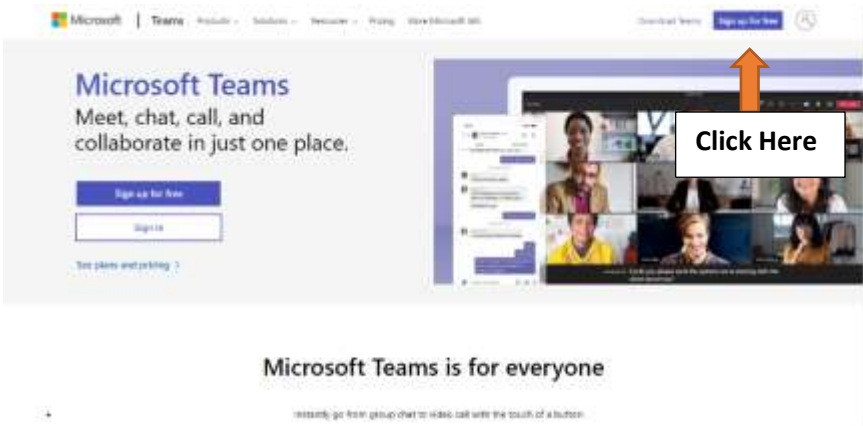


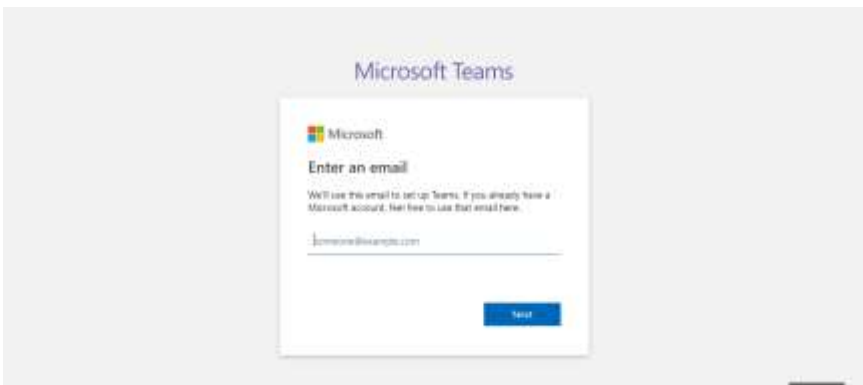
# User Guide for using MS Teams

**Step 1:** Visit <https://www.microsoft.com/en-in/microsoft-teams/group-chat-software> on **Microsoft Edge Browser**.

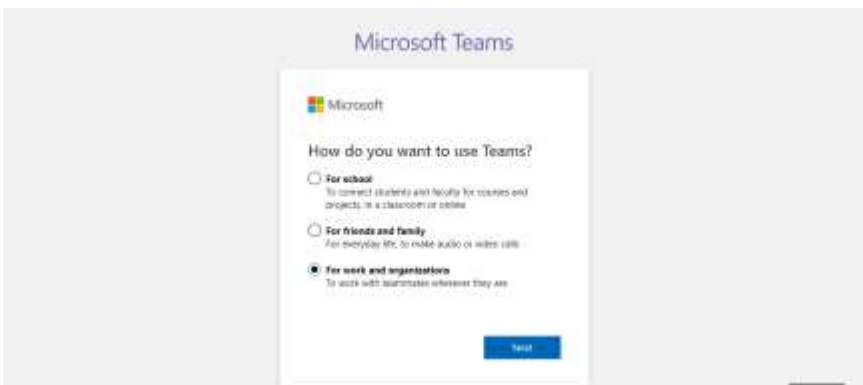
**Step 2:** Click on **Sign up for free**



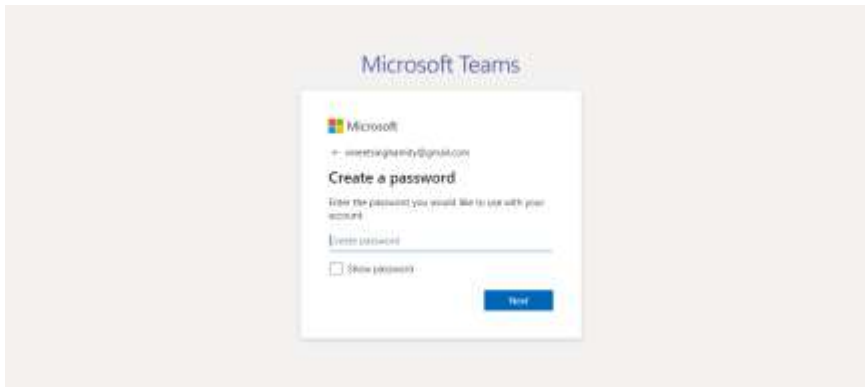
**Step 3:** Enter the email id you have provided to ACTSE team for registration.



