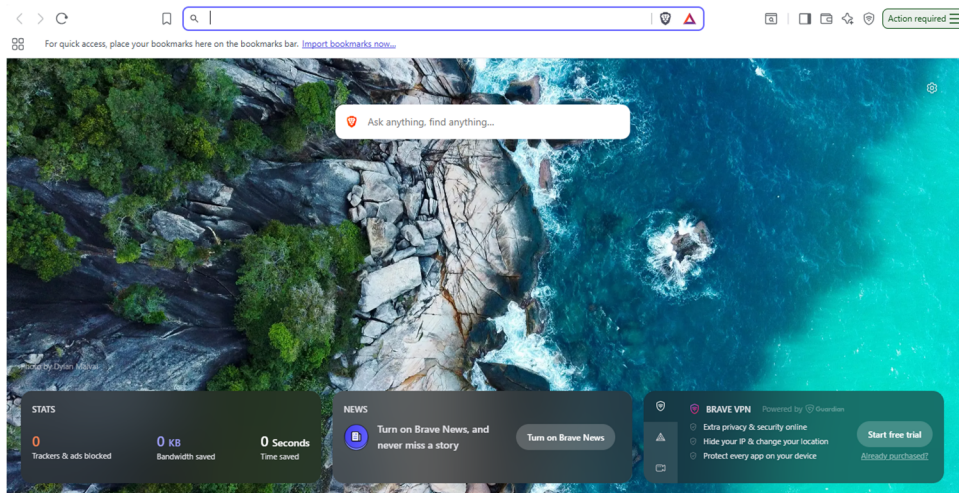


Student Guide: How to Login to Your Email and MS Teams Account

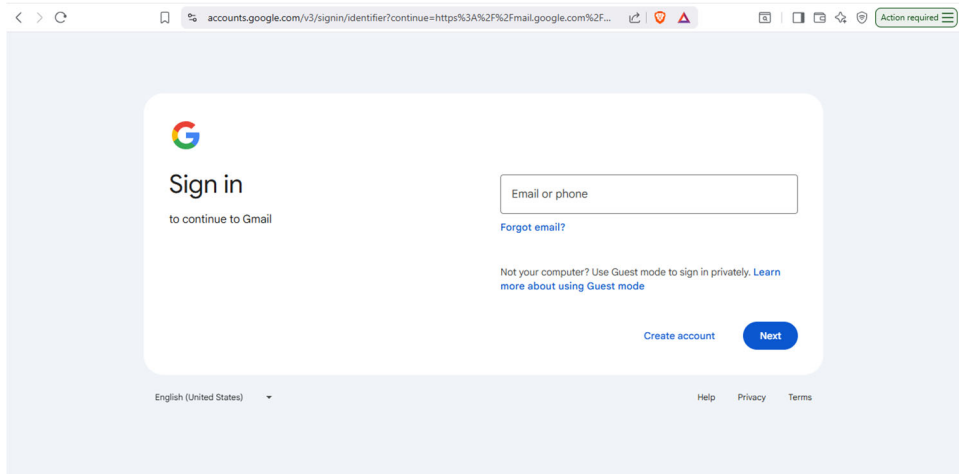
This guide will help students log in to their official email account using Gmail and access their Microsoft Teams account for classes and communication.

