



FR. AGNEL MULTIPURPOSE SCHOOL & JR. COLLEGE Step-by-Step Guide for Parents - 1

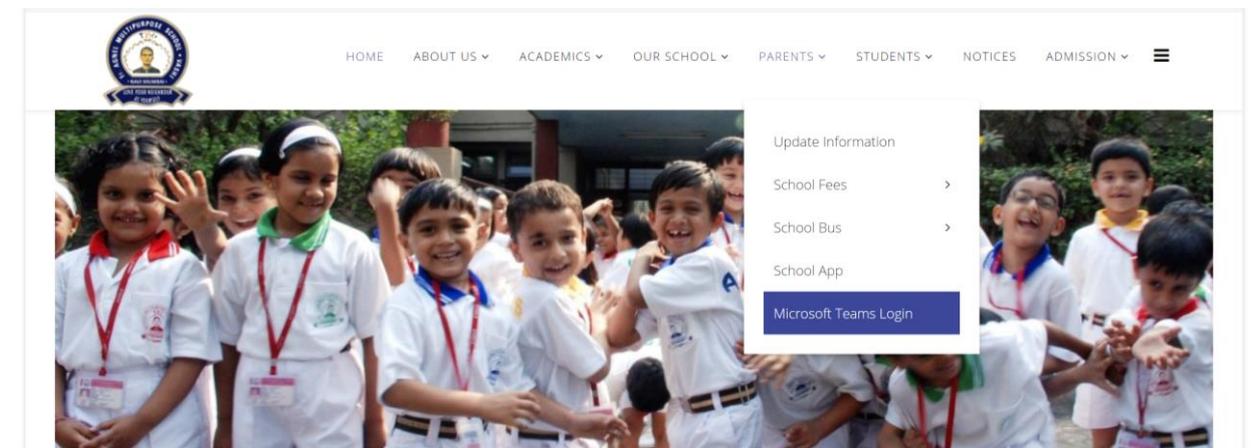
19th May 2020

To access Microsoft Teams, you will require a special email ID created by the school. You cannot use your personal email id to access Microsoft Teams.

You need to follow these steps to join the class on Microsoft Teams:

STEP 1: Get your unique email ID.

A unique email ID has been created for your child. You will have to login to the school website to get your child's unique email ID. Please visit the 'Microsoft Teams Login Page' under the 'Parents' menu to get the email ID and password. The direct link to this page is www.agnelhamara.net/parents/microsoft-teams-login.



STEP 2: Enter your details to verify your identity.

Student Information

Please provide the following information about your child:

Firstname: Only enter child's name. DO NOT write fullname.
Name should match school record. Check school report card for the same.

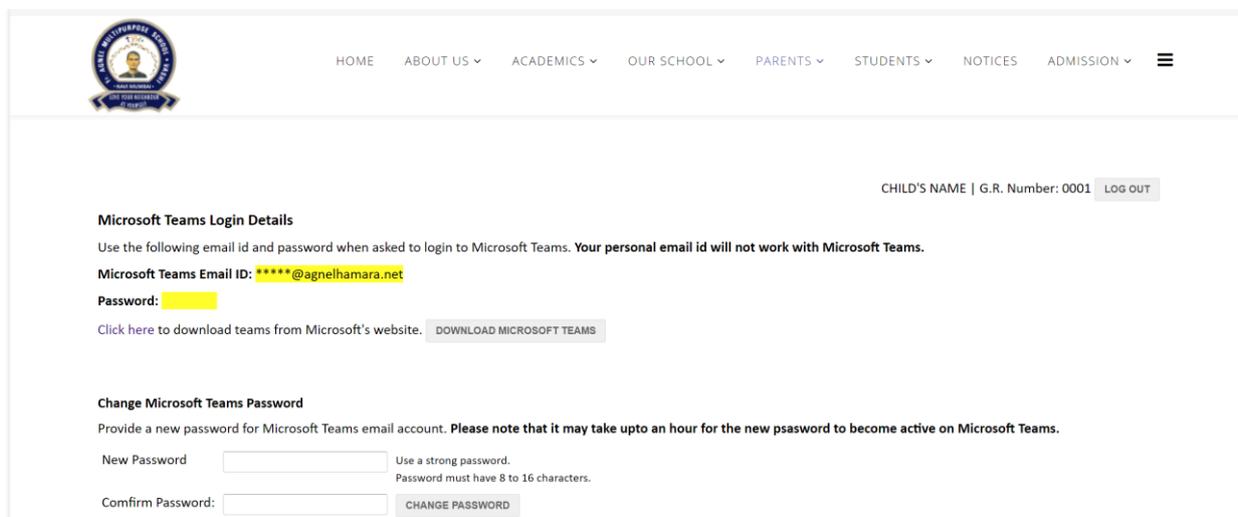
Date of Birth: / January / Year must be entered in YYYY format.

