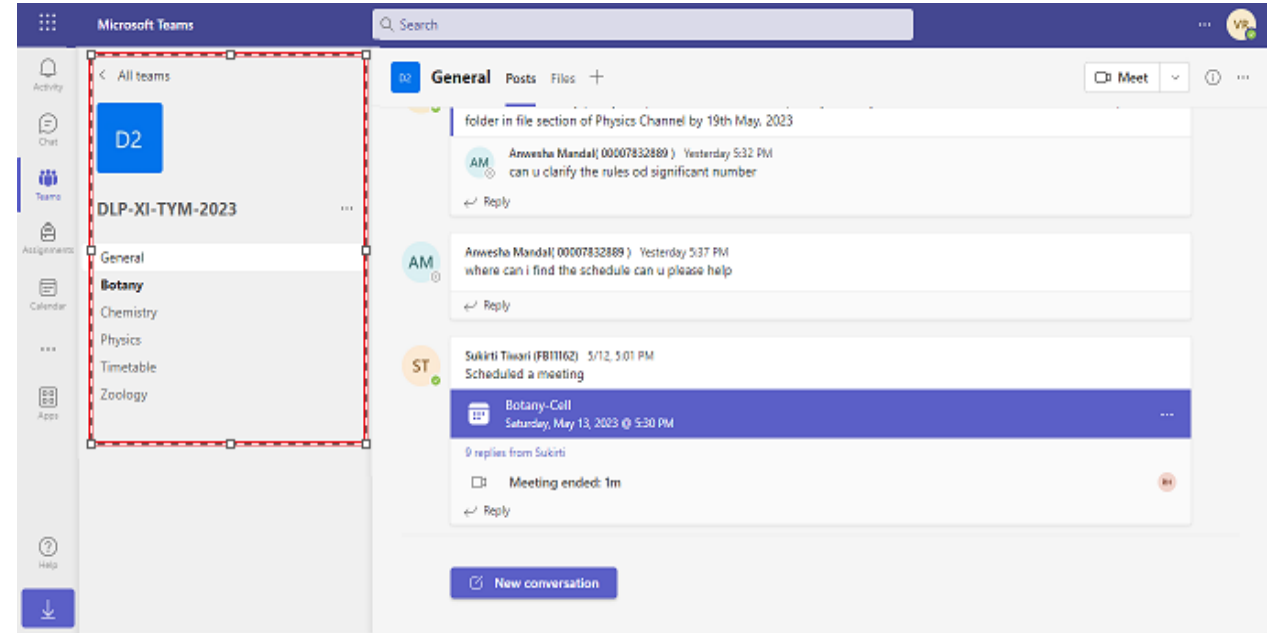


Click on 'Skip for now'