Part 1: Login to Your Email Account on Gmail

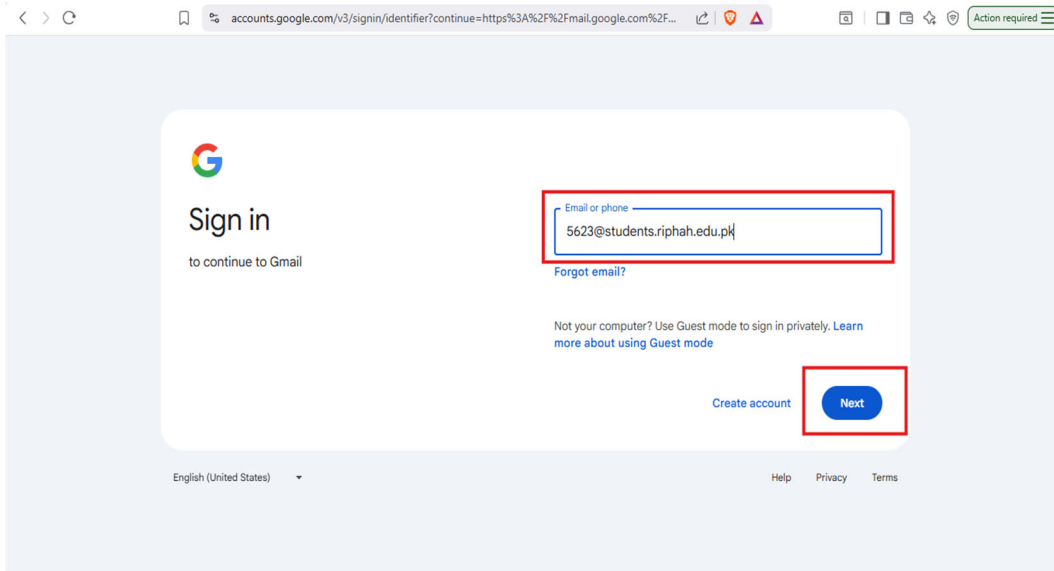
1. Open your internet browser (Google Chrome, Microsoft Edge, or Firefox).



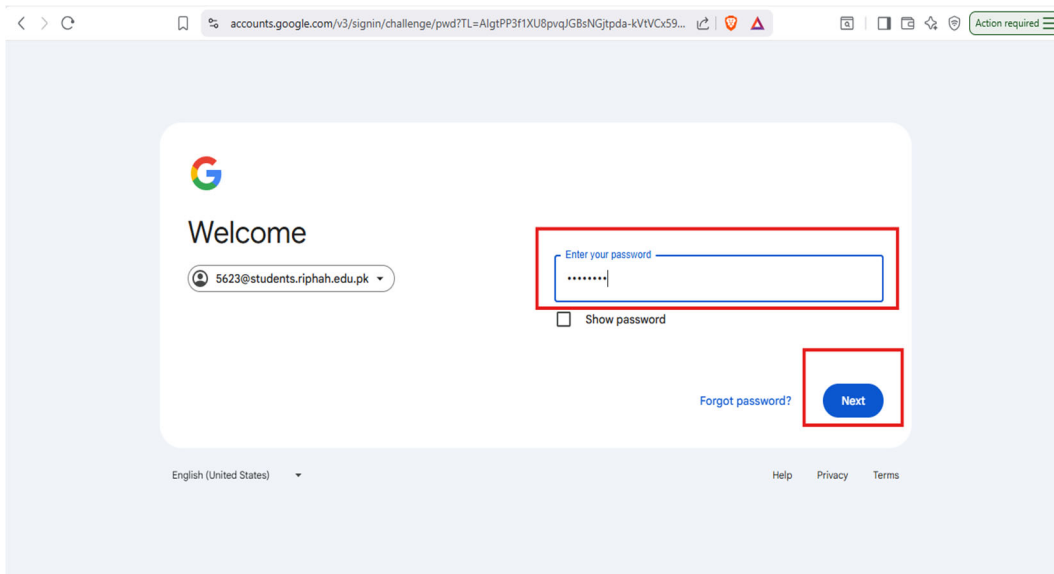
2. In the address bar, type: `https://mail.google.com` and press Enter.