Child or Parent Aadhar ID: Enter either the child's or parent Aadhar ID. Do not enter any special characters or spaces.
GR No. (or Form ID for Nursery or FYIC): e.g. E10346.

[Terms and Conditions](#) [Privacy Policy](#) [Refunds and Cancellations](#)

STEP 3: Note down your unique email ID and password.

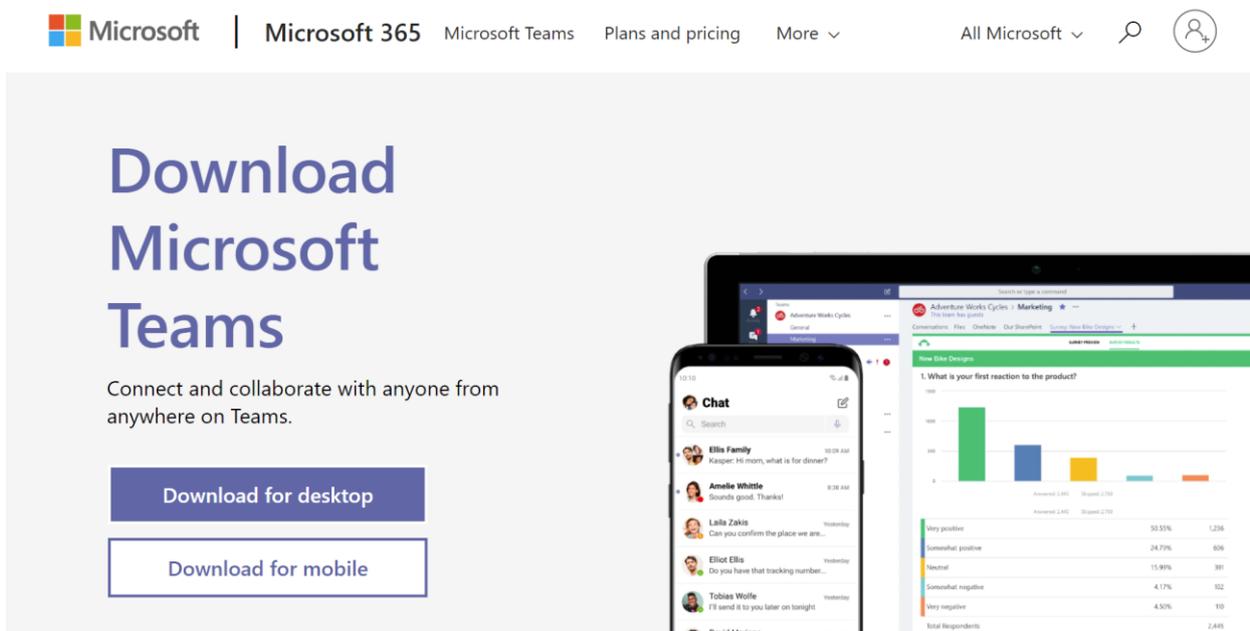
Please note down and remember the Microsoft Teams Email ID and the Password after you log in to the site. For your own security, please do not share your email ID and password with anyone. We also recommend that you change the default password. The option to do so is available on the same page.



