



K.R. MANGALAM WORLD SCHOOL, G.K-II
PARENTS' CIRCULAR
CLASS IV

Date: August 19, 2020

Circular No: KRMGK-II/20-21/115

Dear Parent

We, at K.R Mangalam World School, in our endeavour to constantly improve the quality of education and in providing the most secure and advanced teaching environment, are pleased to inform you that the school is now switching over to Microsoft Teams Application from the current Zoom Application for class IV.

Here, I would like to inform you that all our teachers teaching class IV onwards are now **Microsoft Certified Trained Teachers**.

Install Microsoft Teams to your PC to connect to online classes

Step 1:Go to Web Browser

Step 2: Go to the Office 365 sign in page (<https://www.office.com/>)

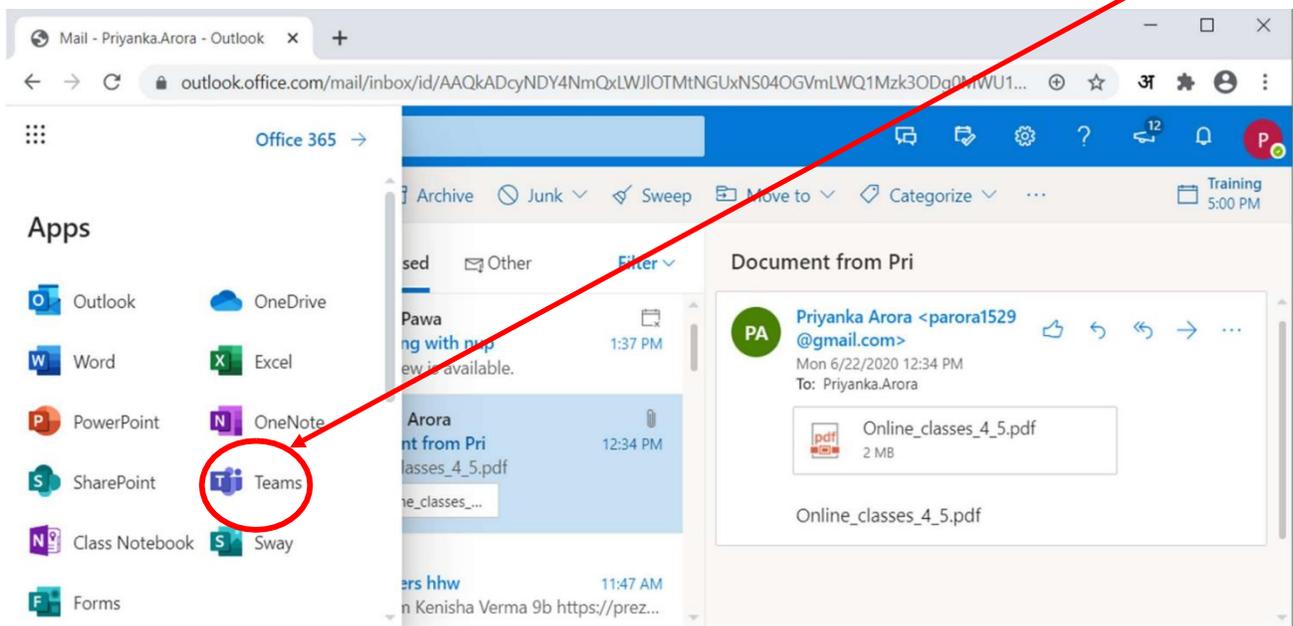
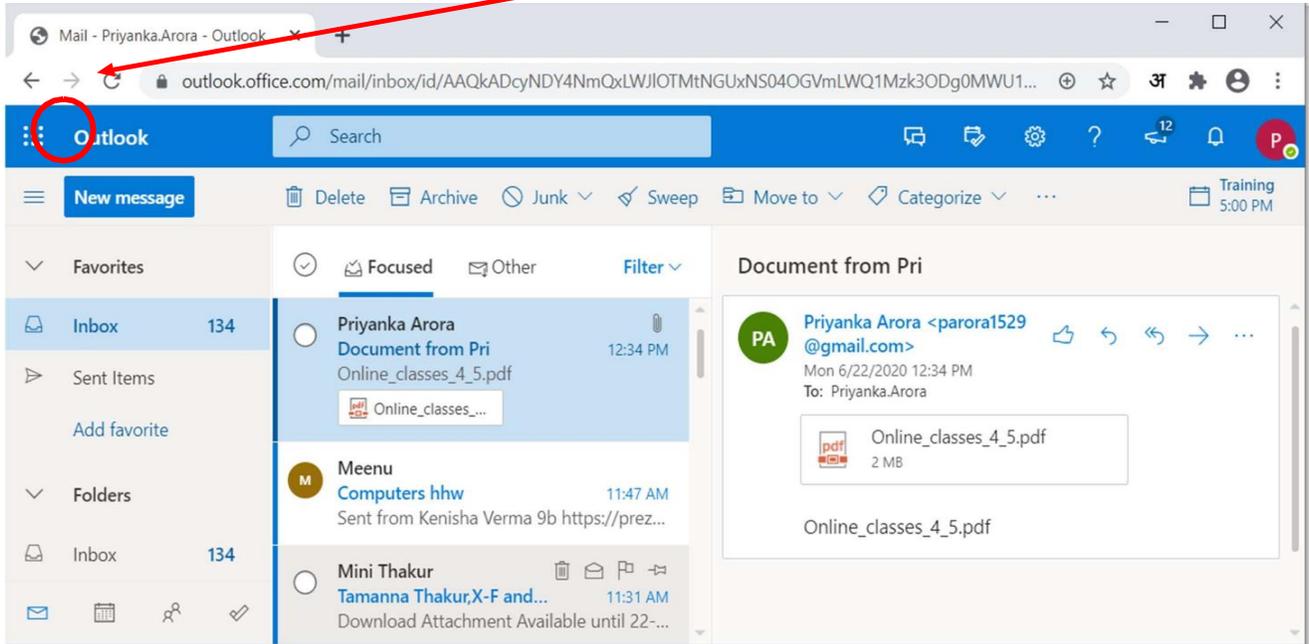
Step 3: Enter your personal Microsoft email id provided by the school in the school app in the sign in Box

