

## Instructions to attend the online session

Below is a step-by-step guide to help you understand the process of joining the session

### What all fancy equipment do you need?

Practically none!

A laptop/ desktop or a smart phone will suffice. However, it must have a **working microphone, speaker, and a web cam.**

### How to join the online session?

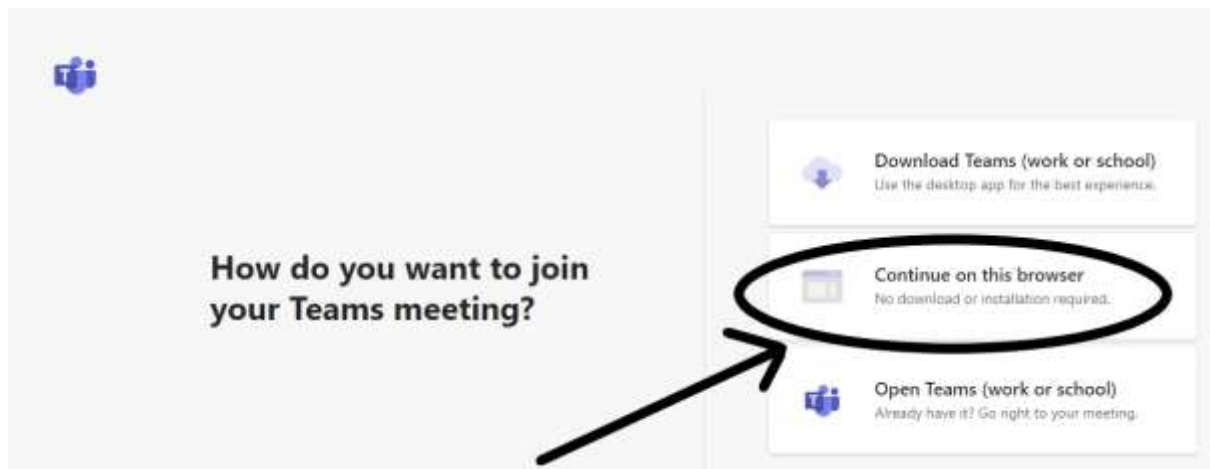
**You do not need to install any extra software in your laptop/ desktop.**

The e-session link is a simple web address which can be directly accessed from your internet browser itself. Kindly refer to below images:

- **To join the session, using desktop / laptop,**
- ✓ **No need to install Microsoft Teams on your laptop**
- ✓ Join directly on the web
- ✓ Click on the meeting link you have received
- ✓ You will get either of below screens:



For Screen 1. Click here



## For Screen 2. Click Here

### ➤ To join the session using smartphone,

- ✓ If you are using a smartphone/tab, then you need to **install Microsoft Teams app**.
- ✓ The app is available on both at iOS and Android.
- ✓ After installation - join the session through the link provided to you in the mail.
- ✓ You can join as a guest.



## What do we expect from you?

1. Before the session gets started, kindly ensure to test your **microphone, speaker, and webcam**. Test them hours before the session and also half an hour before you actually come live.
2. Have a bunch of queries ready with you along with a piece of paper and pen. This will help you to remember what exactly you wanted to ask and record the same for future references.
3. It is polite to have your camera on when others have turned on their camera.
4. Check for no disturbing background noise.
5. **Keep your mic on mute**, during the session to avoid any extra noise.
6. You may unmute to speak, whenever needed. Afterward, mute your mic again.
7. Sit in a properly lit area so that the video is clearly visible.
8. Raise your hand (symbol on your session screen) for asking queries during the session.

All Done!

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Your Team @ ForumIAS