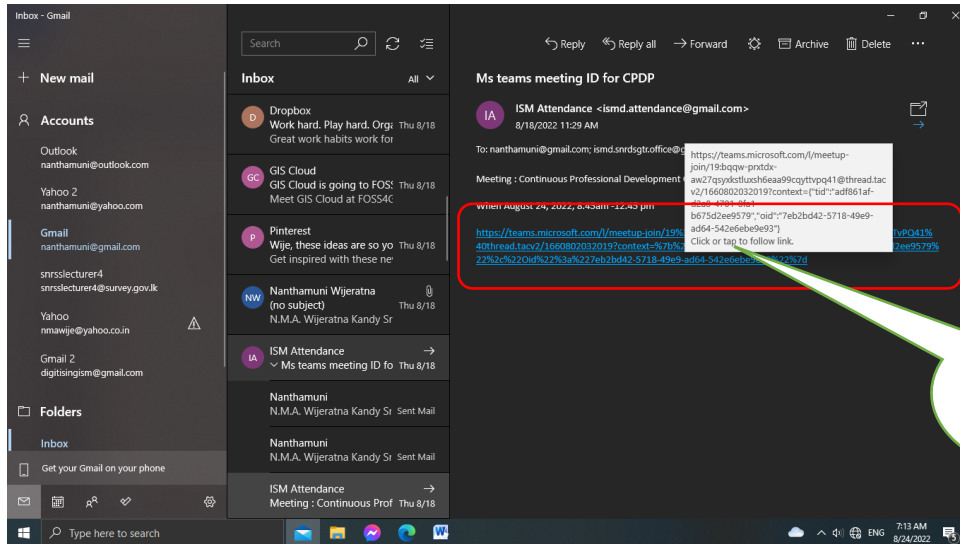


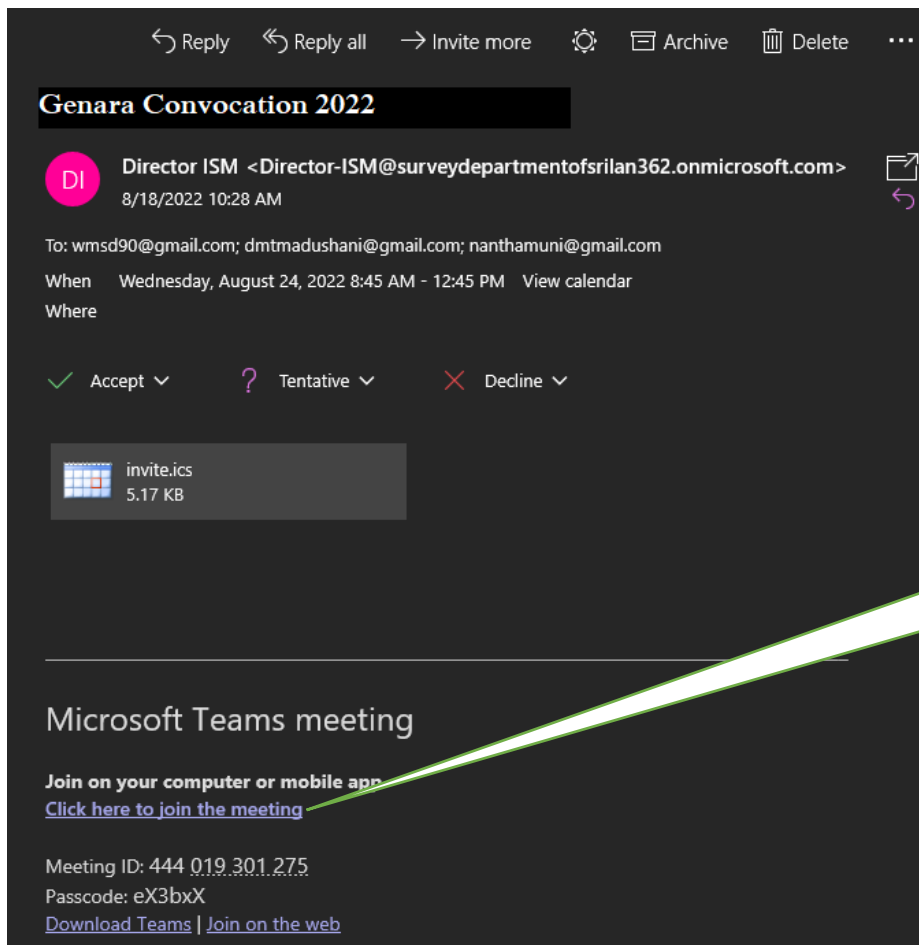
Guide line for logging to MS teams for convocation

