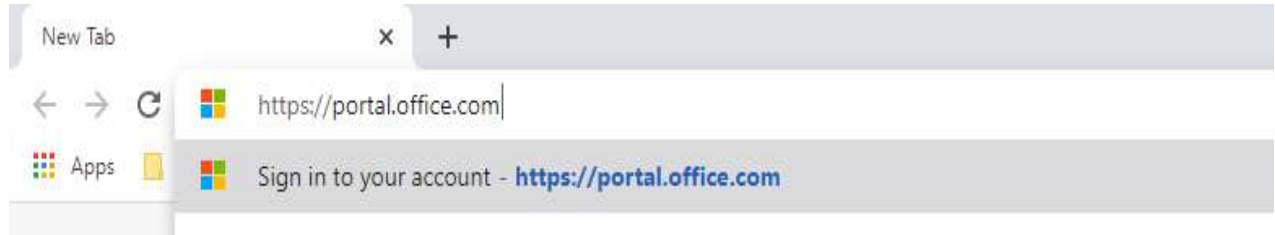


Bharatiya Vidya Bhavan's Sri Venkateswara Vidyalaya, Tirupati

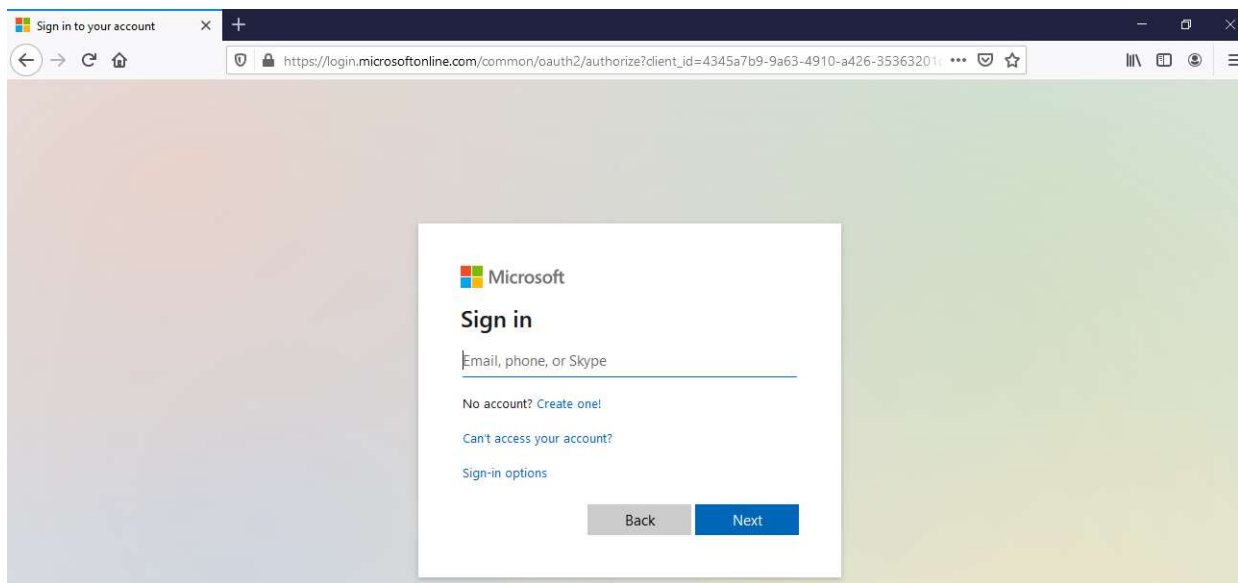
Kindly follow the given instructions to install Microsoft Teams and start the Teams

