

Vidya Vikas Mandal's  
Shree Damodar College of Commerce & Economics  
Margao - Goa

**Instructions for FY B.Com students for attending Online Classes**

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

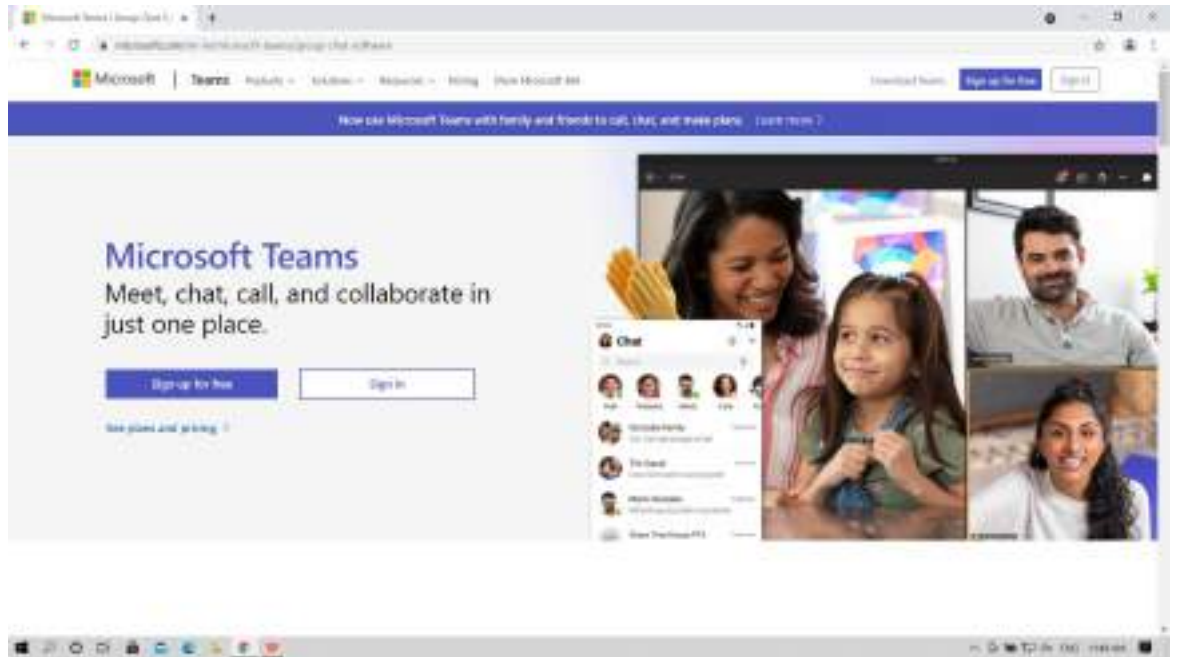
1. An email will be sent to all students on their registered email id (the one used during registration on the DHE portal)
2. The email will contain your official VVM email id which is to be used for attending Online classes and all other correspondence with the College henceforth.
3. Using this official 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.
6. In case of any difficulty while creating the account, you may send an email with your queries to [helpdesk.sdccc@vvm.edu.in](mailto:helpdesk.sdccc@vvm.edu.in) specifying your details, issue faced and a screenshot.