# Viewing your Doubt Clearing Session batch and channels

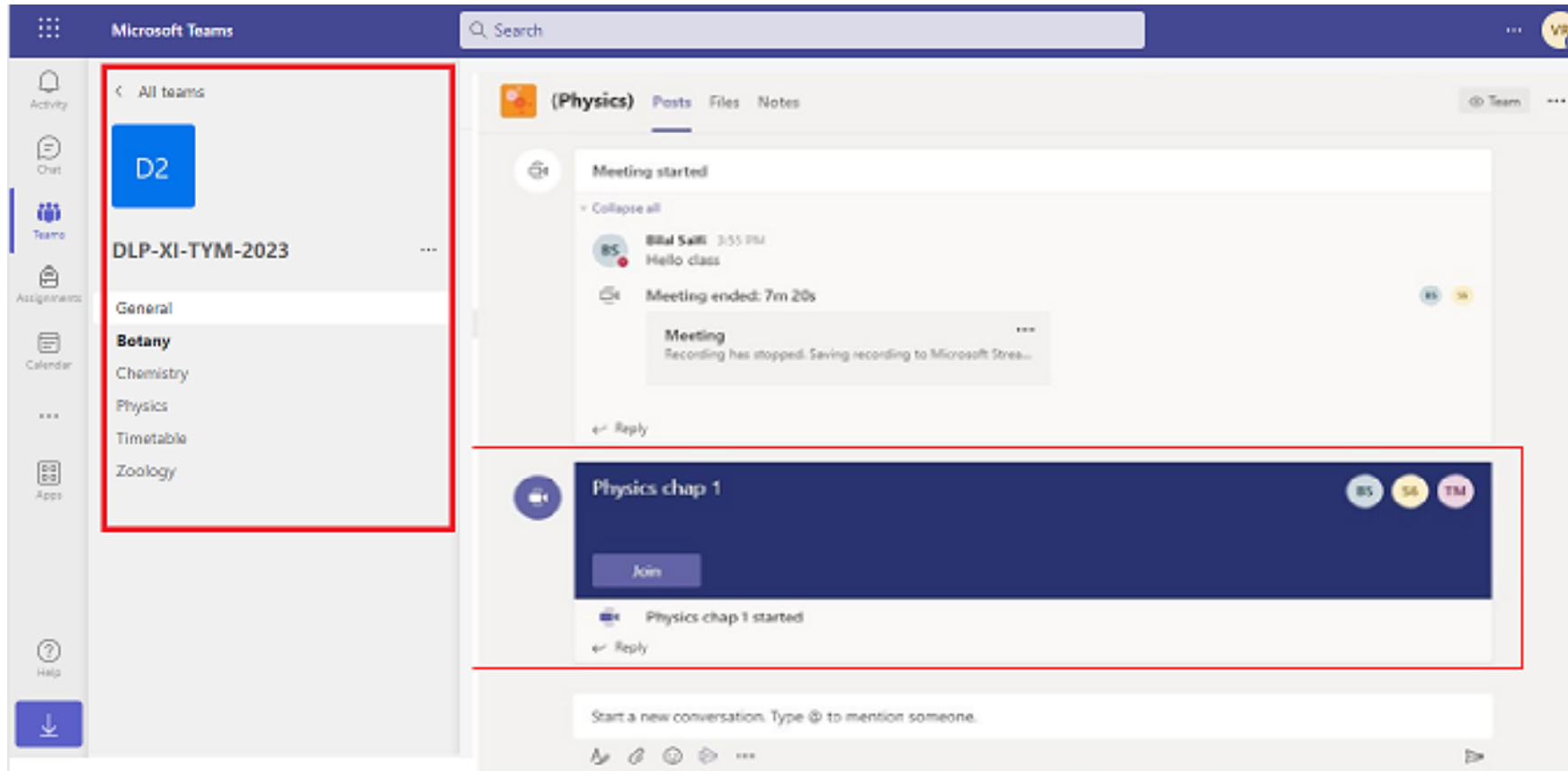


After logging in, you'll be able to see the team you are part of. Here 'team' represent your Doubt Clearing Session.



