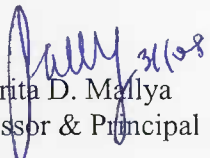


NOTICE

All students may kindly take note of the following points with reference to Online classes during this Semester

1. An email will be sent to all students on their registered email id (the one registered in Fedena /during admissions)
2. The email will contain your official VVM email id which is to be used for attending Online classes and all other correspondence with the College henceforth
3. Using this official email id, all students have to create an account in Microsoft Teams to attend online lectures (refer Instructions given below for the same)
4. All teachers will use the Microsoft Teams app for engaging online classes. If you are attending classes on your Cell phone download the Microsoft teams mobile app from Google Play Store or Apple App Store
5. Those who will be attending on Laptops can download the Microsoft Teams Desktop app or use Web app directly through browser (i.e. Chrome)
6. In case of any difficulty while creating the account, you may send an email with your queries to helpdesk.sdccc@vvm.edu.in
7. For students of Second Year and Third Year B.Com, list of electives allotted to students and the Divisions assigned will be displayed on the College website by 11.00 a.m. on Tuesday, September 1, 2020
8. Classes for Second Year and Third Year B.Com, BBA(FS), BCA and B.Voc.(ST) will commence at 8.15 am from September 2nd 2020.


Dr. Prita D. Mallya
Professor & Principal



Instructions for creating an account in Microsoft Teams

1. Open Chrome browser, visit site microsoft.com and select Microsoft Teams -> For Education
2. Select **Sign up for free** option
3. Enter your College email address (e.g. JohnSmith.sdcc@vvm.edu.in) and click **Next**
4. Select **Sign me up** option appearing on the page
5. On the "Get started" page, enter the same email id entered in step 3 and select **Sign up** option (Note: A verification code will be sent to this email id immediately; Creation of account should be done immediately after this step, failing which the verification code becomes invalid and account creation may not be possible with the same email id)
6. Select the option **I'm a student** to be directed to **Create your account page** (If you get a page asking to **Verify your Identity**, enter your **mobile number to receive Verification code**)
7. Enter the required details – **First name, Last name, Password (a new password needs to be entered here)**
8. Verification code will be sent to your email id, Check the mail and type the code received in the box provided. Make sure country selected is India
9. Select **Start**. You will be logged into Microsoft Teams

Note: If the mail with verification code is not found in your Inbox, check in the Spam folder


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