Dr. Prita D. Mallya

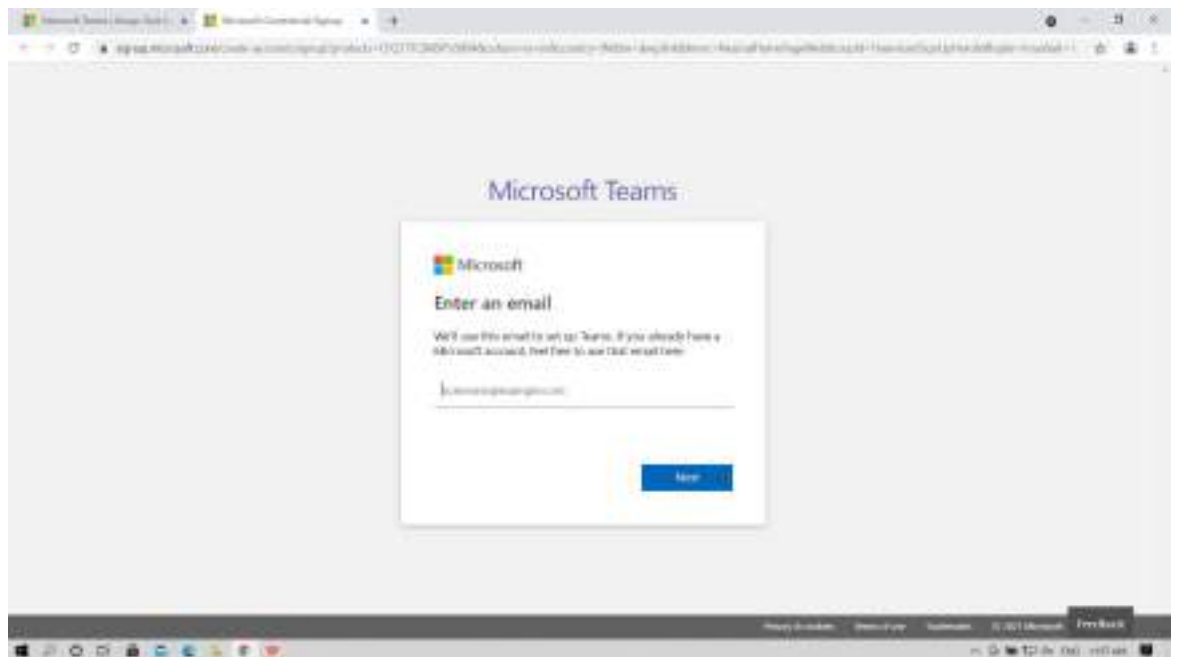
Professor & Principal

## Instructions for creating an account in Microsoft Teams

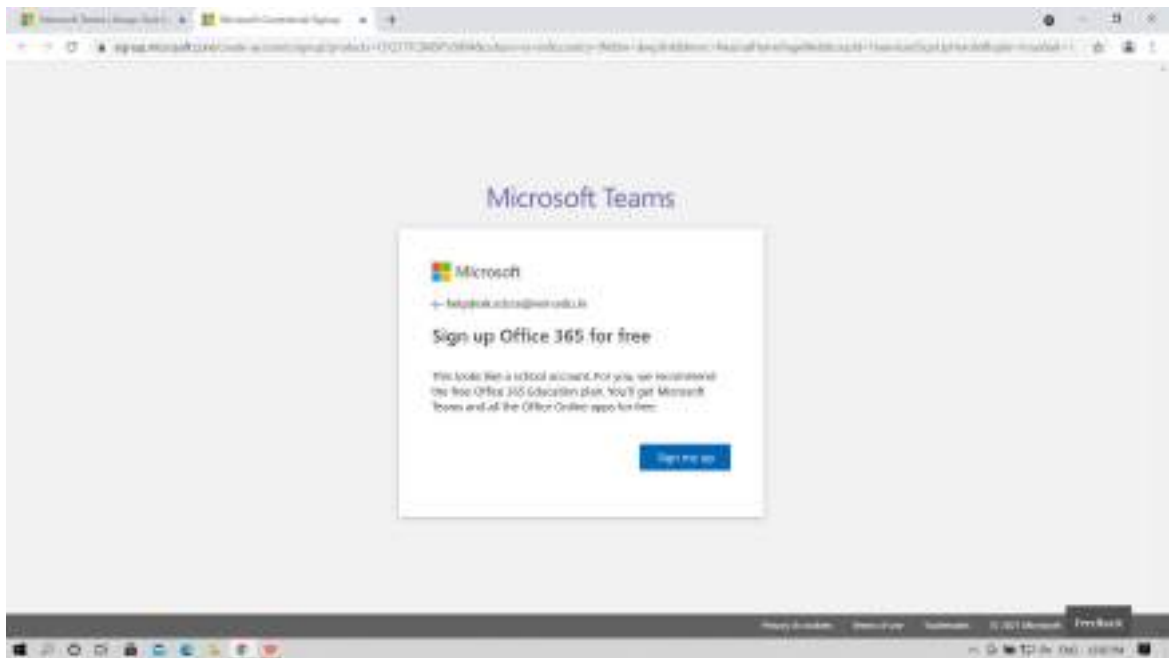
1. Open browser, visit site <https://www.microsoft.com/en-in/microsoft-teams/group-chat-software>
2. Select Sign up for free option