Note: You would be received email with a link or invitation for joining the convocation. Then you should flow the instruction below to participate the convocation online.

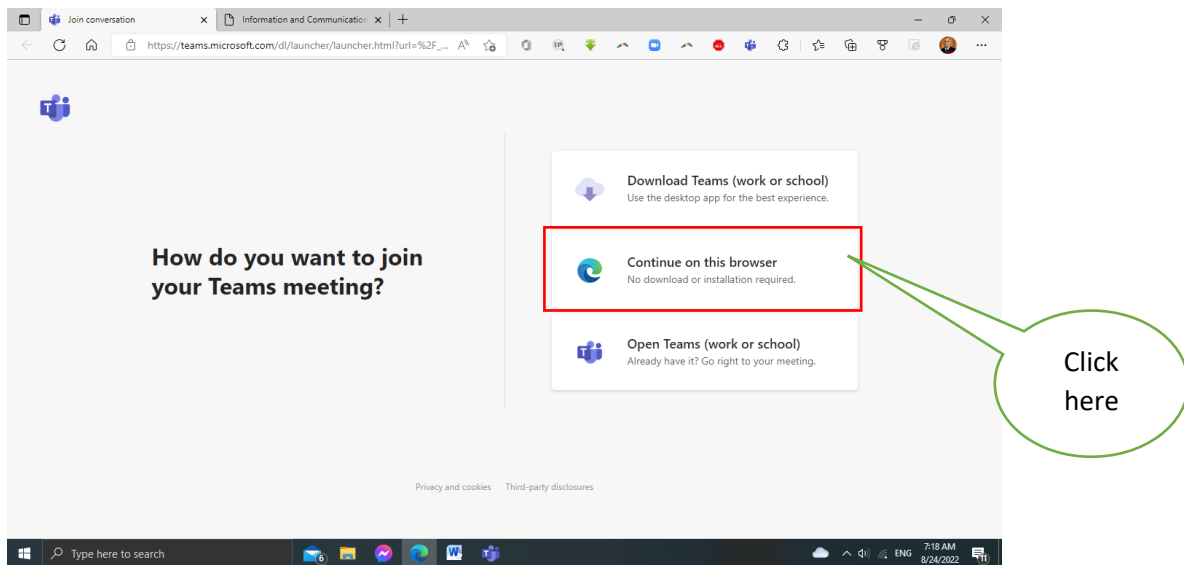
1. Double click on the link given to you by the email



