

GUIDELINES FOR MICROSOFT TEAMS

Dear Parents,

A few guidelines to help you join the MS TEAMS platform

- 1) Please install the Teams app on your device from the Play Store.
- 2) The username and password for your ward's Microsoft login ID will be as follows:
xxxxxx@loretodelhi.com. Please note, xxxxx is the 5 digit Admission number without the slash
(/) For example, if the admission number is 09/001, then her id will be: 09001@loretodelhi.com
The one-time Password is: student@1234
- 3) Please write the password as it is, it needs to be reset after login for the first time and you may put your own password.
- 4) Please note the password in a diary(in case you may require it later)
- 5) Students and parents are requested NOT TO SHARE THE USERNAME AND PASSWORD WITH ANYONE ELSE.