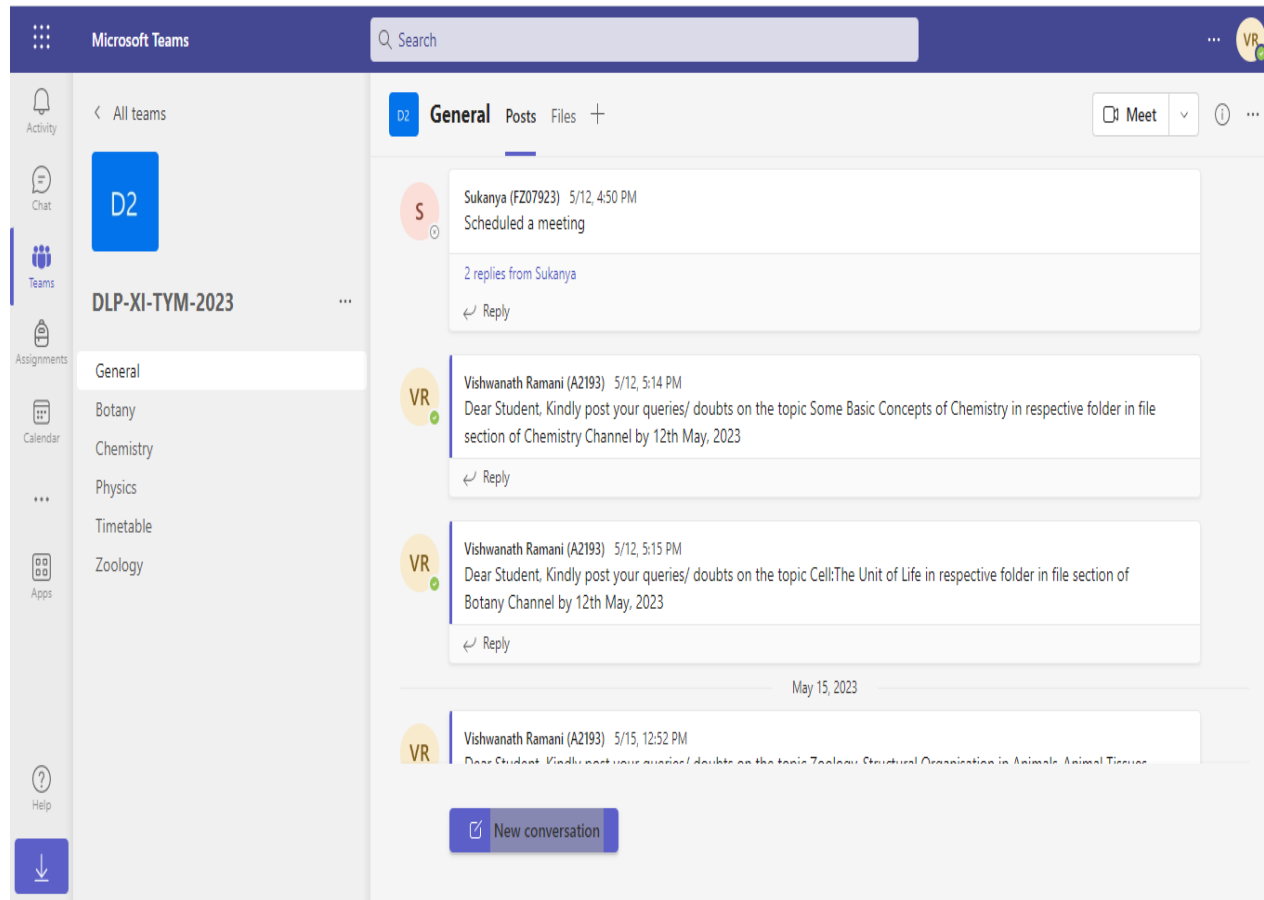
After clicking on a team, you'll be able to see the channels within a team. Each subject has a different channel.