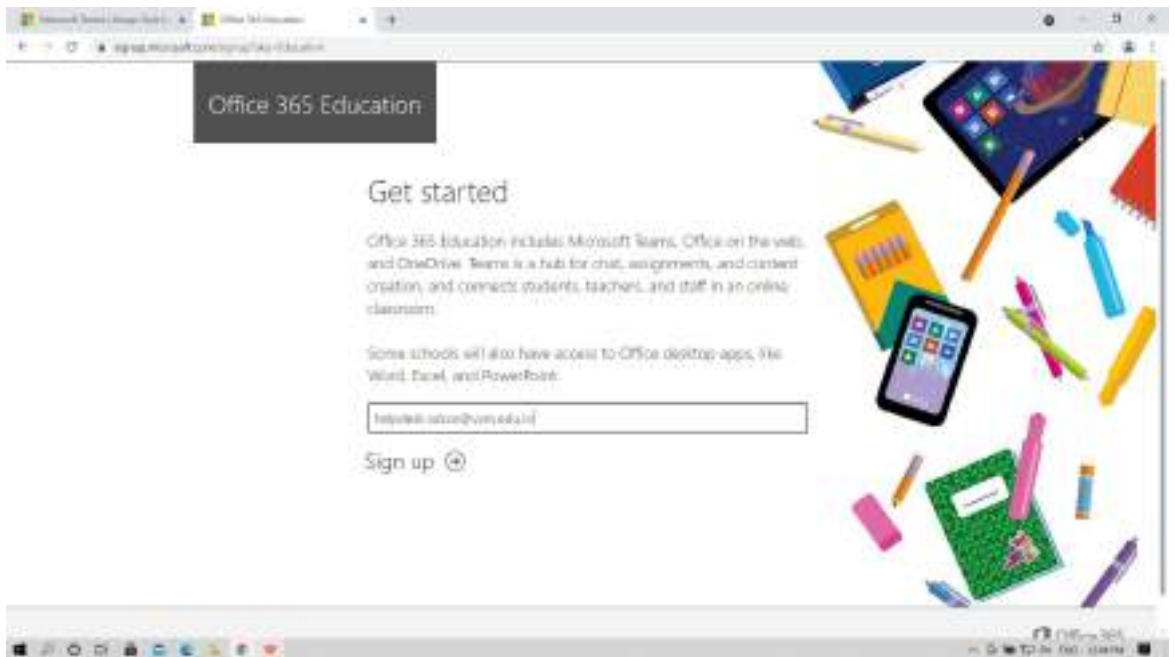
3. Enter your College email address (e.g. 2100.john.sdccc@vvm.edu.in) and click Next