Step 1 - Type the below given weblink in the browser's address bar

<https://portal.office.com>

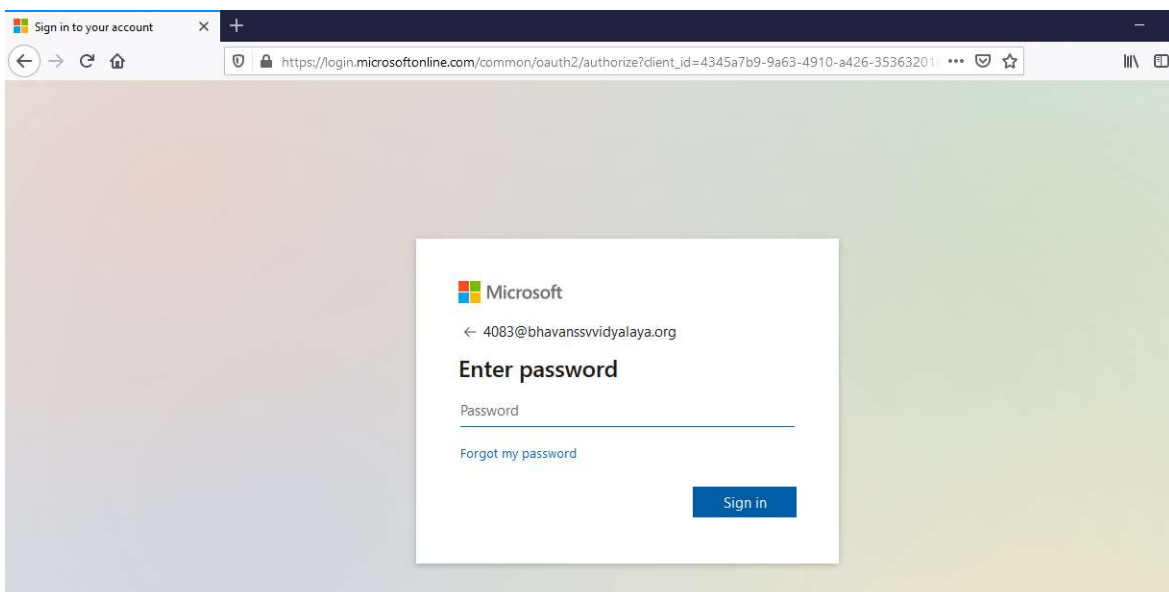


Step 2 - Enter the user name received by you



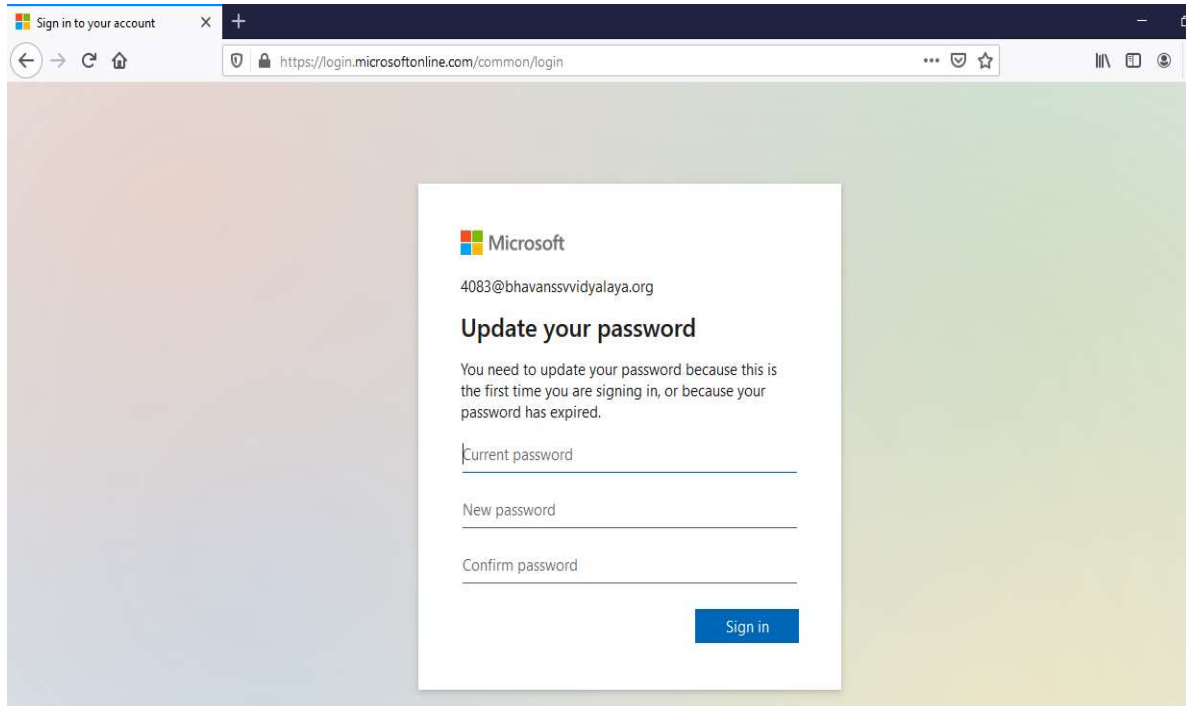
You can view the same in dash board of your Pupil pod's account web portal (or) Contact your class teacher they will help you.

