



# K. P. TRAINING COLLEGE

## Login details and step by step instructions to Access Microsoft Teams and participate in Live Classes.

**Step 1.** : Visit URL : <https://portal.office.com>

or you can download the Microsoft Teams App from Play Store.

**Step 2:** Your Login details are as Below:

**Username:** <Your Admission No>@kptrainingcollege.com

For instance your Admission Number is 12345 . Then your username is 12345@kptrainingcollege.com

Password: Kptc@2020

( Password is case sensitive ) .

### Important Points to Follow for Live Classes.

- All Students will join the classes with their **Microphones on MUTE AT ALL TIMES. Webcams are supposed to be switched ON.**
- Students are required to note down their passwords carefully and use it to log in.
- No Student will attempt to change any settings for Team, Channel or change permissions of anyone else.
- Discipline is required to be maintained at all times during the class.
- Students are required to dress formally and attend the classes from a quiet location so that they can attentively listen to what is being taught in the class.
- Students who disturb the class during teaching time shall not be able to participate in these classes.
- Last 10 minutes of the class are reserved for questions / clarifications. During this interactive time, those students who have to ask questions will Raise their hands and the teacher will then unmute them to allow to ask.
- For HELP IN LOGGING IN , send an email to [teams@kptc.ac.in](mailto:teams@kptc.ac.in) Mentioning your Name, Registration Number. Mobile Number and Description of your problem along with Screenshot.
- In case any student is unable to attend the class, a Recording of the class shall be made available through the software.
- Students can “Pin” the Teachers’ video, so that it is shown on the full Screen.

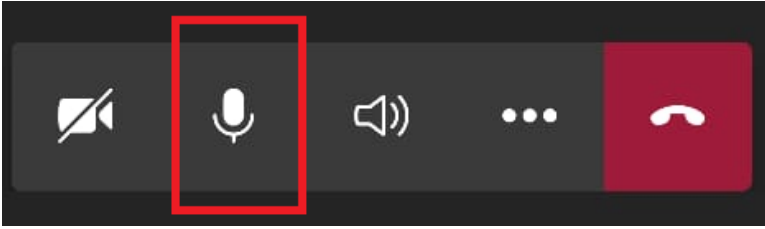


VectorStock  
VectorStock.com/877981

## CORRECT SETTING : WebCam ON / MICROPHONE ON MUTE

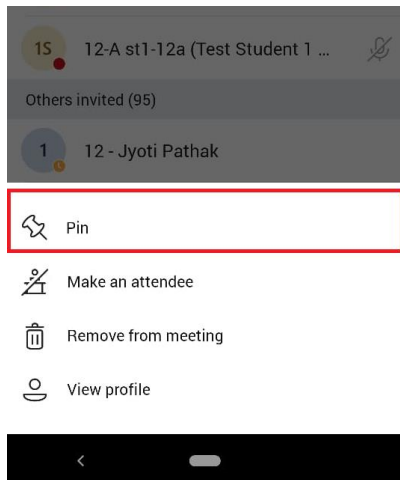


## INCORRECT SETTING : MICROPHONE NOT ON MUTE

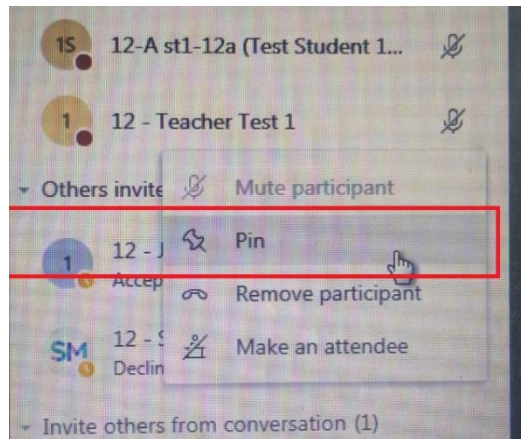


## HOW TO PIN A VIDEO

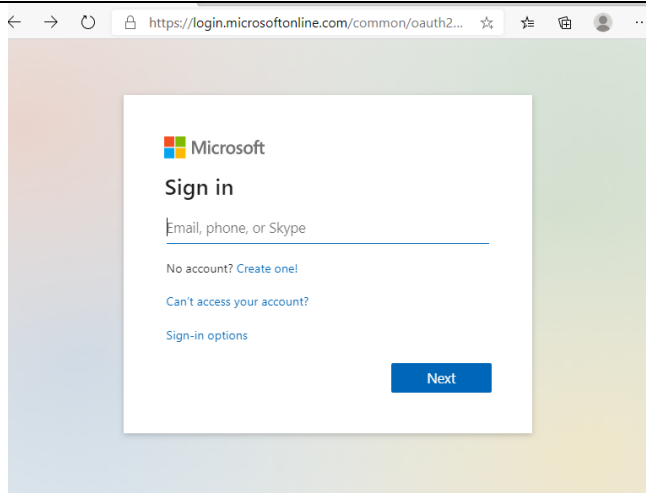
### ON MOBILES:



