



INSTRUCTIONS/GUIDELINES FOR USING MICROSOFT TEAMS APPLICATION FOR ONLINE CLASSES

- Every individual Student has his/her own email ID (Hotmail email ID/Microsoft ID).
- Download and Install MS Teams App on your device (Laptop, PC or Mobile) from Google / Play store.
- After downloading Open MS Teams App by double clicking its Icon.
- Login with your Email ID (Hotmail/Microsoft) provided to AIT by you.
- MS Teams Main Console will be open, where all your subjects will be shown in boxes. Select / Click your desired subject/box.
- Click on the File Tab on top of your Screen you will find there your lectures / assignments.
- Right Click on the lecture / assignment, it will show download option.
- Download it on your device(Laptop/computer/mobile).
- For Answers of Assignments and other tasks follow your teacher's instructions

Note:

1. For any assistance you can contact AIT (System Department) or send your query at support.mst@aligarh.edu.pk.
2. Only those students can be registered for their online classes who have sent their required email Ids (Hotmail/Microsoft) to AIT.