The screenshot shows the school's website header with navigation links: HOME, ABOUT US, ACADEMICS, OUR SCHOOL, PARENTS, STUDENTS, NOTICES, and ADMISSION. A user profile area shows 'CHILD'S NAME | G.R. Number: 0001' and a 'LOG OUT' button. The main content area is titled 'Microsoft Teams Login Details' and includes the following text: 'Use the following email id and password when asked to login to Microsoft Teams. Your personal email id will not work with Microsoft Teams.' Below this, the 'Microsoft Teams Email ID' is shown as '*****@agnelhamara.net' and the 'Password' is masked with yellow boxes. A link 'Click here to download teams from Microsoft's website.' is followed by a 'DOWNLOAD MICROSOFT TEAMS' button. A section titled 'Change Microsoft Teams Password' provides instructions: 'Provide a new password for Microsoft Teams email account. Please note that it may take upto an hour for the new password to become active on Microsoft Teams.' It includes input fields for 'New Password' and 'Confirm Password', with a 'CHANGE PASSWORD' button. A note states: 'Use a strong password. Password must have 8 to 16 characters.'

STEP 4: Download and install Microsoft Teams software.

Just below the password you will find links to download and install Microsoft Teams. Click on the Download button. This will take you to [Microsoft's website](#) where you will have the option to download and install the software on your computer (desktop or laptop) or your phone based on the device that you are using. You can install and access Microsoft Teams from multiple devices at the same time.

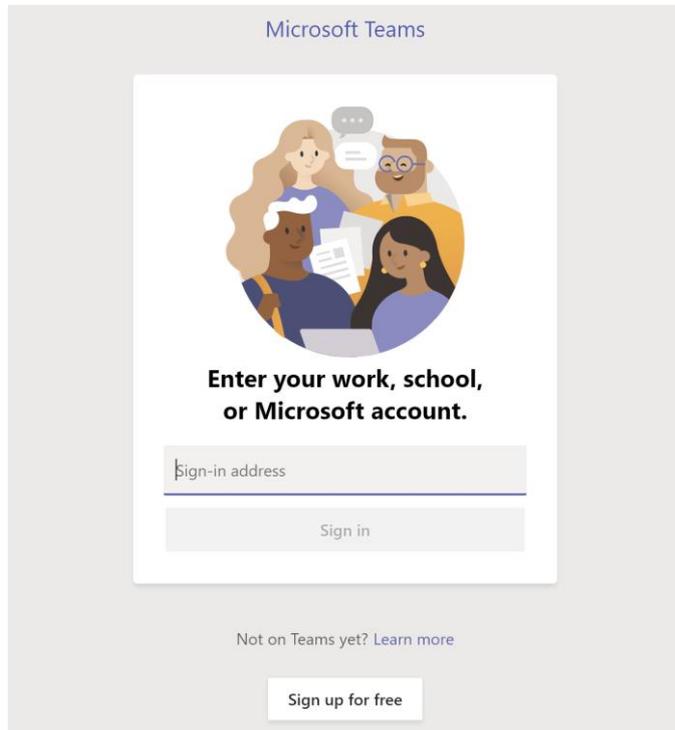


The screenshot shows the Microsoft 365 website navigation bar with links for Microsoft 365, Microsoft Teams, Plans and pricing, and More. The main heading is 'Download Microsoft Teams'. Below the heading, the text reads: 'Connect and collaborate with anyone from anywhere on Teams.' There are two buttons: 'Download for desktop' and 'Download for mobile'. To the right, there are three overlapping images: a smartphone displaying a chat conversation, a tablet displaying a meeting interface, and a laptop displaying a dashboard with a bar chart and a table of survey results.

Response	Percentage	Count
Very positive	50.55%	1,256
Somewhat positive	24.73%	606
Neutral	15.99%	397
Somewhat negative	4.17%	102
Very negative	4.50%	110
Total Respondents		2,445