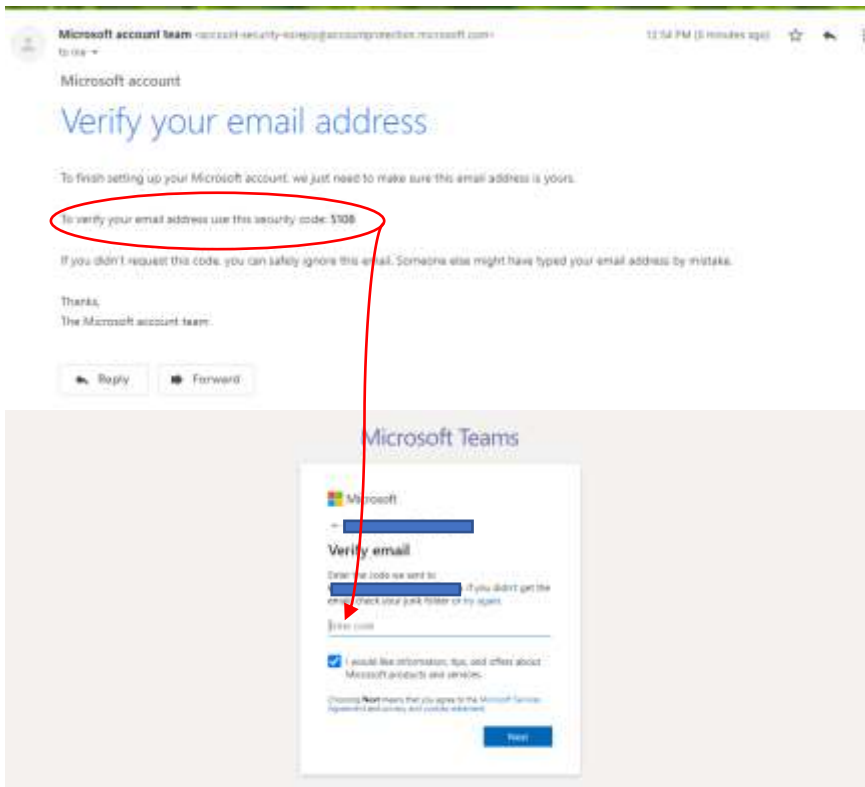
**Step 4:** Choose **“For work and Organizations”**



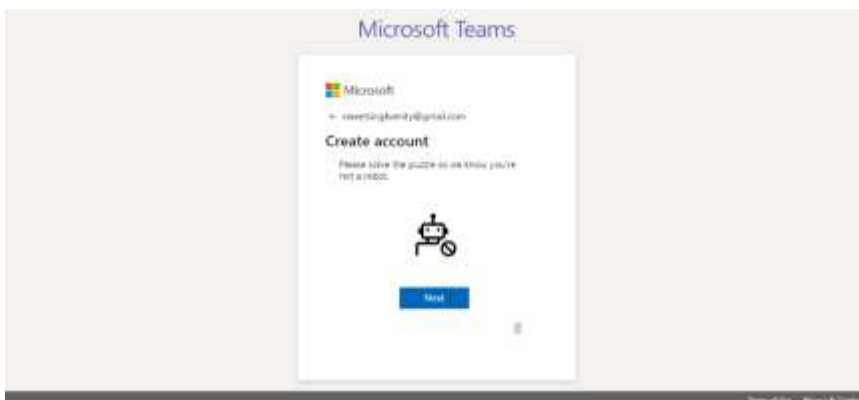
**Step 5:** Enter password of your choice, remember it and keep it safe.