# Joining the Doubt Clearing Session



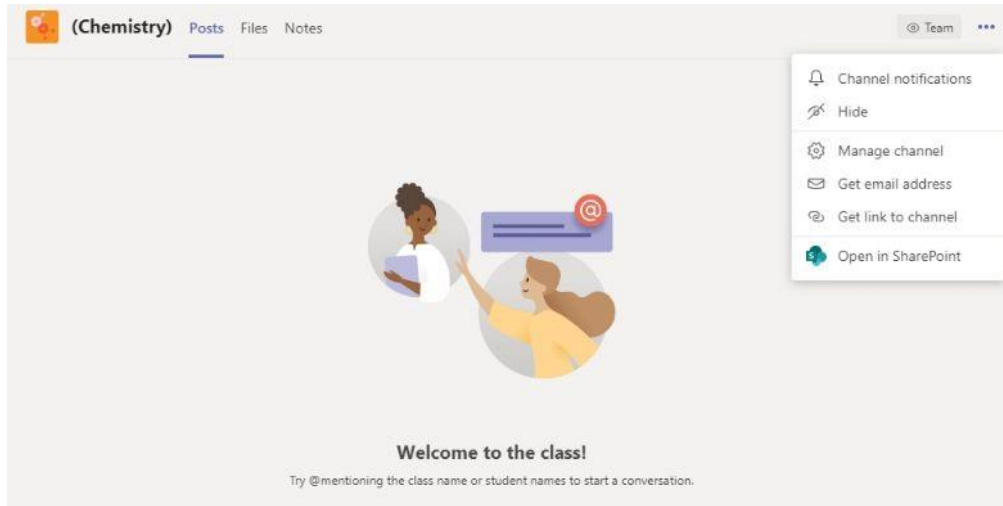
As per Doubt Clearing Session schedule, a class starting notification will be posted in Posts before 5-10 mins, and at the exact time the link of live class will get activated on the subject's channel. Click on 'Join' to join the class.

# General channel

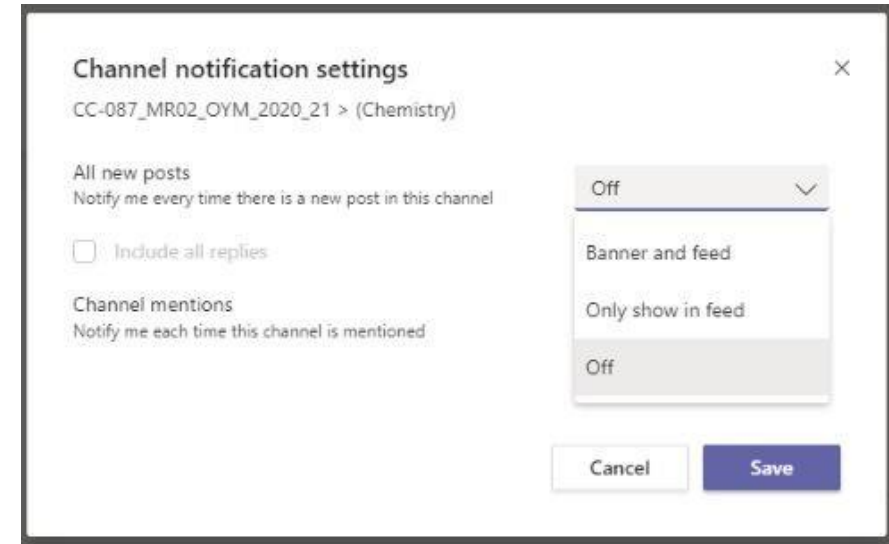


There is a 'General' channel at the top. All the students as well as faculty will be part of this channel, irrespective of the subject. The purpose of channel will be to provide the common information valid for all students and subjects.

