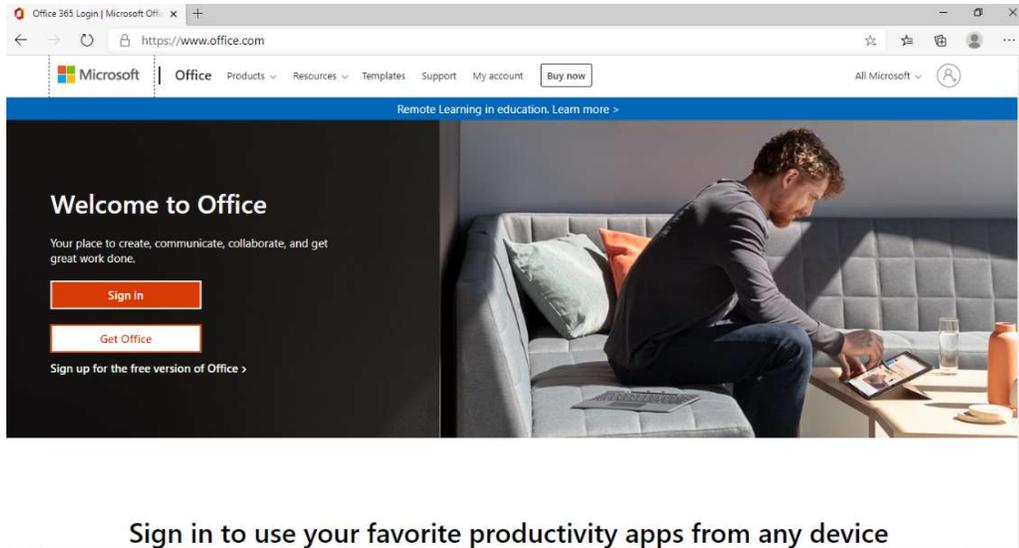


**Deccan Education Society's
Fergusson College (Autonomous), Pune - 411004.
Office 365 and Microsoft Teams Login Instructions for the students**

1. Visit the website www.office.com



2. If you have already Sign in with different email address, click on Forget this account. Perform the step number 3.
3. Click on Sign in and enter the email address ending with deccansociety.org and click on next. Use the email address already sent on your mobile phone via SMS.



Now enter the password and click on Sign in. Use the password already sent on your mobile phone via SMS.



← Your login name @deccansociety.org

Enter password

Password

[Forgot my password](#)

Sign in

4. After successful sign in, update your password for the security of your account. **Do not share this new password.**



Your login name @deccansociety.org

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

On completion, click on Sign in.

5. Now complete the following steps
More information required. Click on Next.
-



Your login name @deccansociety.org

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

Next

Click on re-enter my password.

confirm your current password

In order to keep your security information private, we need you to re-enter your current password on the next page.

re-enter my password

cancel

Enter your password and click Sign in. Then select No for Stay signed in?



Your login name @deccansociety.org

Enter password

password

[Forgot my password](#)

[Sign in with another account](#)

Sign in



Your login name @deccansociety.org

Stay signed in?

Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

Now complete Set up of Authentication phone and Authentication Email steps.

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. You'll need to set up at least 2 of the options below.

- ! Authentication Phone is not configured. Set it up now
- ! Authentication Email is not configured. Set it up now

[finish](#) [cancel](#)

Click on Set it up now to complete Authentication phone. Select your country or region.

Enter your authentication phone number. Click on text me.

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

Select your country or region

Enter your authentication phone number

[text me](#)

[call me](#)

[back](#)

Enter the verification code received on the given authentication phone number and click verify.

We've sent a text message containing a verification code to your phone.

[verify](#)

Click on Set it up now to complete Authentication email. Enter your alternate email address other than the email address ending with deccansociety.org in authentication email address. Click on email me.

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email

Enter your authentication email address

[email me](#)

[back](#)

Enter the verification code received on the given authentication email address and select verify.

We've sent an email message containing a verification code to your inbox.

verify [try again](#)

Click on Finish.