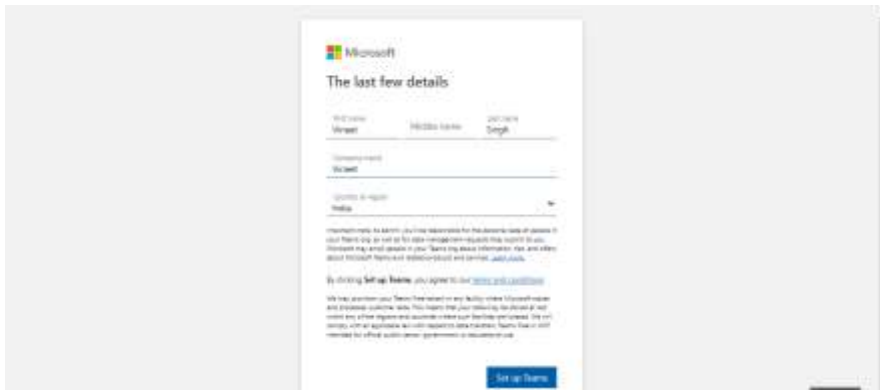
**Step 6:** Check your email id for **code**. Enter the code at designated place.



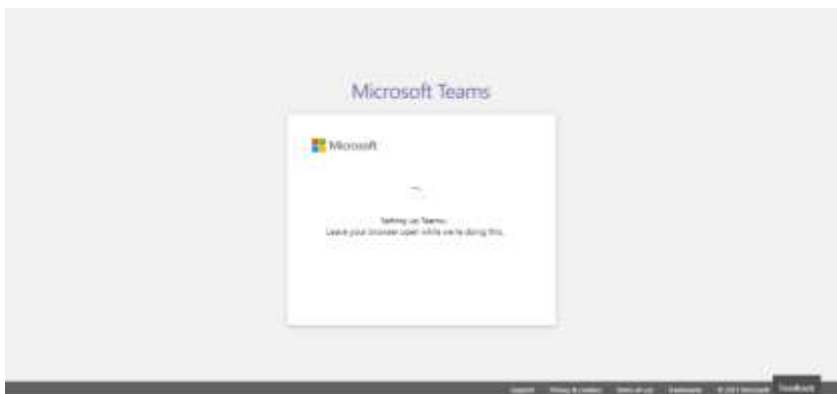
**Step 7:** Prove that you are not a robot.



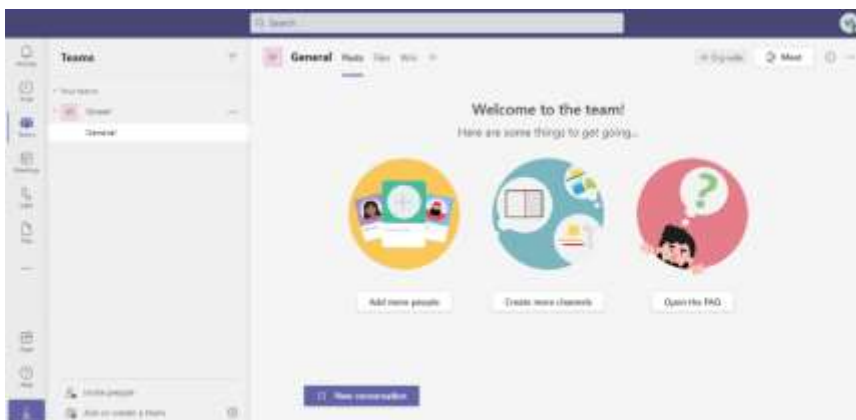
**Step 8:** Enter your Name, Company Name and Country of Living.



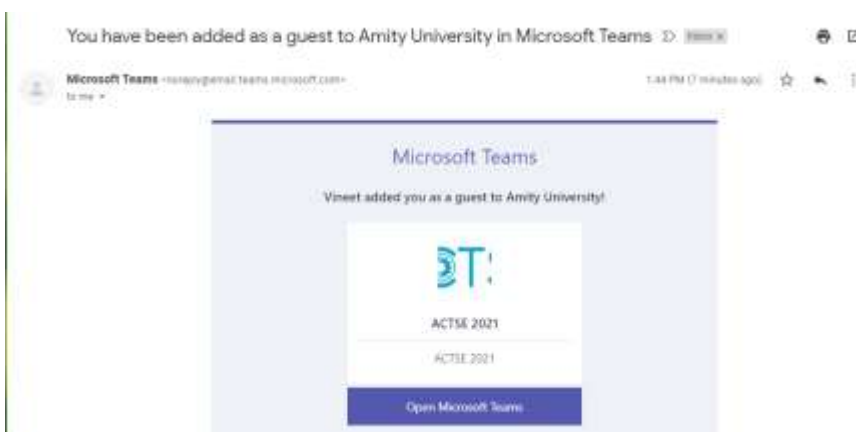
**Step 9:** Wait for few moments.