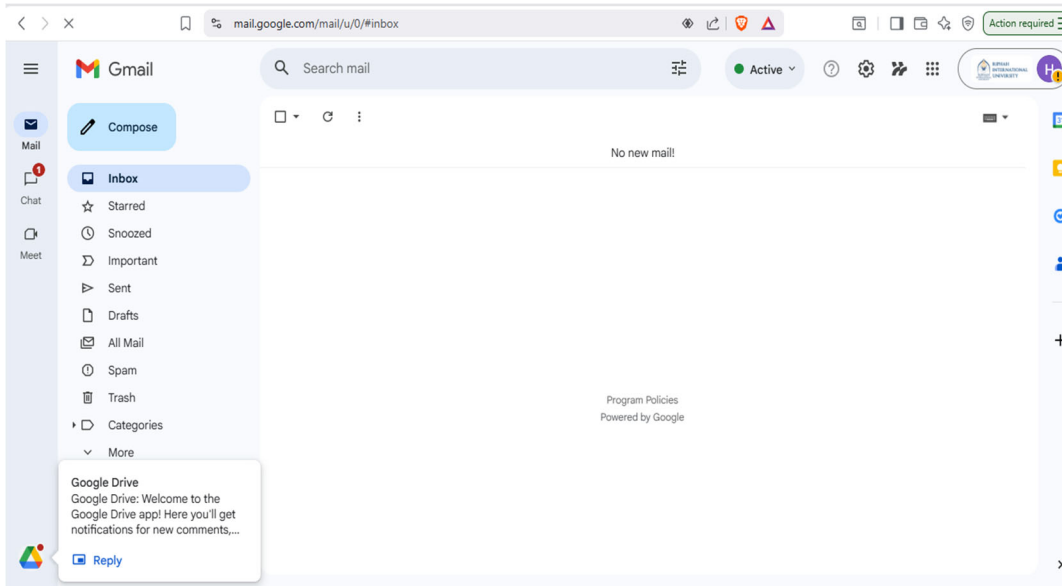
3. On the Gmail login page, enter your provided email address and Click on the 'Next' button.