Step 4:Enter the password (which you have received from School)

Step 5: Your mail outlook mail Box will open. In this mailbox on the left hand side where the outlook is written there are 9 dots you can see as "App

Step 6: When you click on it. An App box like this will appear. Click on Teams Icon here

Launcher

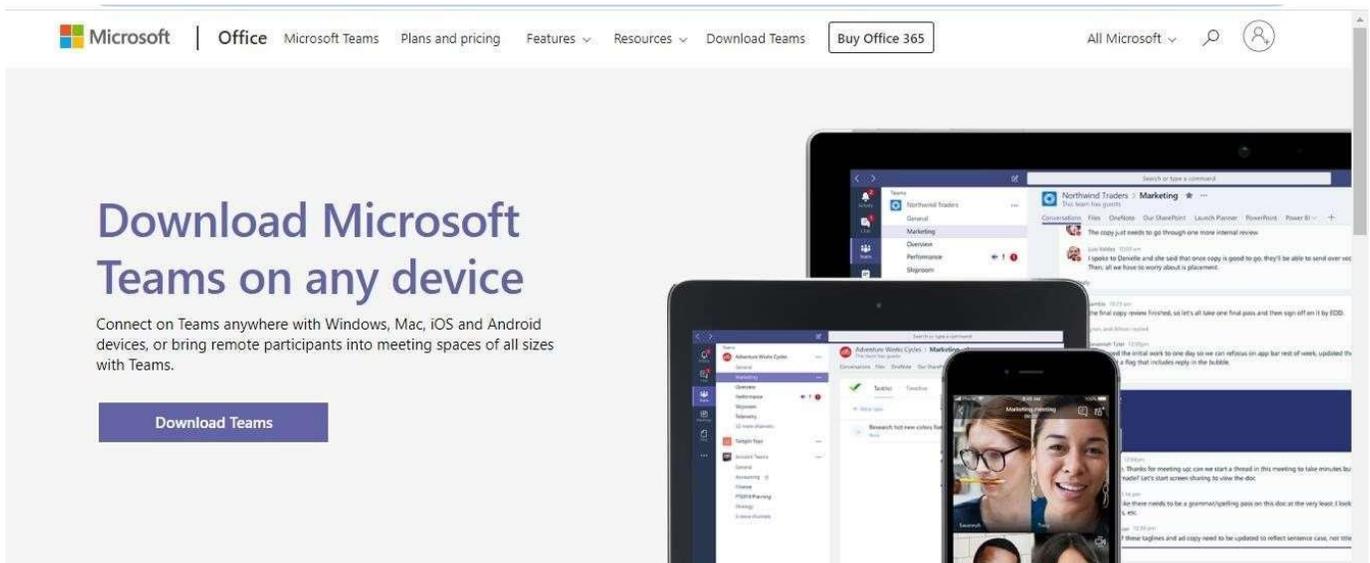


1. How to Download Teams

Click on the following link:

<https://products.office.com/en-in/microsoft-teams/download-app>

IMPORTANT NOTE: Kindly note that the password to be safely kept with you in case you change the same. We will not be able to recover the id if the password gets changed.