4. Click on **Sign me up**

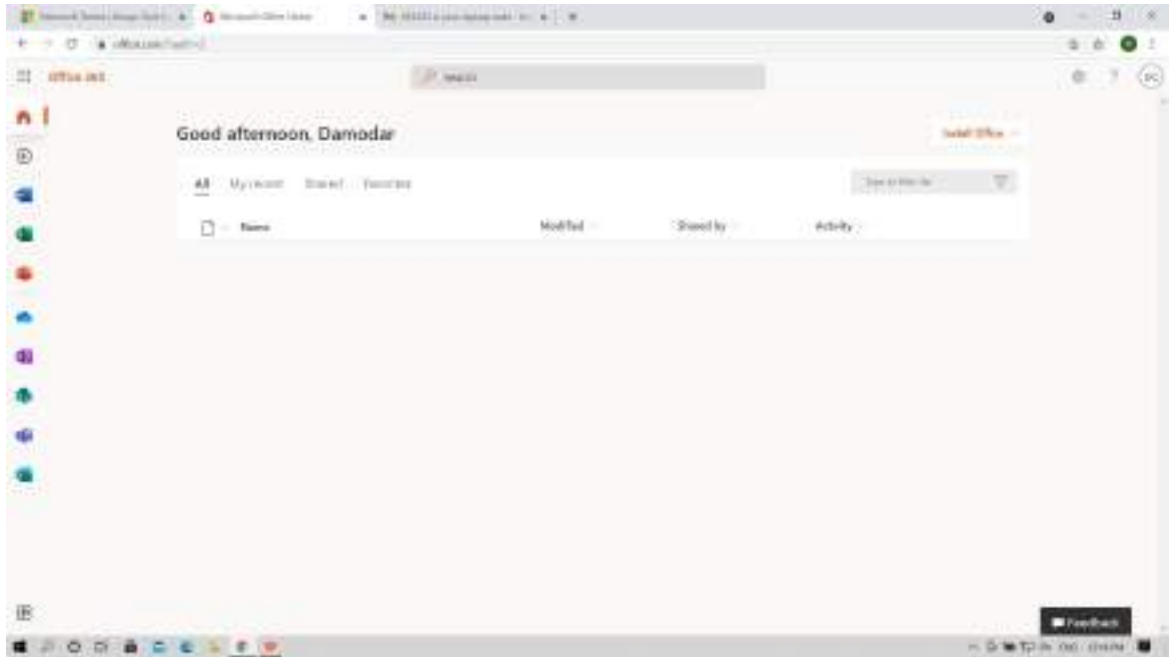


5. Reenter your College email address (e.g. 2100.john.sdccc@vvm.edu.in) and click on **Sign up**