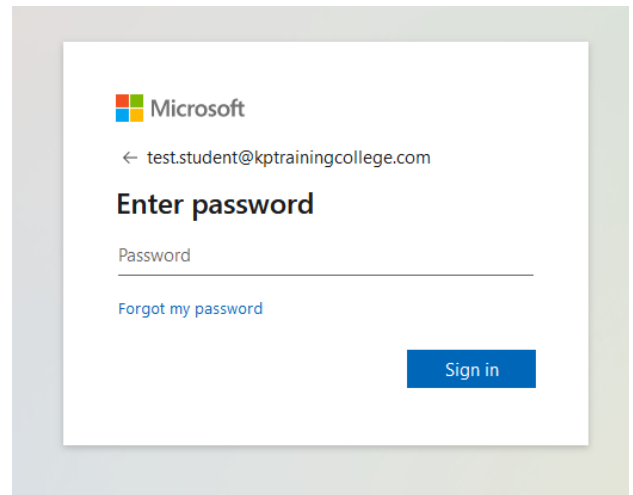
### ON COMPUTERS:



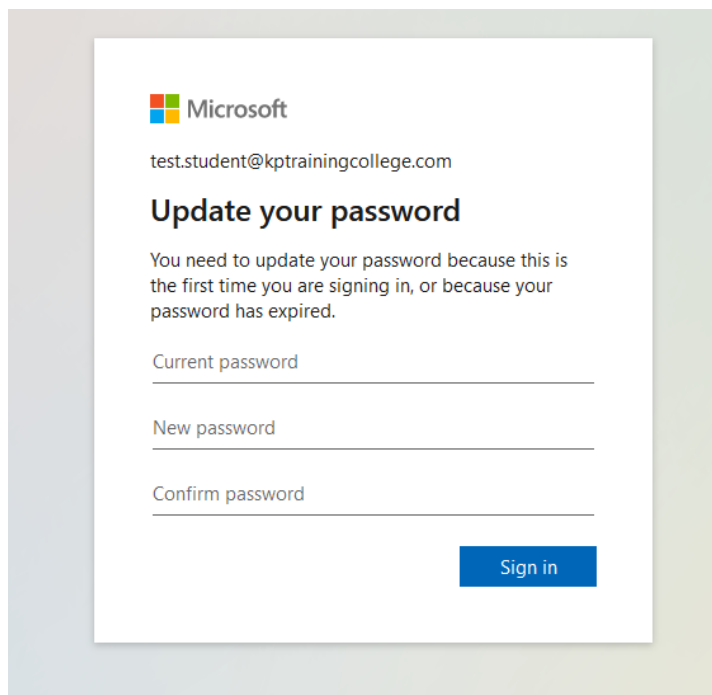
# Screenshots of Steps Required to Follow to Sign in and Access your account