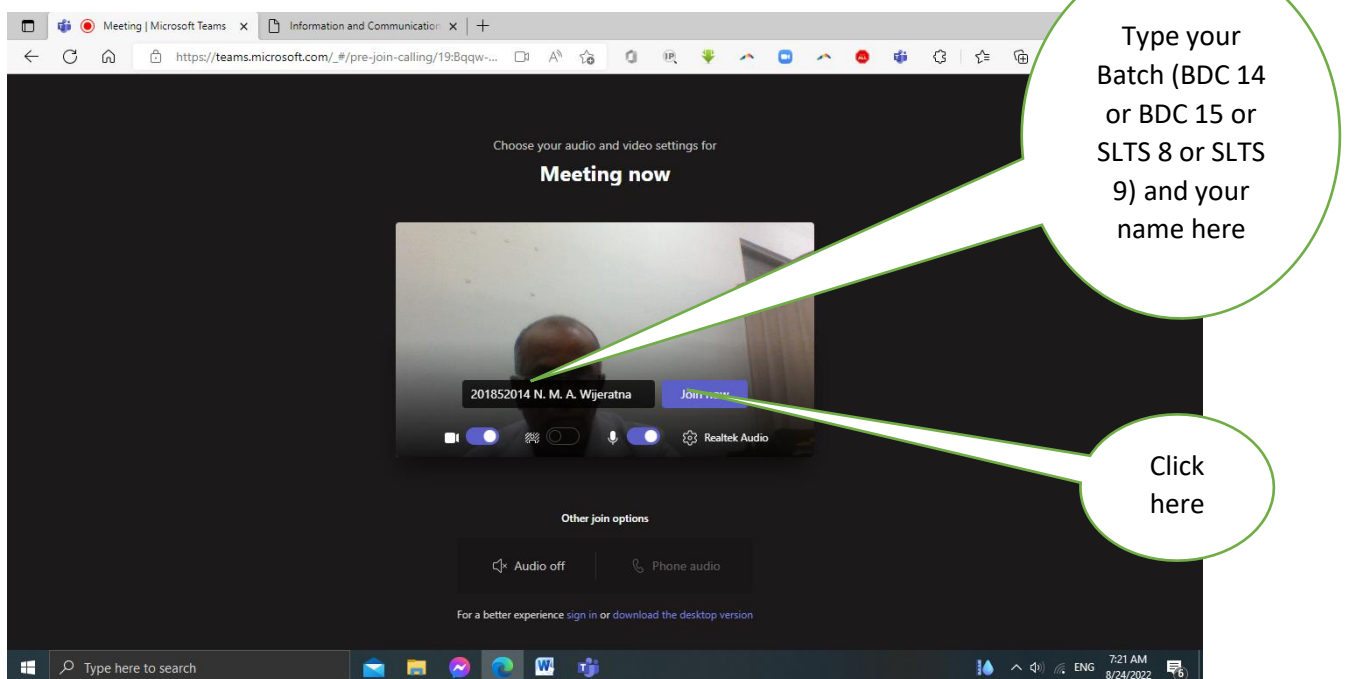
Or you would receive an invitation as below



2. Your default web browser would be popup automatically as below.



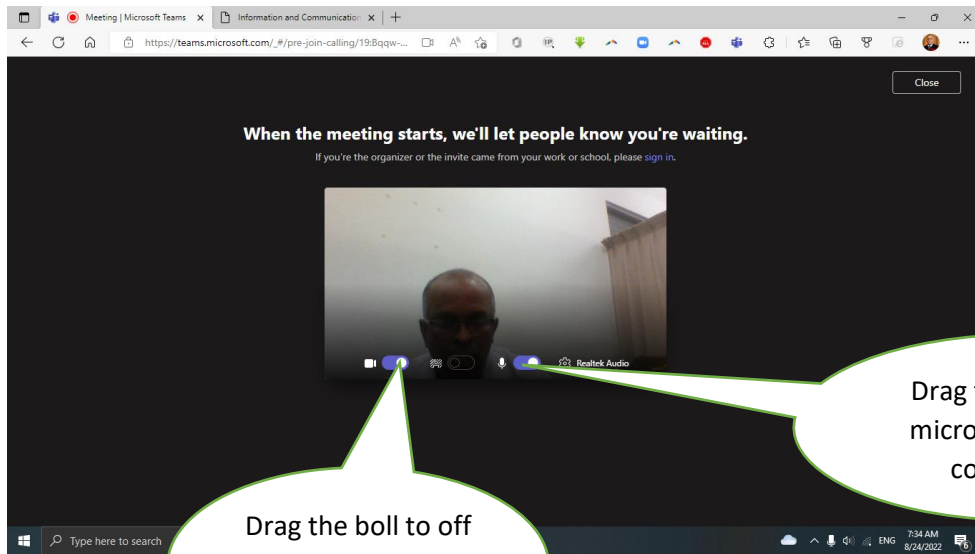
3. Click on "Continue on this browser". Then MS teams would be opened as below. Type your Registration number and the name as instructed previously.



4. Click "Join now" to participate the session.

Note: If you are using MS teams app, use the same procedure except step 3.

5. You can switch off and on the camera and microphone using following icons.



Drag the boll to off camera during convocation

Drag the boll to off microphone during convocation