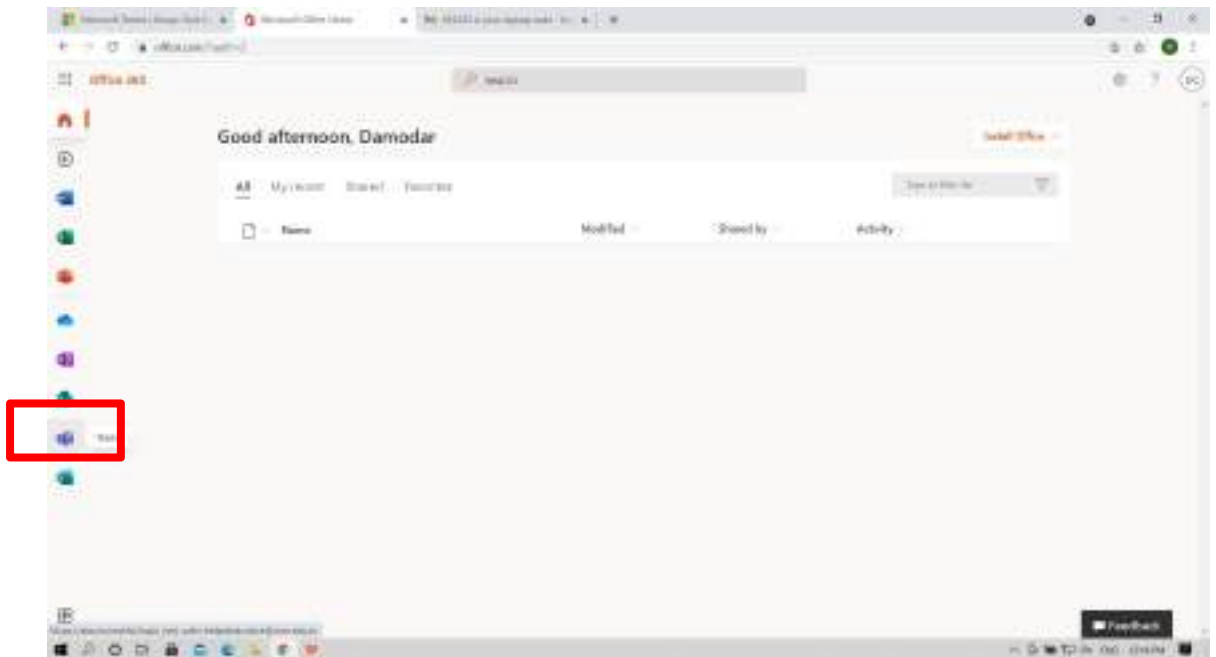




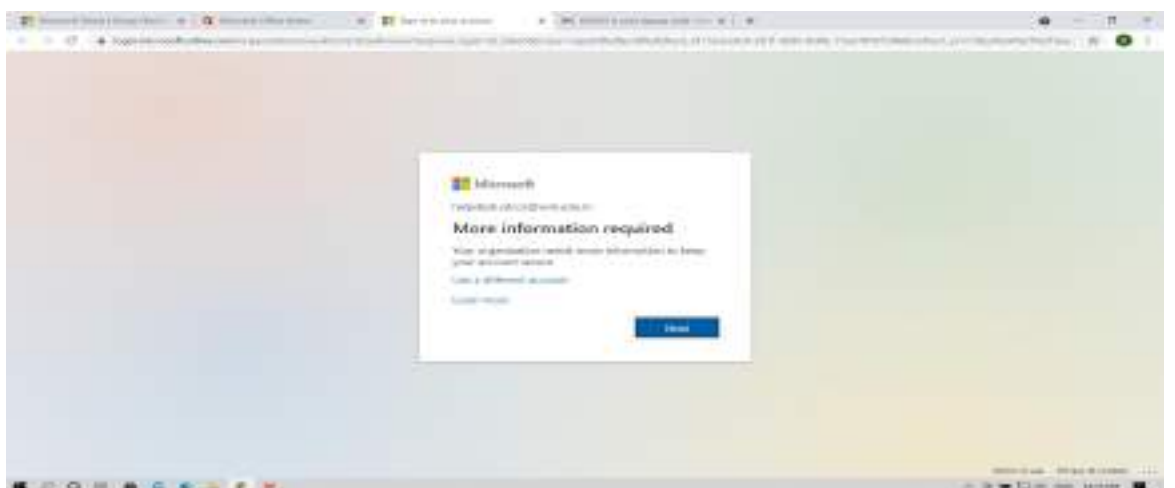




11. Click on **Microsoft Teams** icon

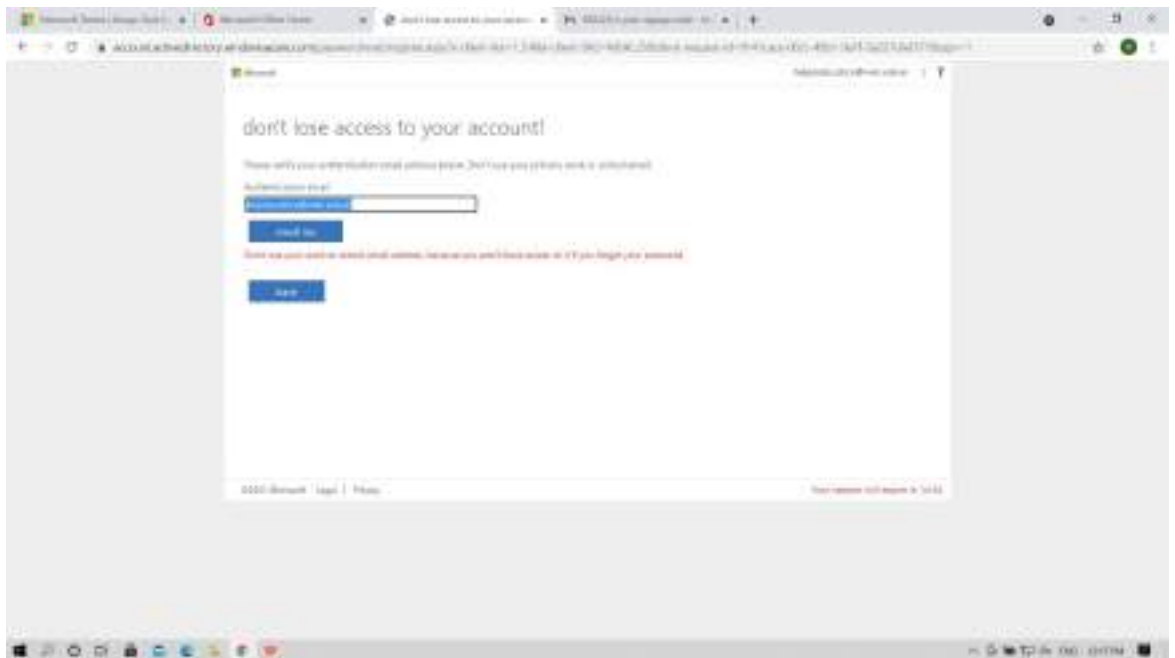
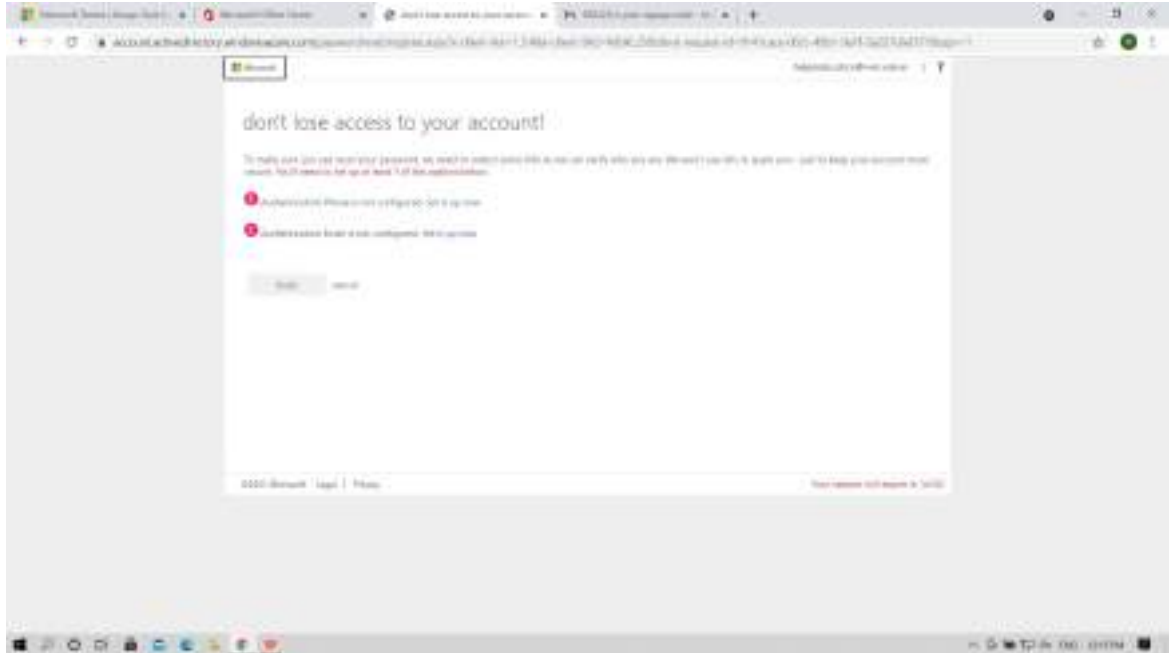