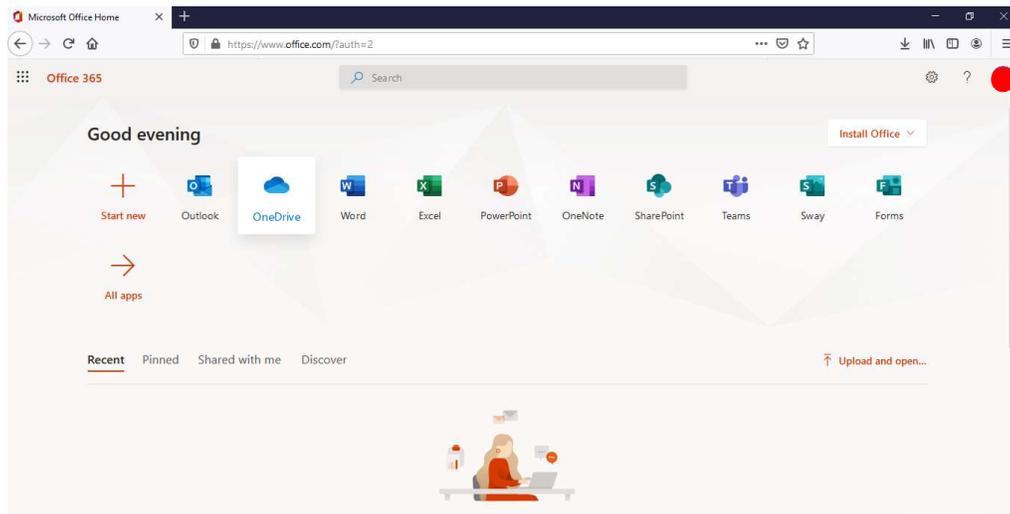
don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

- ✔ Authentication Phone is set to [Authentication Number](#) [Change](#)
- ✔ Authentication Email is set to [Authentication Email address](#) [Change](#)

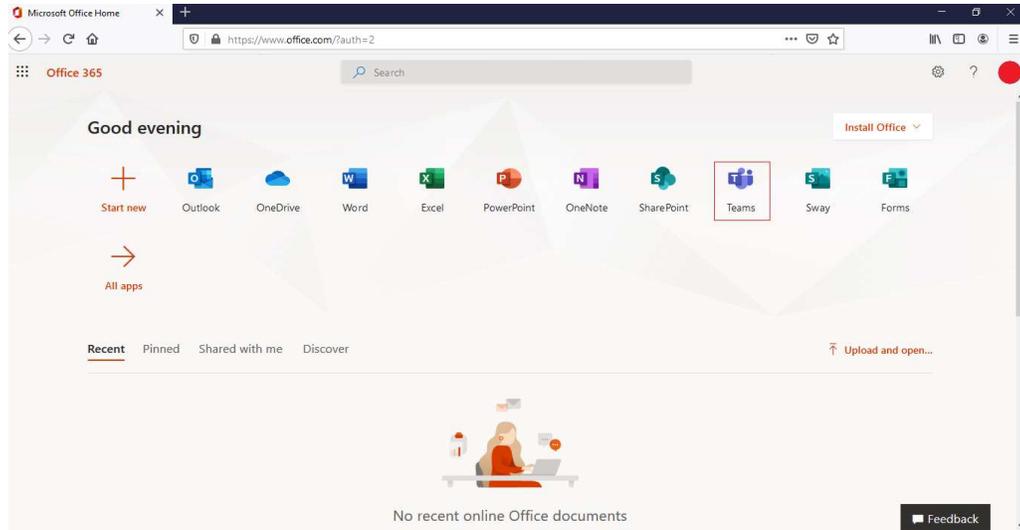
[finish](#) [cancel](#)

Now you will get the access of your login.



6. How to get the Microsoft Teams for your desktop or laptop?

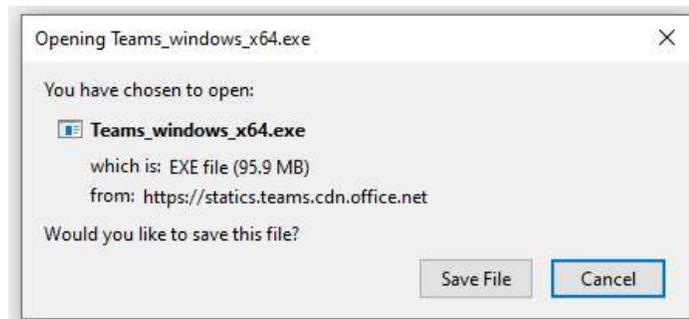
Click on Teams.



Click Get the Windows app. Perform this if you have not yet downloaded Microsoft Teams for your desktop / laptop.



Click on Save File.



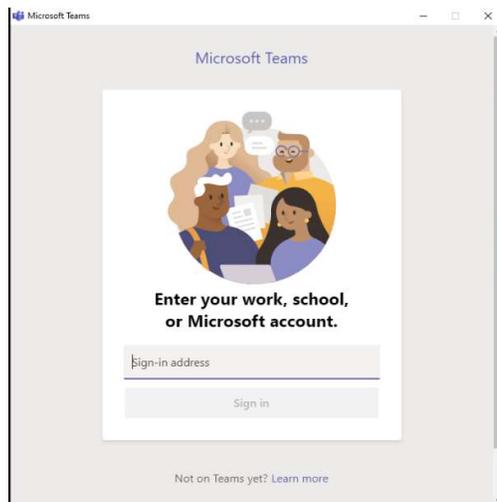
Select the location on your desktop or laptop, where you want to save this exe file. By default, it is saved in to Downloads folder.