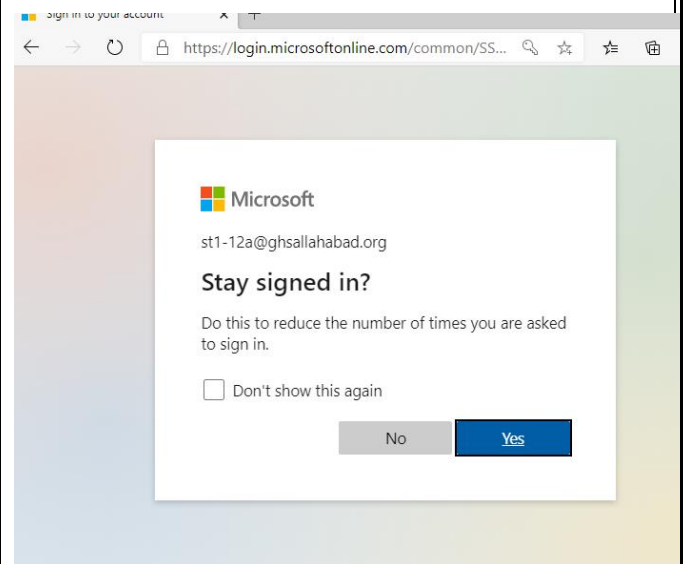
1. Enter Login ID



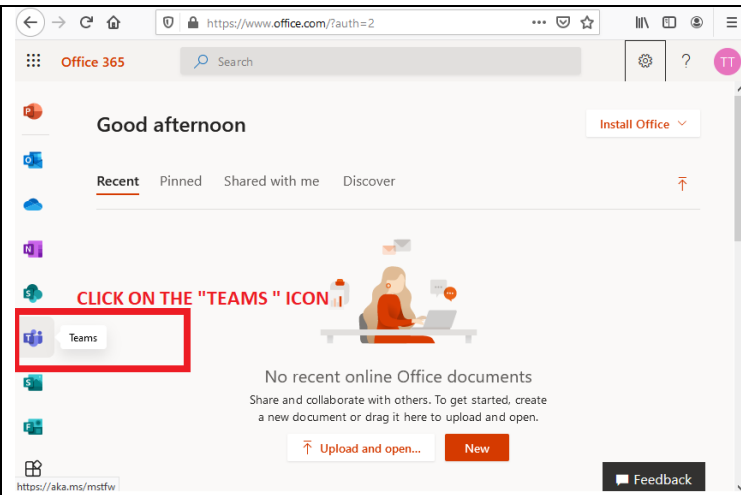
2. Enter Given Password



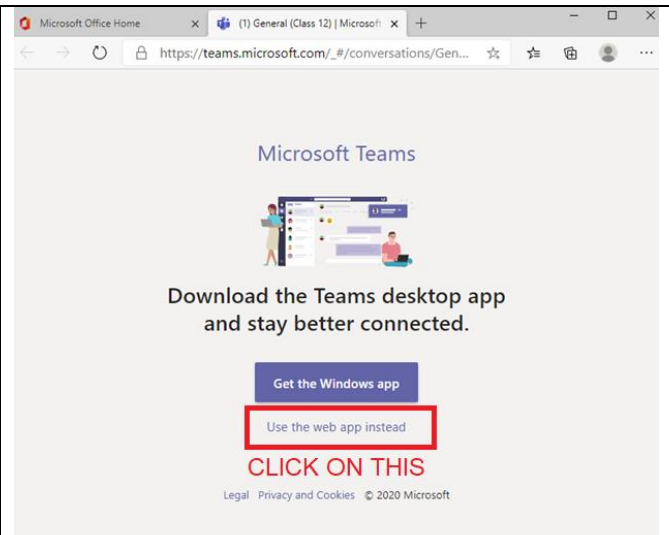
3. Reset and Set your own password.  
Remember to NOTE IT DOWN  
CAREFULLY.



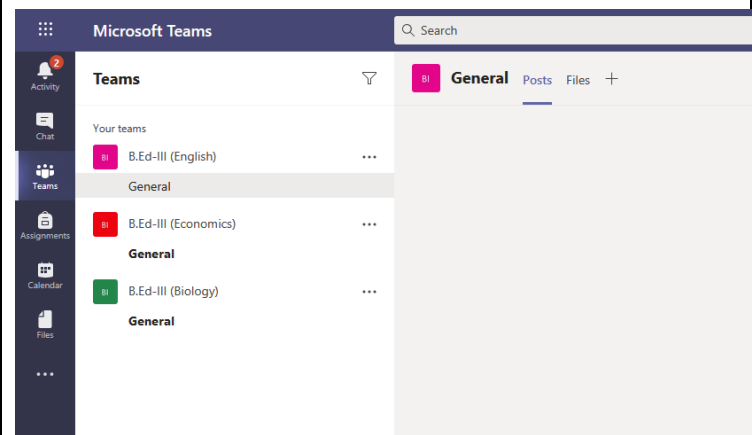
4. You may Click on "YES"



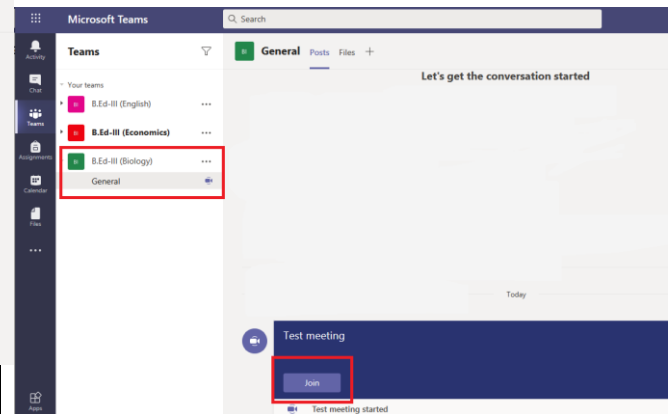
5. Click ON TEAMS Icon



6 . You may install the APP or continue using TEAMS through you web browser.



7. Welcome to TEAMS !! Enjoy Learning.



8. At the Time of your class, you will see a JOIN Now Button. Click on that to join the class.