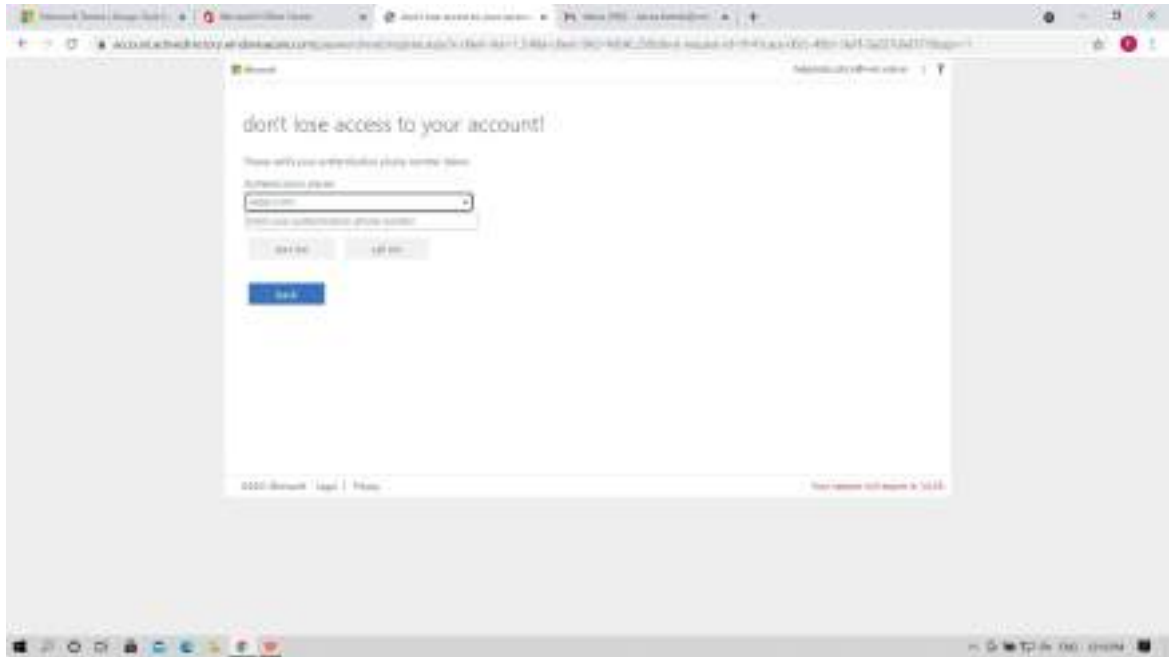
12. Click on **Next**



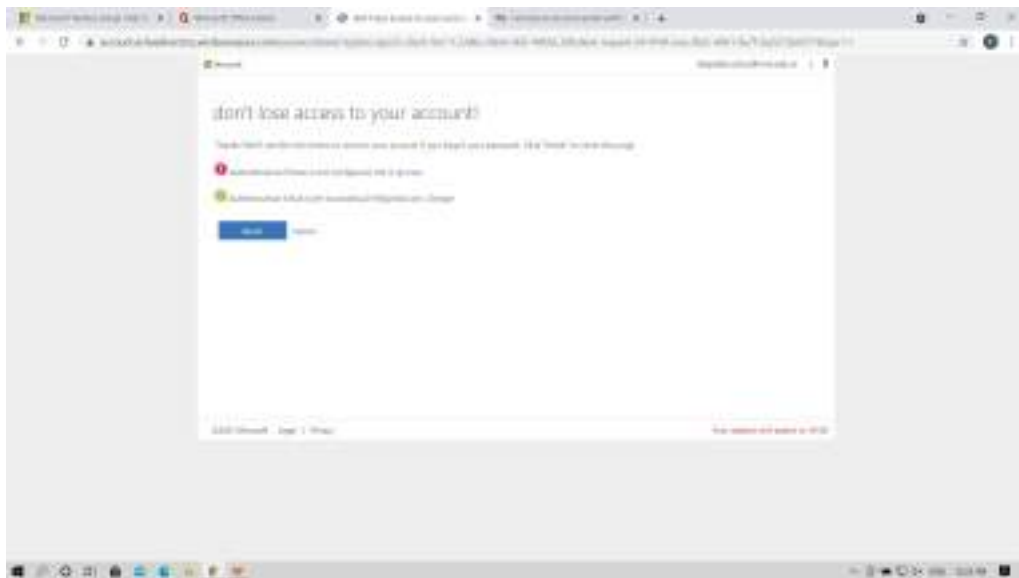
13. Setup both email id ( personal email id to be entered and not college email id) and phone.

Verification code will be sent to your email id (personal email id) and phone number.