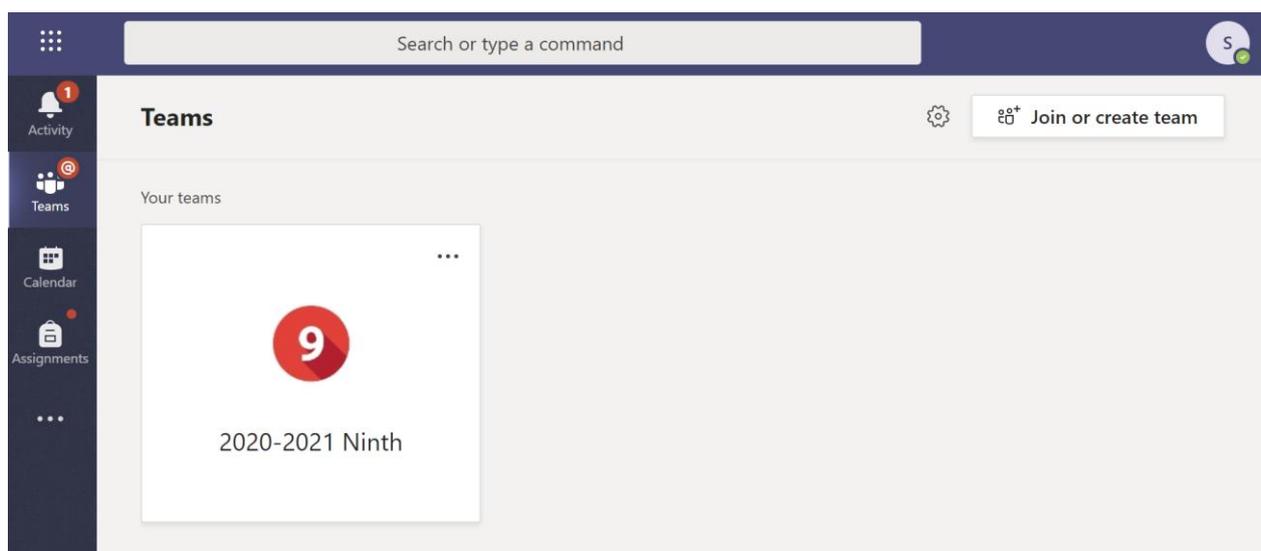
STEP 5: Login to Microsoft Teams.

After you have installed the software on your phone or your computer, open the software and sign in using the email ID and password. **Note that you need to use the Microsoft Teams Email ID and Password provided by the school. Your personal email ID won't work here.** Your unique Microsoft Teams Email ID ends with @agnelhamara.net. Do not click on Sign up for free. The school has signed up with Microsoft and your ID has already been created by the school.

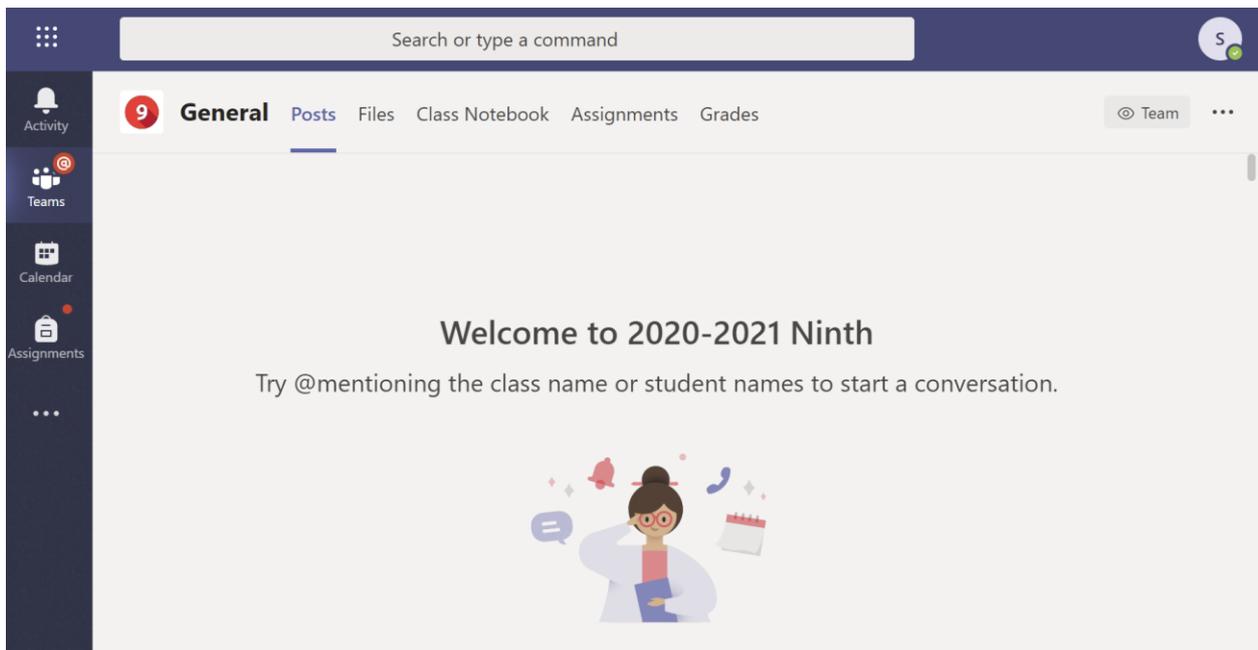


STEP 6: After login.