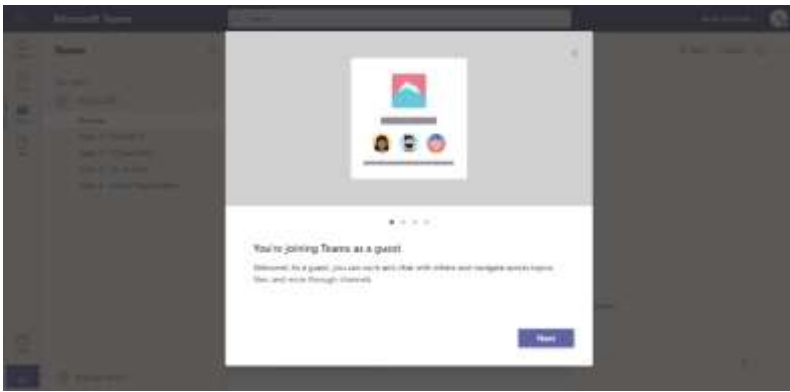
**Step 10:** This is your home/welcome screen



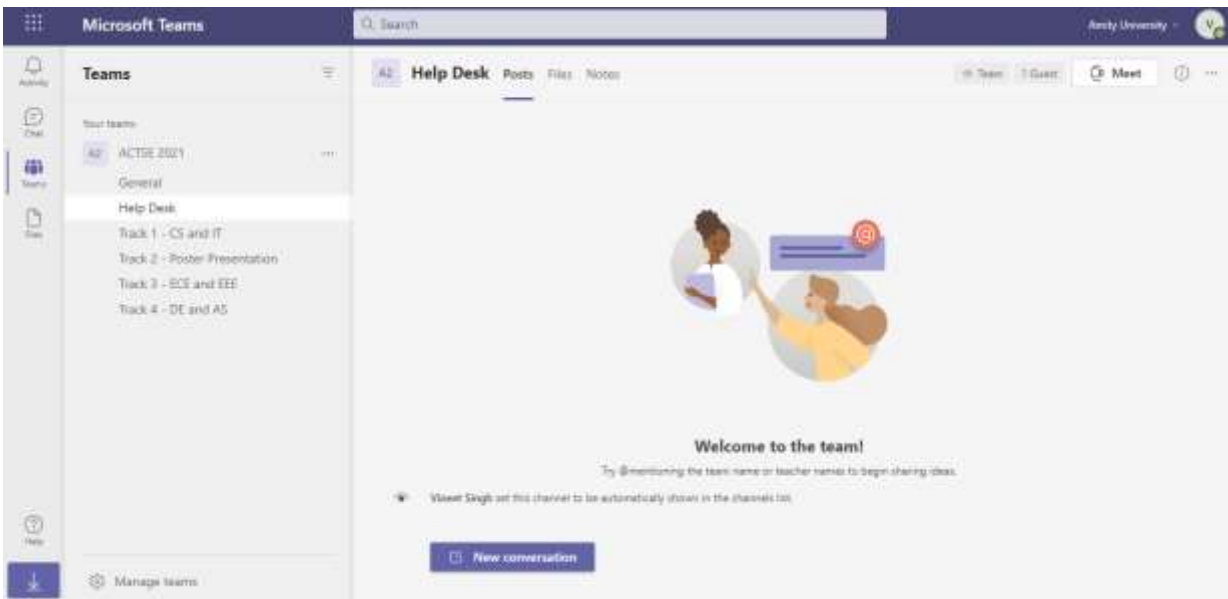
**Step 11:** After you are added to team ACTSE 2021, you receive notification on your mail and in MS Team window.



**Step 12:** Click on the “Open Microsoft Teams”. You will be diverted to the following page.



**Step 13:** After the step 12 you will be able to see ACTSE 2021 team on left pane.



1. **General** – Channel for **Inaugural, Valedictory sessions, and Invited Note.**
2. **Help Desk** – Channel for Help Desk for the conference.
3. **Track 1 - CS and IT** – Channel for **Track 1: Computer Science & Information Technology.**
4. **Track 2 – Poster Presentation** – Channel for **Track 2: Poster Presentation.**
5. **Track 3 – ECE and EEE** – Channel for **Track 3: Electrical, Electronics and Communication Engineering.**
6. **Track 4 – DE and AS** – Channel for **Track 4: Design Engineering and Applied Science.**

**Note:-** If you face any problem joining the team contact at [vsingh@lko.amity.edu](mailto:vsingh@lko.amity.edu) with Subject line “**ACTSE – Help Desk**”.