7. Logout from your deccansociety.org email address.

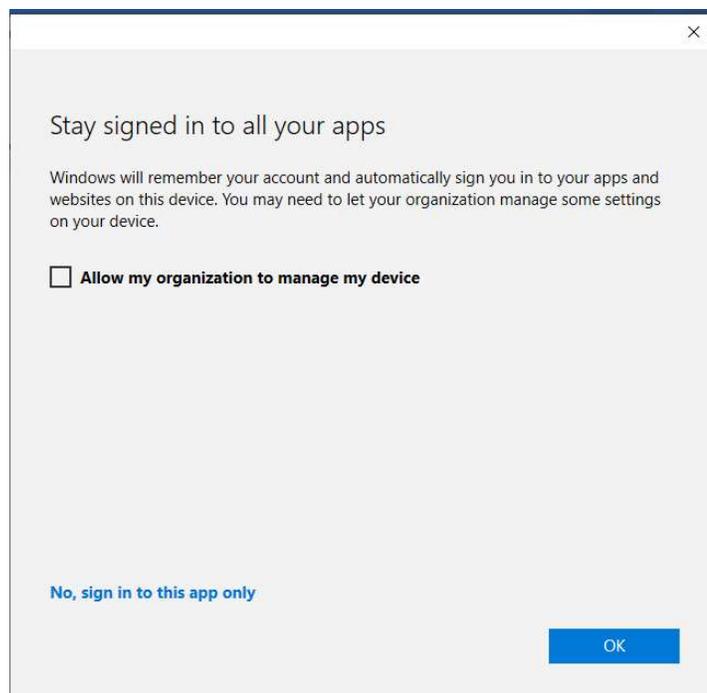
8. Run this exe file and wait for the installation of Microsoft Teams to get complete. After completion find the Microsoft Teams icon on desktop. Double Click on Microsoft Teams icon.



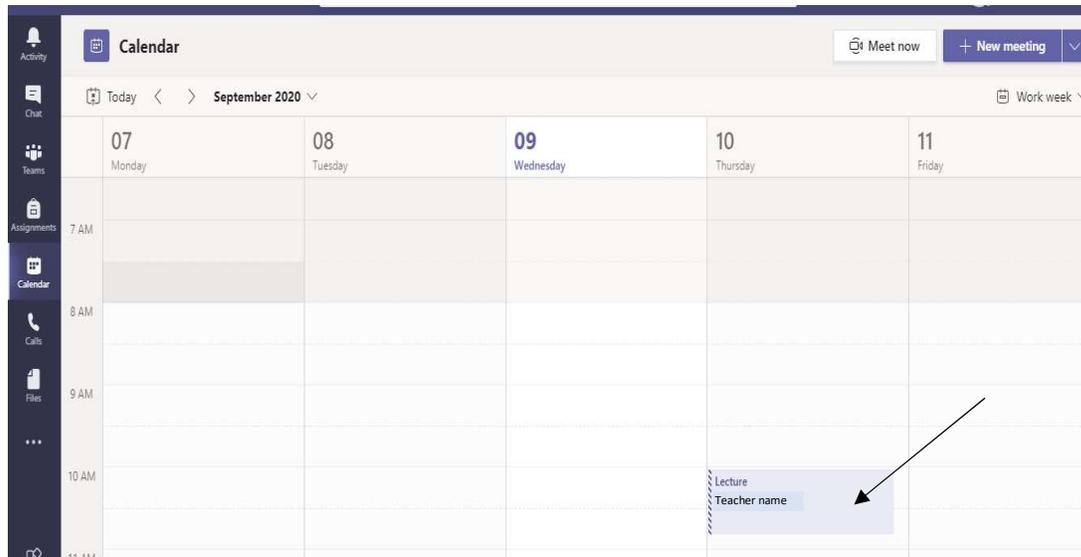
9. To attend online lectures, Sign in the Microsoft Teams with the email address ending with deccansociety.org and the new password recently set by you. Do not visit www.office.com to attend online lectures.



10. Uncheck the Allow my organization to manage my device. Click on No, sign in to this app only. Do this for each login attempt.