Step 3 - After entering the user name,



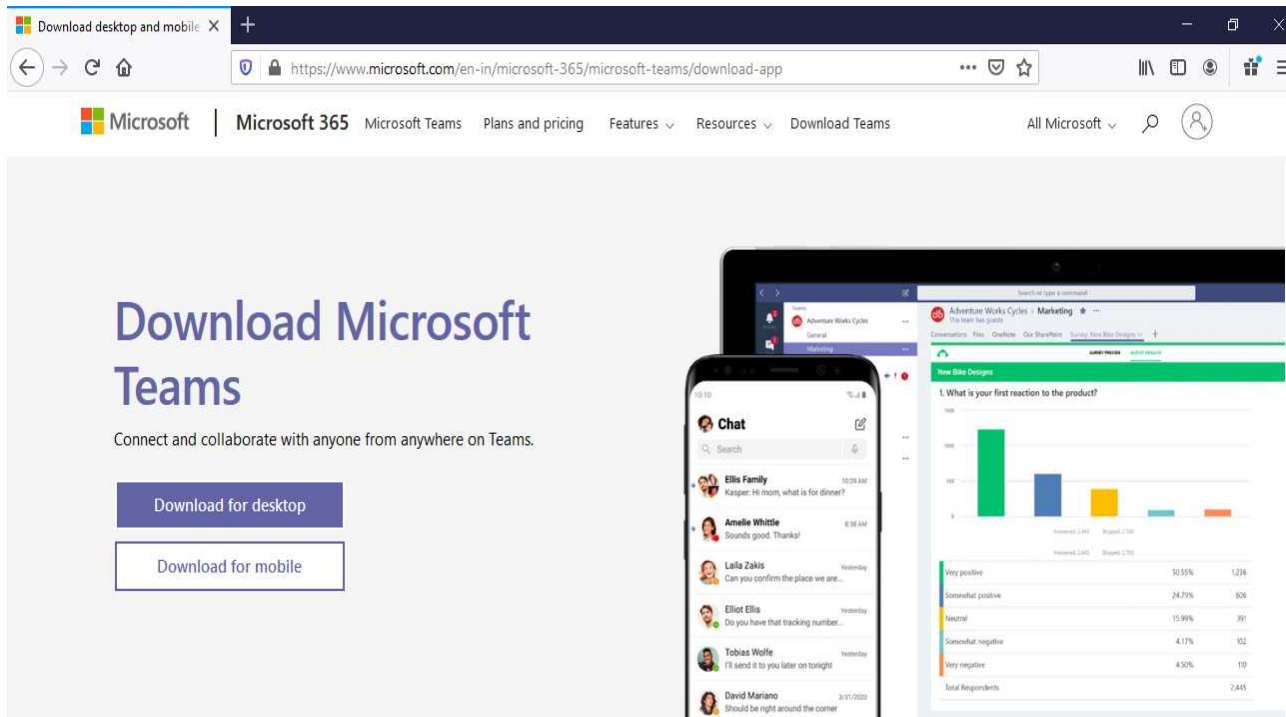
it will ask you the password Enter the received password

Step 4 - Password change screen appears.

