

## Dear Parents

**DPS Knowledge Park V, Greater Noida (West)** is all set to adapt the **Microsoft Teams** platform for conducting online classes for the students.

**The MS Team Student(New Admissions) accounts are ready and the Student credentials are being shared with parents by the HRTs.**

On signing in the account Students Name will be displayed on the active MS Teams screen.

Please follow the below steps to login into your account:

1. Login to [portal.office.com](https://portal.office.com) with the respective username and password
2. Need to change the password in the first login. **(Only New Admissions)**  
**(Please note: Password should be alphanumeric and must not contain name of the student or DPS)**
3. On the portal, go to Teams icon and click the same.
4. Download the Teams desktop app.
5. All users to login to the same.



### Link to download Teams app:

#### For Desktop

<https://www.microsoft.com/en-in/microsoft-teams/download-app#desktopAppDownloadregion>

#### For Mobile:

<https://www.microsoft.com/en-in/microsoft-teams/download-app#office-SmsEmail-ntsijwrn>

- Parents are requested to administer their ward's activity during the Online Classes.
- Students need to refrain from any objectionable activity while in the Class, for the smooth execution of the Classes.
- Parents need to immediately inform the School Management/HRT in case of any inappropriate activity during the Classes or on the MS Team Platform.
- Parents may contact the Home Room Teachers in case of any generic query
- It is expected that the parents co-operate completely in making the interactive ONLINE teaching effective, seamless and fully secured for the students. It is very important that the dignity and respect of the teachers and also of our students is maintained. Any act of indiscipline, if observed, will debar the student from his/ her enrolment as the TEAMS member, by the class-in charge.
- Parents are requested to observe and help their wards. Together, we will make it better way of learning for our students.

**Parents may feel free to give their suggestions in making this initiative even effective**