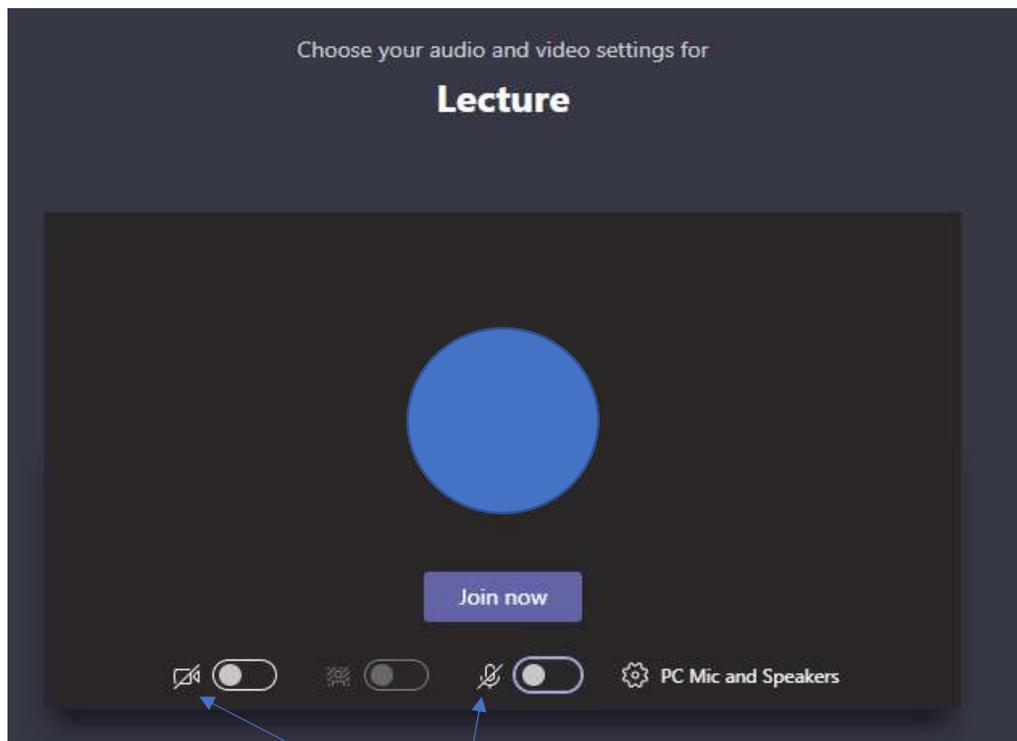
11. Go to Calendar, get the date, and time slot of your online lecture. Click on the Lecture.



12. Click join.

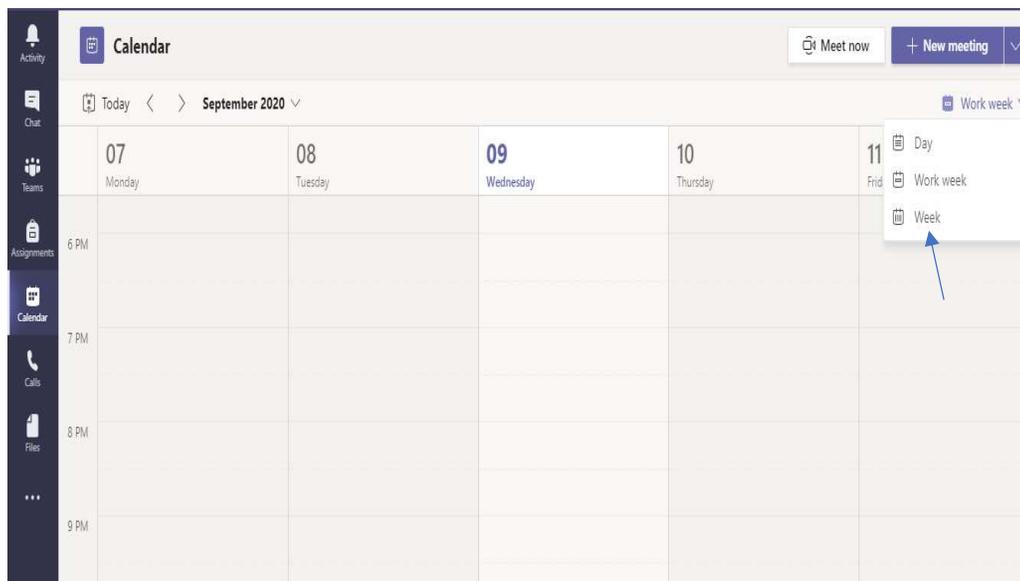


13. Turn off Camera and mute microphone. Click on Join Now to join the lecture.



Camera Off and microphone mute

14. Select Week instead of Work Week, to get the online lecture schedule for Saturday.



15. After completing all the online lectures for a day, logout from your Microsoft Teams login.

In case of issues email to itcare@despune.org or discuss with your class co-ordinators.
