



Dear Parent

Date- 30.03.2020

We pray Almighty God for your well being .

Every difficult situation teaches us something positive, makes us stronger and powerful after it ends.

It's time for us to understand the need of the hour. To make the best use of your time during lockdown,

DPS Ballabgarh has happily introduced Live online Classrooms to you using ZOOM App. But due to the increasing use of Zoom App ,it has started crashing in between the sessions and on the same time the school is also facing some privacy issues .

To overcome issues facing on this app , DPS Ballabgarh is introducing Microsoft Teams App for Online Classroom. You are requested to please find given below the steps to download the application for Android and Apple phone users to use the Microsoft teams or for those using Laptop / Desktop.

Step 1: For downloading the Microsoft Teams application , please find the details below :

Android User : <https://play.google.com/store/apps/details?id=com.microsoft.teams>

Apple User (iOS Users) -->

<https://apps.apple.com/app/id1113153706?cmpid=downloadiOSGetApp&lm=deeplink&lmsrc=downloadPage>

Laptop / Desktop users --> <https://teams.microsoft.com>

Step 2 : Enter the username and password in the Microsoft teams application as provided to you by class teacher

Username :

Password :

Step 3 : After log in , it would ask you to change the password. Kindly keep following things in mind while setting the new password....

- ➔ Password should not include user/ student name.
- ➔ Atleast one character should be English alphabet uppercase letter (A-Z)
- ➔ English alphabet lowercase letter (a-z)
- ➔ It should include Decimal digit number (0-9) and
- ➔ Special characters such as ~! @ # \$ % ^ & * _ - += ` | \ () { } [] ; ' < > , . ? /

step 4 : In the app, click on the icon "Teams". Here you can see teams (Class) for which you have been enrolled. Inside teams, click on CHANNEL. This is the place where you will attend the session with the respective teachers.

step 5 : You can see all scheduled classes in the calendars of the application. At the desired schedule communicated to you in the chat and calendars, join the online classroom.

Warm regards

DPS Ballabgarh