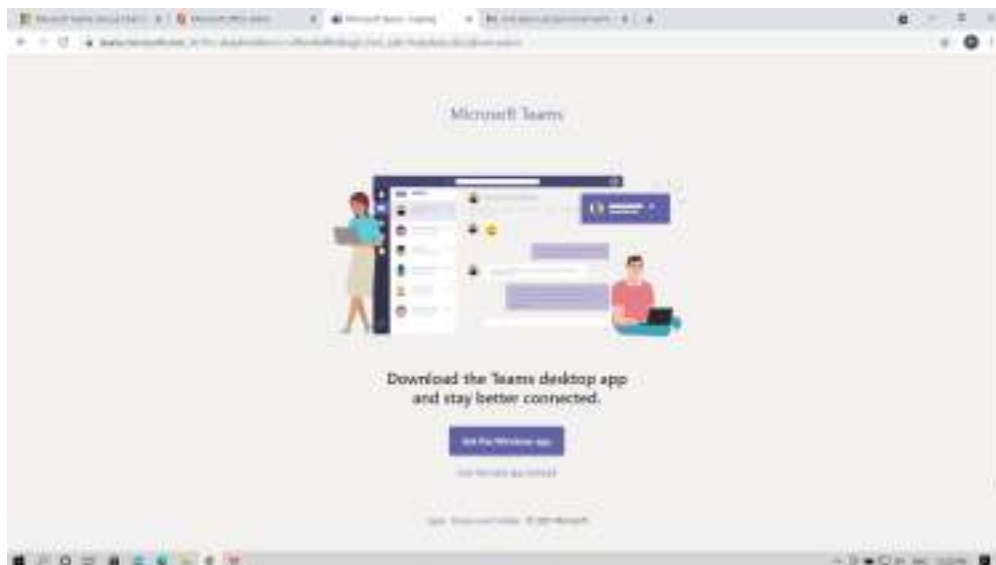




14. After configuring both email id and phone number click on **finish**.

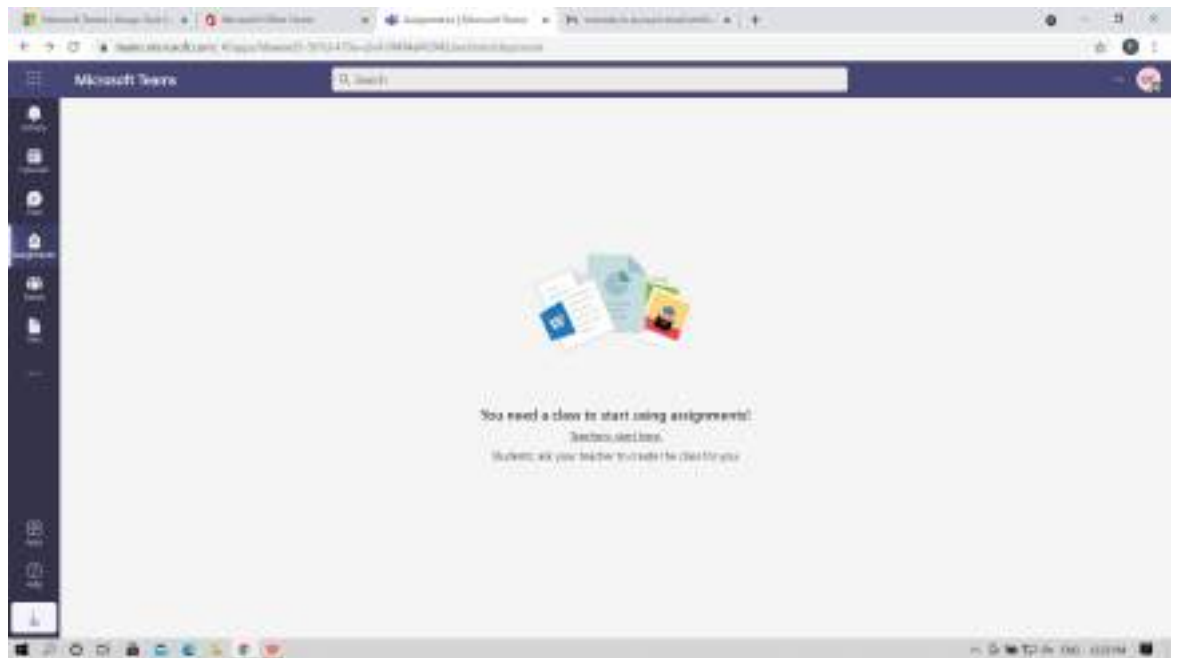


15. Use Microsoft Teams **Windows app** or **Web app**

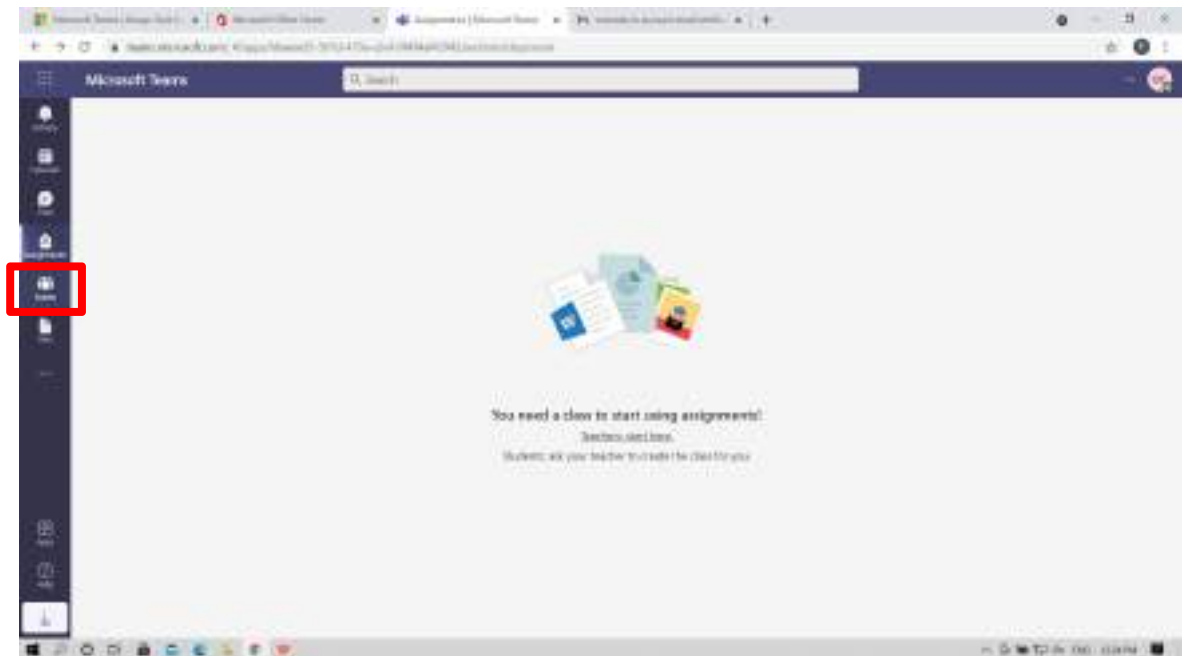




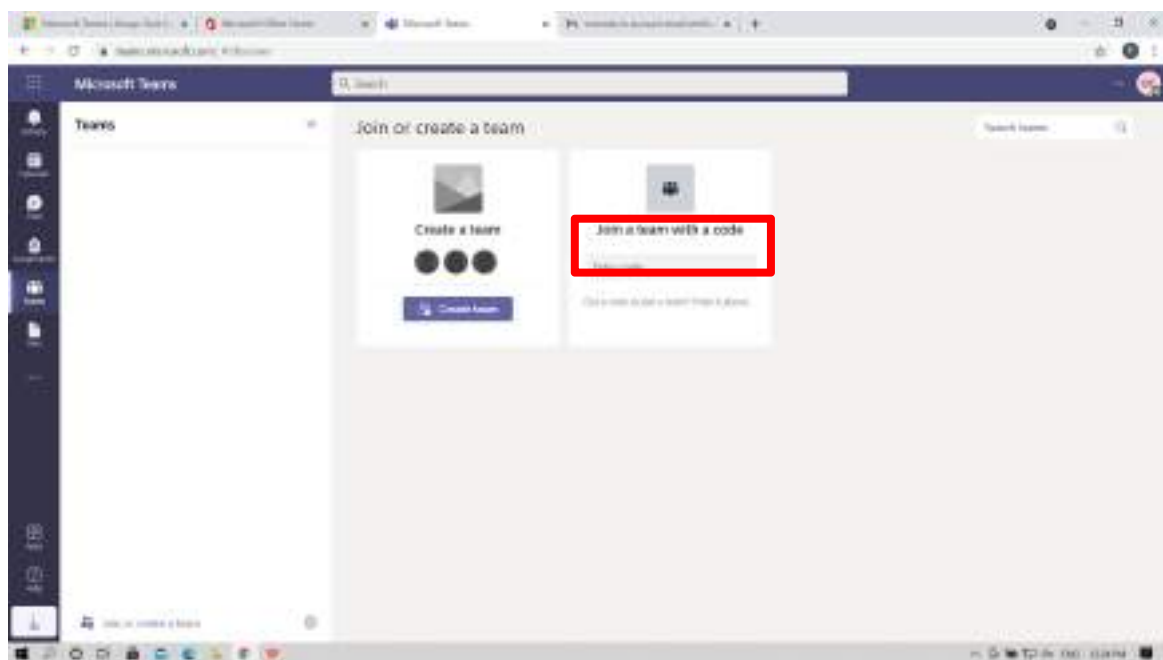
## 16. Microsoft Teams Dashboard



## 17. Click on Teams



18. Check your allotted division in the list put up on the college website and check the Team code against your division below and enter the code in “Join a team with a code”



**Note: If the email with verification code is not found in your Inbox, check in the spam folder.**

### **Microsoft Teams Codes : FY B.Com**

<b>Sr. No.</b>	<b>Team Name</b>	<b>Code</b>
1	FY B.Com. Div A 21-22	3h8nq16
2	FY B.Com. Div B 21-22	8iwk6nk
3	FY B.Com. Div C 21-22	aen9ui4
4	FY B.Com. Div D 21-22	jned33v
5	FY B.Com. Elective 21-22	ly3xw2x