# Setting up notifications



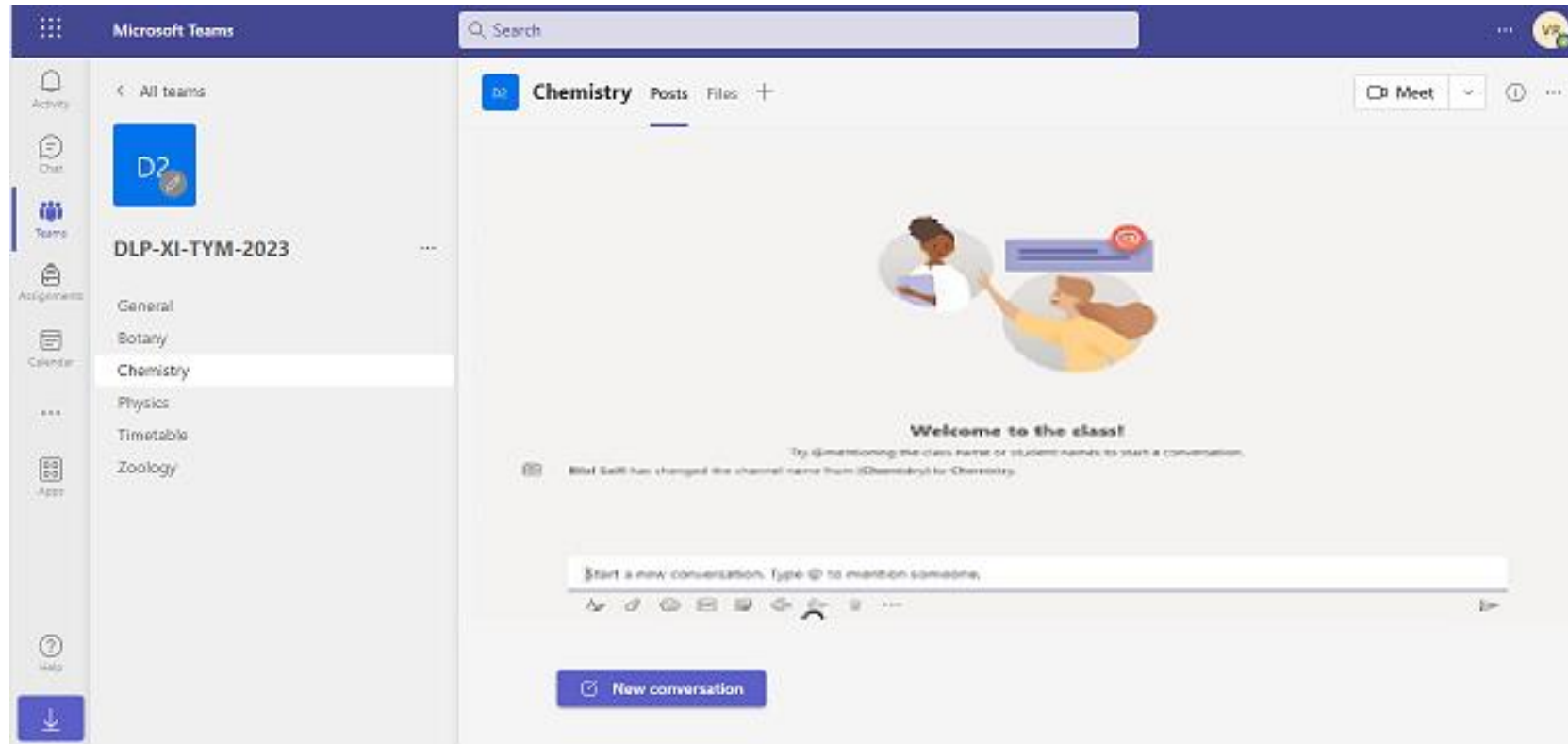
Click on a button next to 'Teams' on top-right corner of the screen.



Select the notification settings as per your requirement and click on 'Save' button.