4. Enter your email account password and click on 'Next' again to sign in.

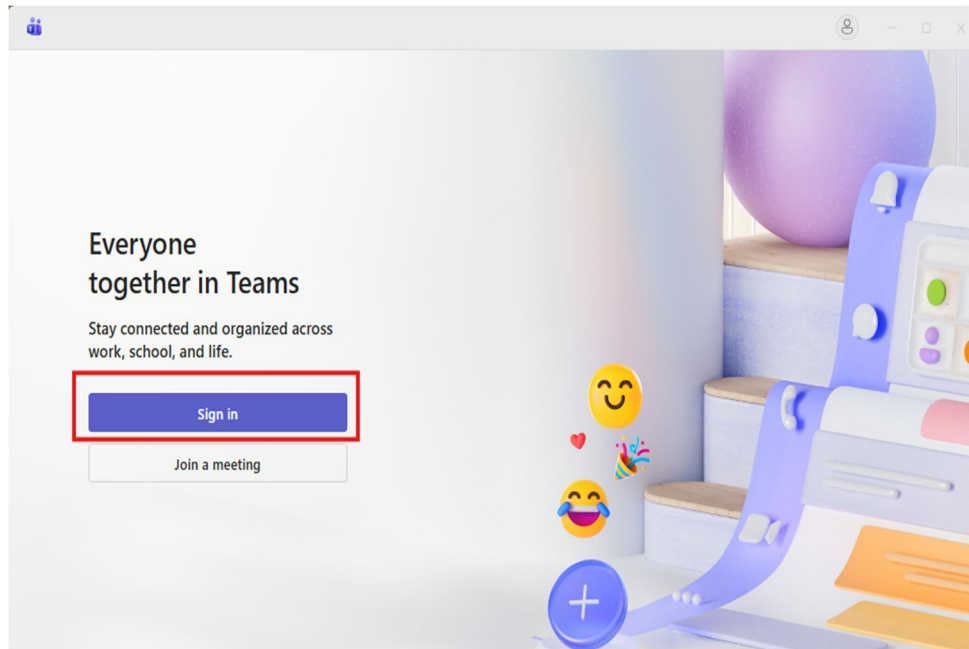


5. After successful login, your inbox will appear where you can read and send emails.

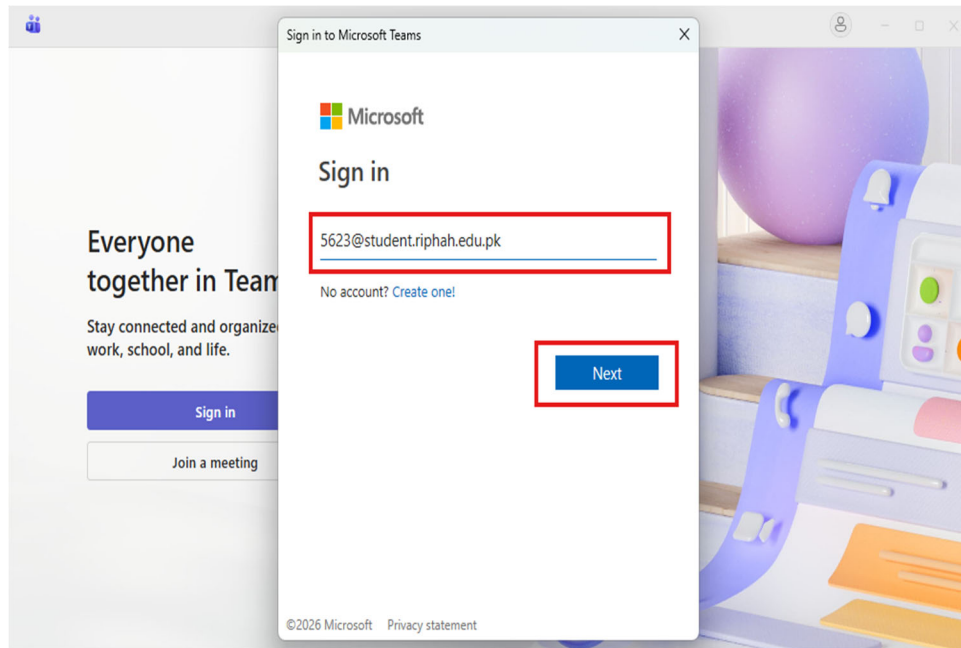


Part 2: Login to Your MS Teams Account Through APP

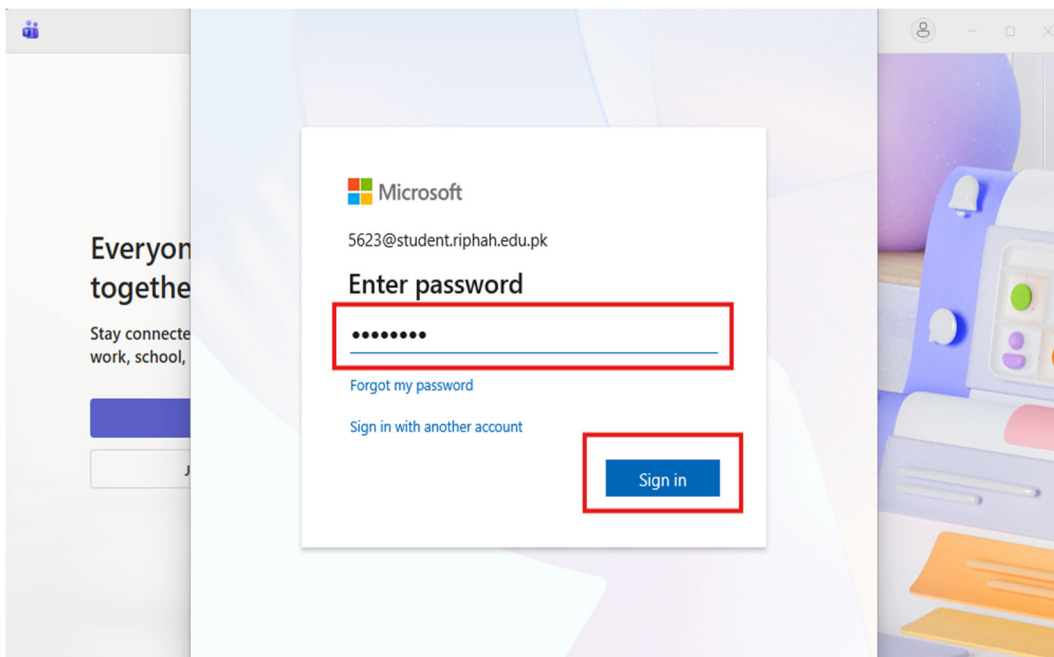
1. Open the Microsoft Teams desktop application if it is installed on your laptop.