Once you log in to Microsoft Teams, you will find that you have already been added to one Team (group) based on the standard in which you child will be promoted to for the academic year 2020-2021.

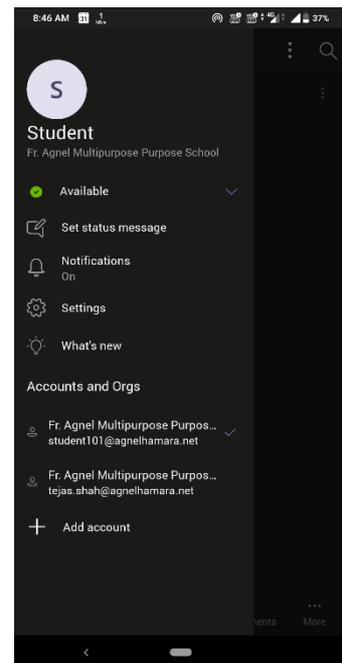
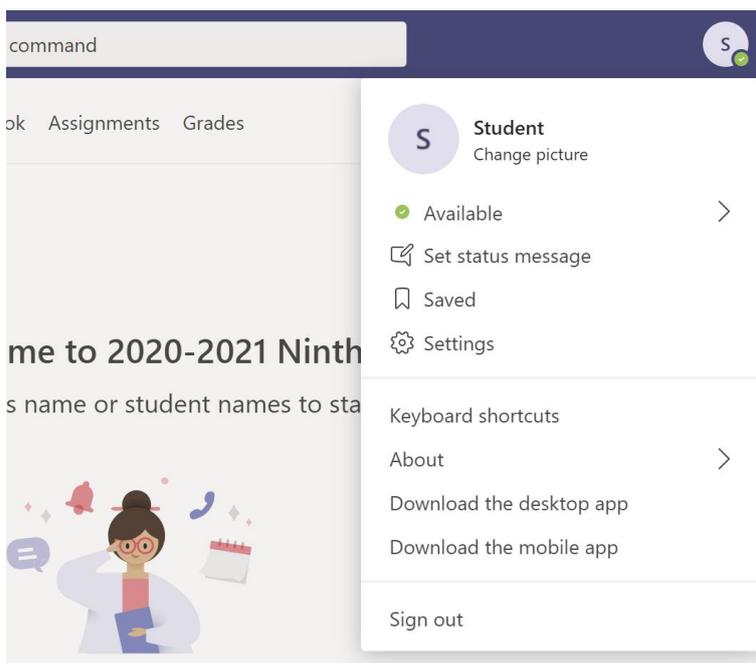


Within the group you will find the General Channel. All further instructions will be posted in the General Channel. Kindly log in and check the channel regularly for updates. Besides, in the initial days a SMS alert will be sent by the school when any important information is posted.



If you have two children or more in the school, you will need to sign out and sign in again (on computer) and add another account (on phone), using the second child's Microsoft Teams Email ID. Only then you will be able to get the instructions specific to each child.

To do this click on the profile icon on the top right in the computer and the menu icon  on the phone.



SUPPORT NUMBERS

In case of difficulty, please contact the following numbers **between 9 am and 5 pm using WhatsApp only**. Please **do not call them**. Mention the name of the child and standard promoted to and the GR Number in every communication. Please send a screenshot of photo of the error you are facing so that our team can easily understand the nature of the problem and assist you.

In case of any issue with getting your Microsoft Teams email ID (**steps 1 to 4**) contact: 7045892459.

In case of any issue with installing and login to Microsoft Teams (**steps 5 and 6**) contact: 9819161862.