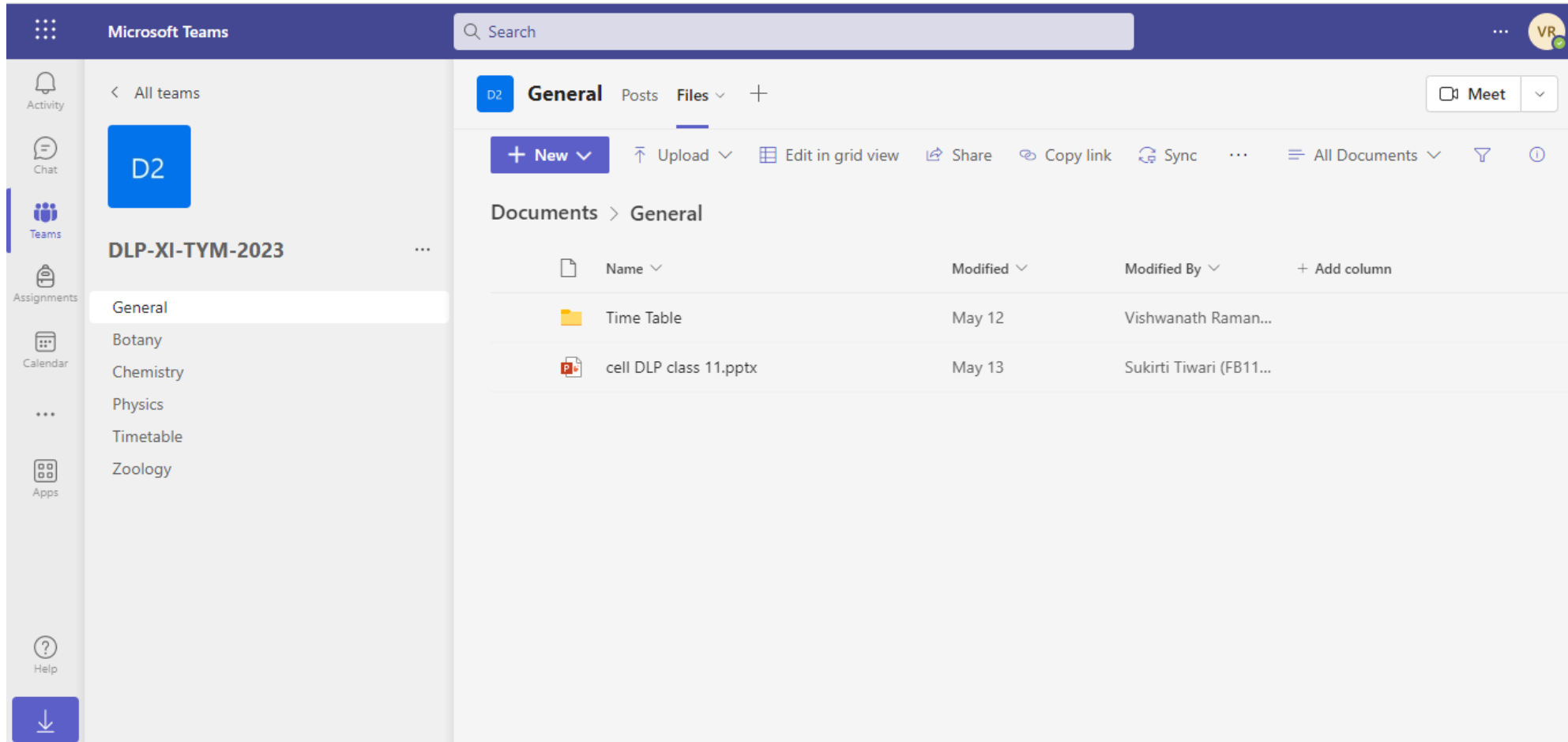
Note: Do this for each channel

# Navigating through posts



On Every channel, there is a discussion forum, where student and Faculties can interact for the discussion on doubts