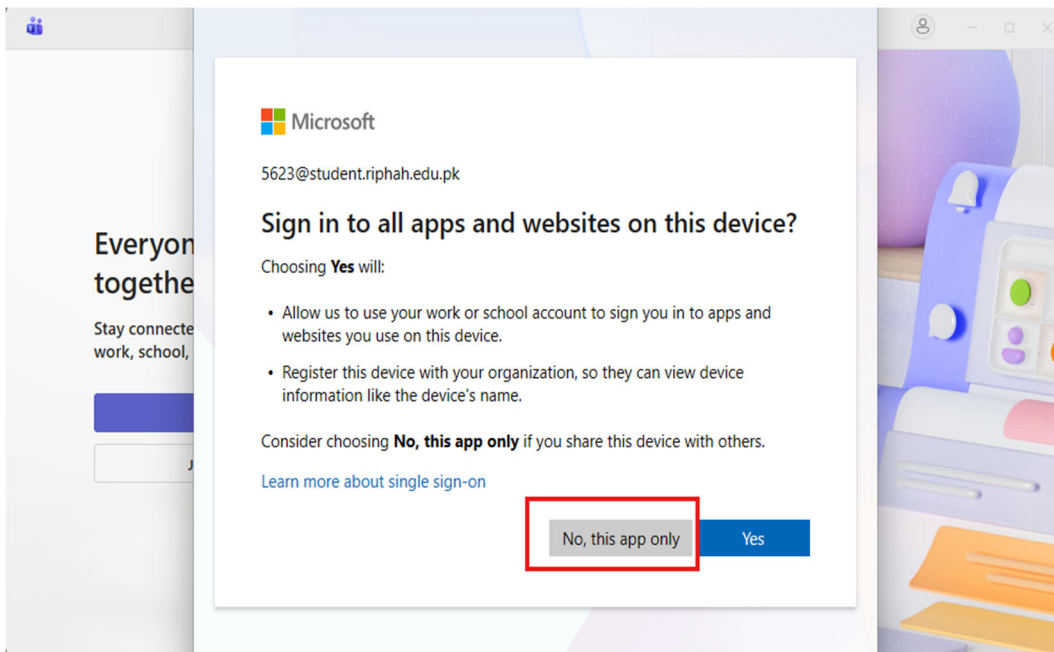
2. Enter your Microsoft (institutional) email address and Click 'Next'.



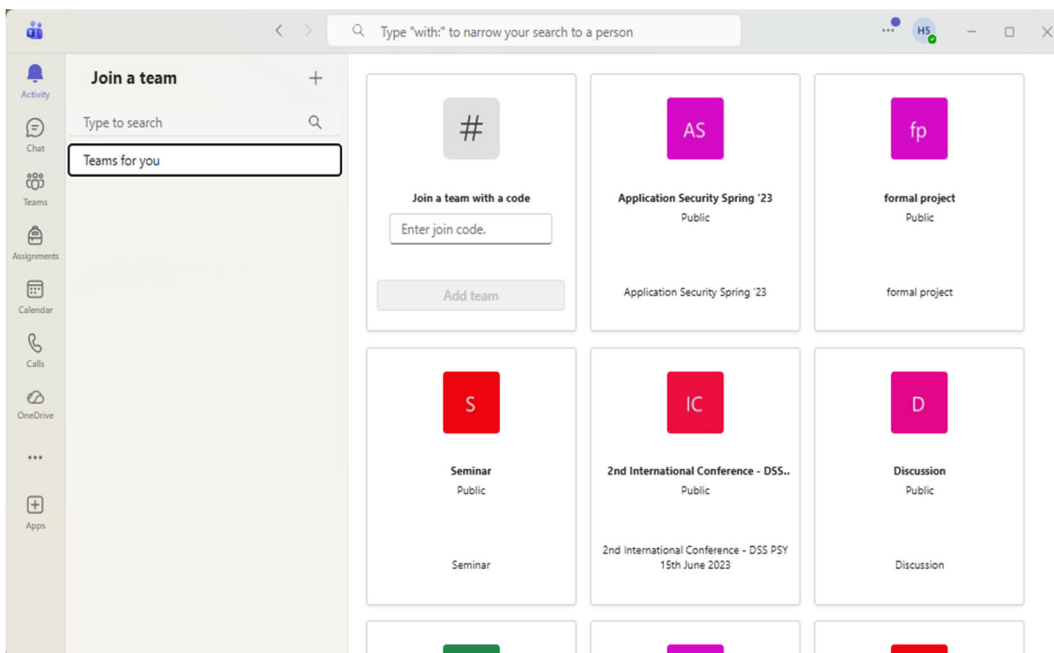
3. Enter your account password and Click 'Sign in'.