Download Teams for your desktop



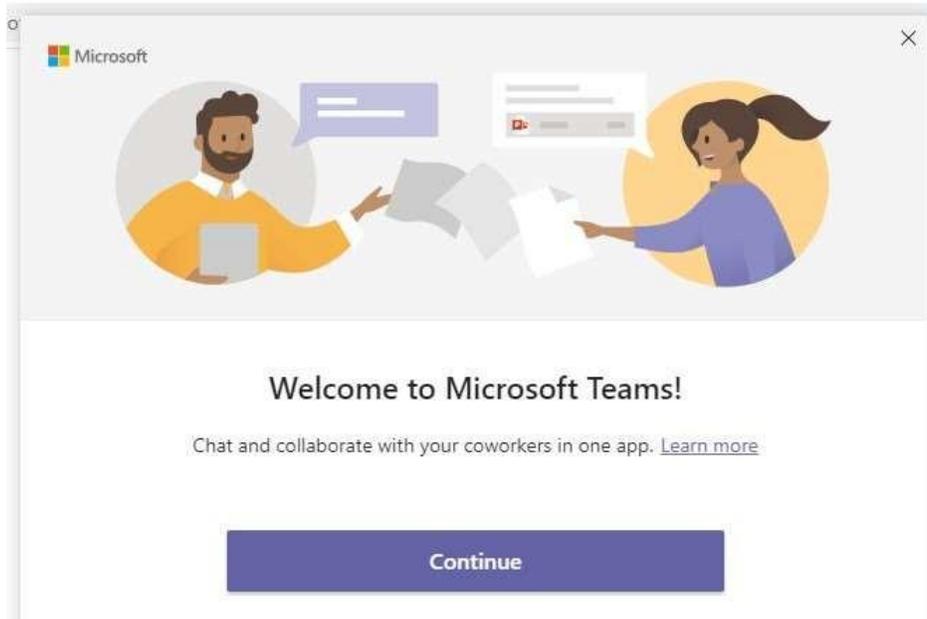
Download Teams

Get the Teams mobile app

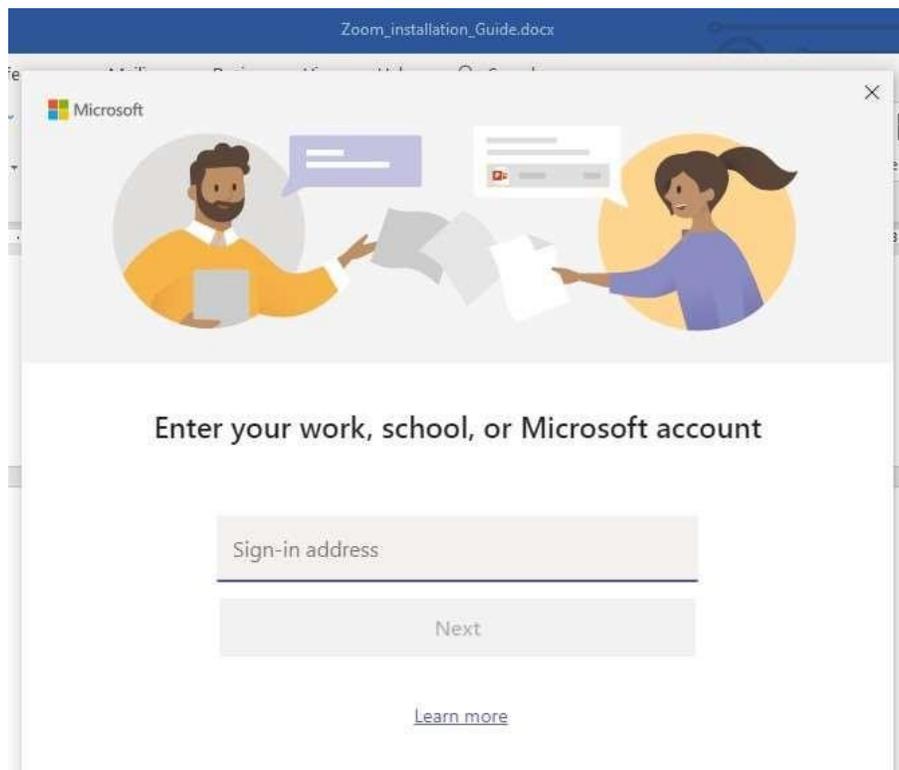


Enter your email address and we'll send a download link.

SEND NOW



Login with your Microsoft id and Password



As regards students are concerned, we would like to conduct training sessions for them in Microsoft Teams whose schedule is appended below:

DAY AND DATE OF CONDUCT: FRIDAY, AUGUST 21, 2020

TIME: 1-2pm

Instructions, including the Email ID and Password for online platforms (Microsoft Teams) necessary for remote teaching learning is being sent to you to ensure the effectiveness of the same. You are required to login in through the link of Microsoft Teams meeting to attend the above sessions for the smooth functioning of the classes.

The link will be sent on the KRM App one day prior for the session. The grade level coordinators and class teachers will be further communicating with you as and when required. But meanwhile we look forward to your suggestions, feedback and any specific requests. It would be our endeavor to accommodate whatever is possible in these trying times.

We, as a community have to stay together, work together so that we all stay safe and stay healthy. Looking forward to a fruitful session ahead.

Looking forward to your cooperation in making this endeavor a success.

Principal

Dr. Sangeeta Arora

Principal

K.R Mangalam World School, G.K-II