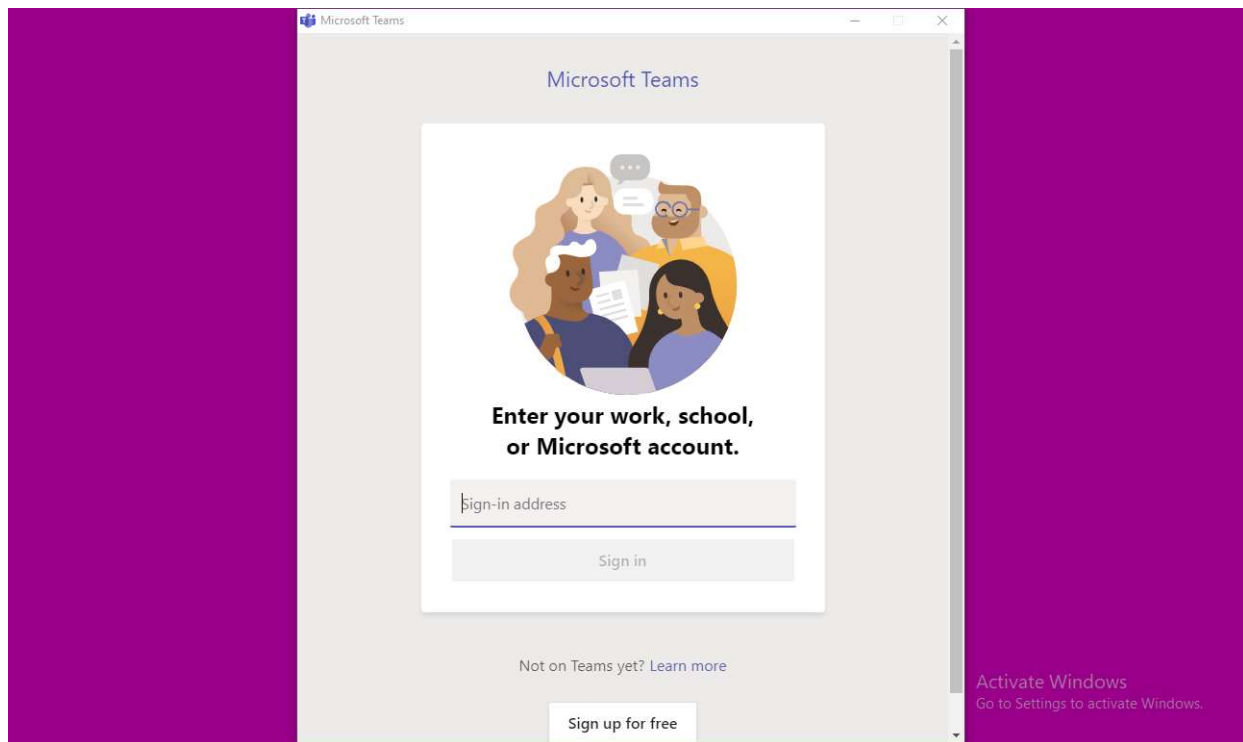


In the first input box - Enter the received password. In the Second and Third input boxes - Enter the new password.

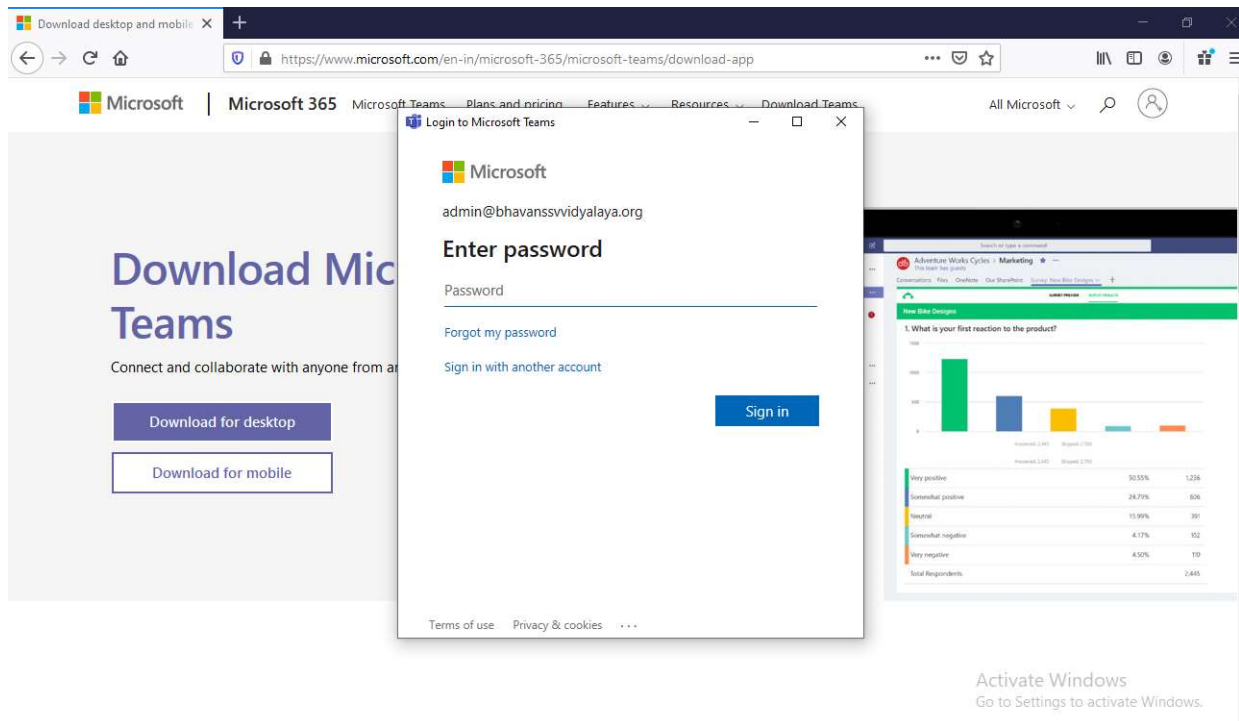
Step 5 - Download Microsoft Teams



Step 6 – Launch Microsoft Teams



Step 7 – Enter the login ID



Step 8 – Enter the new password