4. On confirmation page click on “No, this app only”.

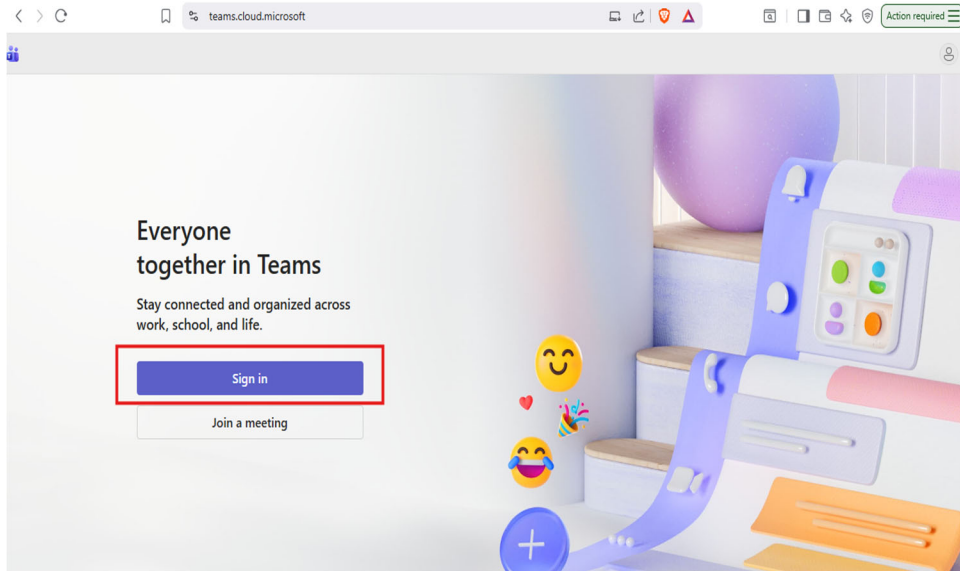


5. After login, you will see your Teams dashboard where you can join classes, meetings, and communicate with teachers.

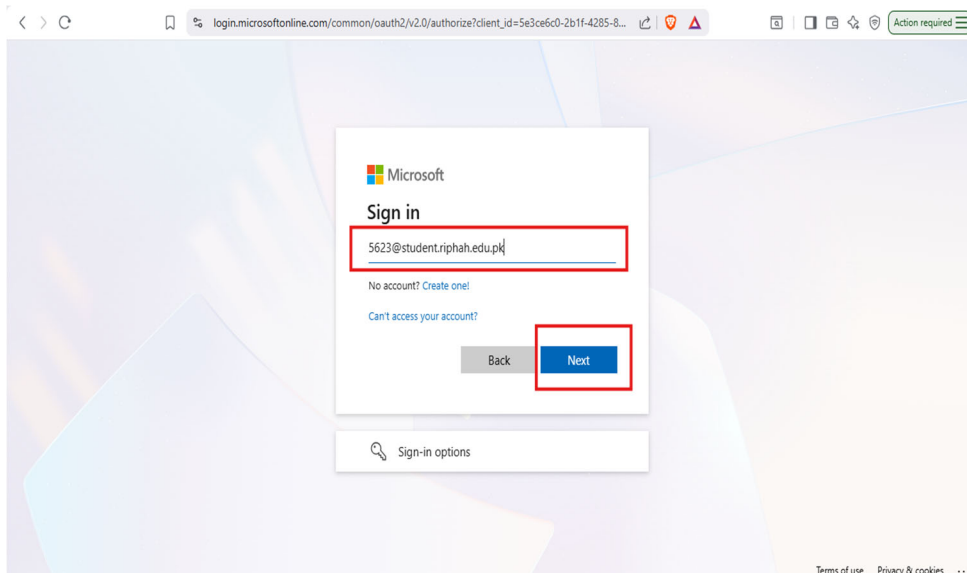


Login to Your MS Teams Account Through Browser

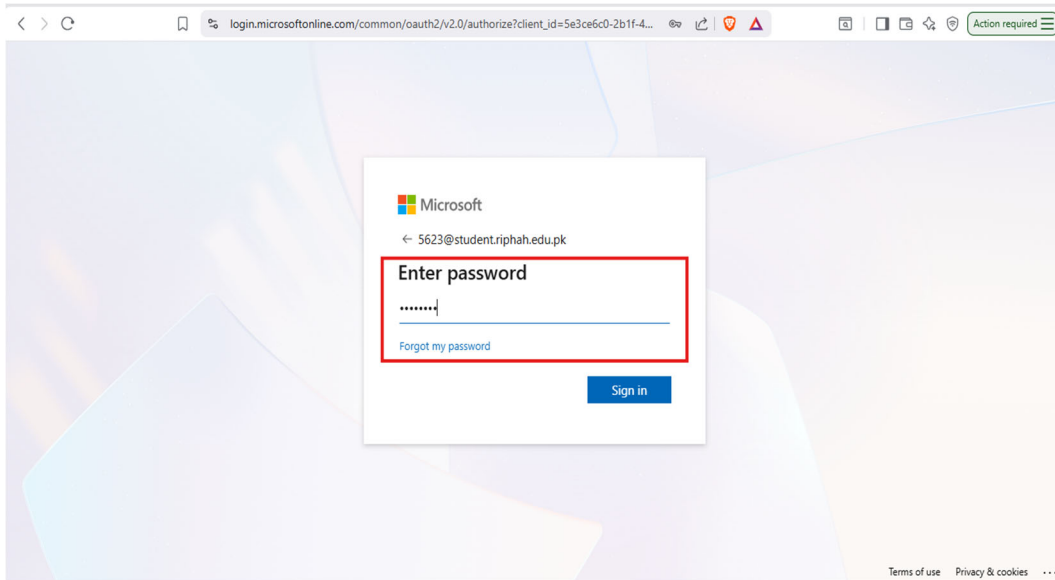
1. Open your internet browser and go to <https://teams.microsoft.com> and click on "Sign In".



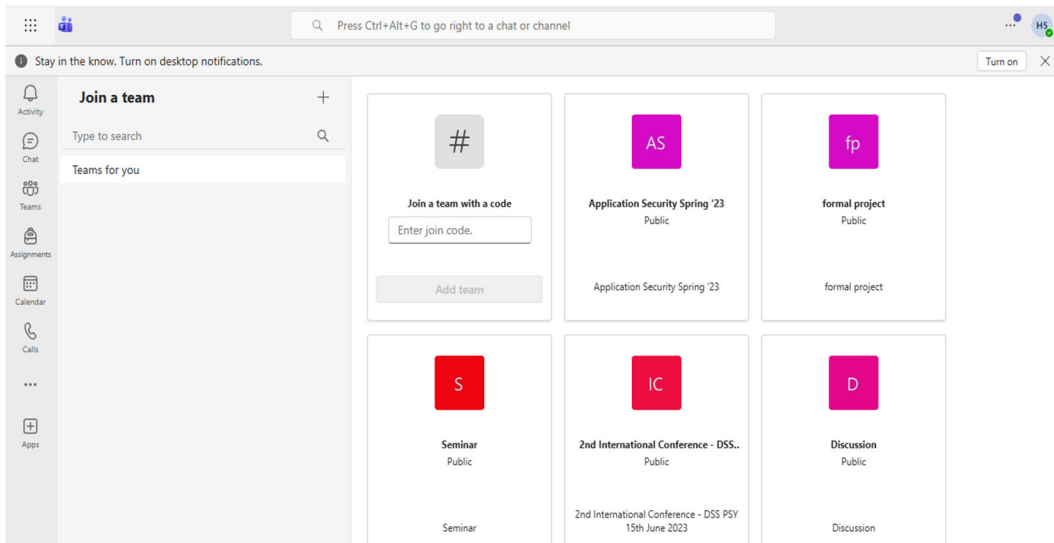
1. Enter your Microsoft (institutional) email address and Click 'Next'.



3. Enter your account password and Click 'Sign in'.



4. After login, you will see your Teams dashboard where you can join classes, meetings, and communicate with teachers.



Important Notes

- If you forget your password, you can reset it using the password recovery option.
- You must register your phone number or recovery email to receive the verification code.
- If you face any issue while logging in, please contact the IT Department for assistance.