# Files Handling

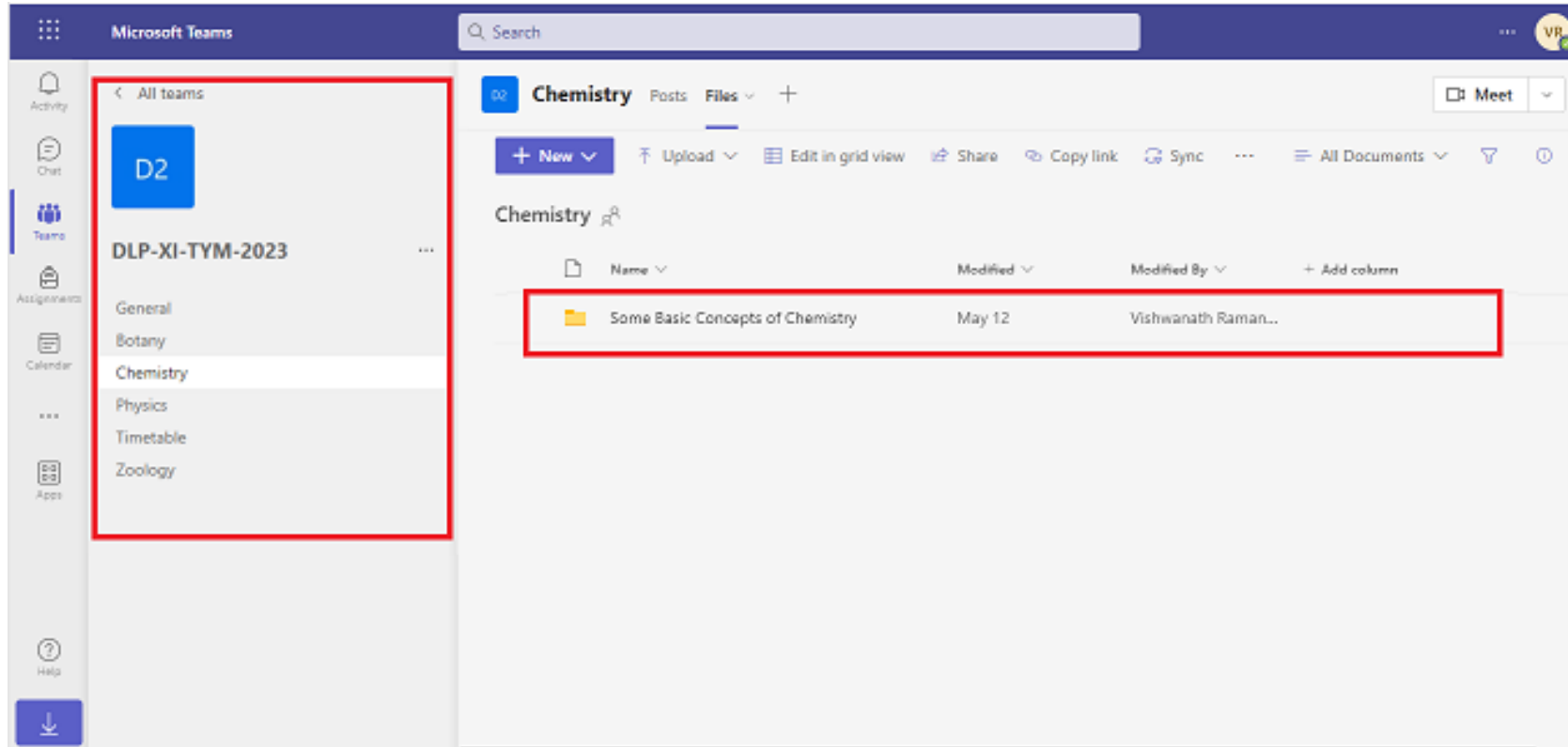


The screenshot shows the Microsoft Teams interface. On the left, there is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, and Apps. The main area displays a channel named 'D2' with a sub-channel 'DLP-XI-TYM-2023'. Below this, there is a list of channels: Botany, Chemistry, Physics, Timetable, and Zoology. The 'Files' tab is selected, showing a list of documents in the 'General' channel. The list includes a folder named 'Time Table' and a file named 'cell DLP class 11.pptx'.

Name	Modified	Modified By
Time Table	May 12	Vishwanath Raman...
cell DLP class 11.pptx	May 13	Sukirti Tiwari (FB11...

Click on the 'Files' button at the top to access notes and timetable shared by the teacher

# Uploading your Doubts



Select your subject and Click on the 'Files' button and upload your doubts as per subject topic

# Support



However, if you still have any concern / query then you can connect us on our support no. **8800862586** between **09:30am to 06:30pm IST, 7 days a week.**



**Thank You!**