

KAKATIYA INSTITUTE OF TECHNOLOGY & SCIENCE

Opp : Yerragattu Gutta, Hasanparthy (Mandal), WARANGAL - 506 015, Telangana, INDIA.

काकतीय प्रौद्योगिकी एवं विज्ञान संस्थान, वरंगल - ५०६ ०१५ तेलंगाना, भारत
కాకతీయ సాంకేతిక విజ్ఞాన శాస్త్ర విద్యాలయం, వరంగల్ - ౫౦౬ ౦౧౫ తెలంగాణ, భారతదేశము

(An Autonomous Institute under Kakatiya University, Warangal)

(Approved by AICTE, New Delhi; Recognised by UGC under 2(f) & 12(B); Sponsored by EKASILA EDUCATION SOCIETY)

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Dear Student, Greetings!

Congratulations for securing the seat in most prestigious institute in this region and warm welcome to KITSW

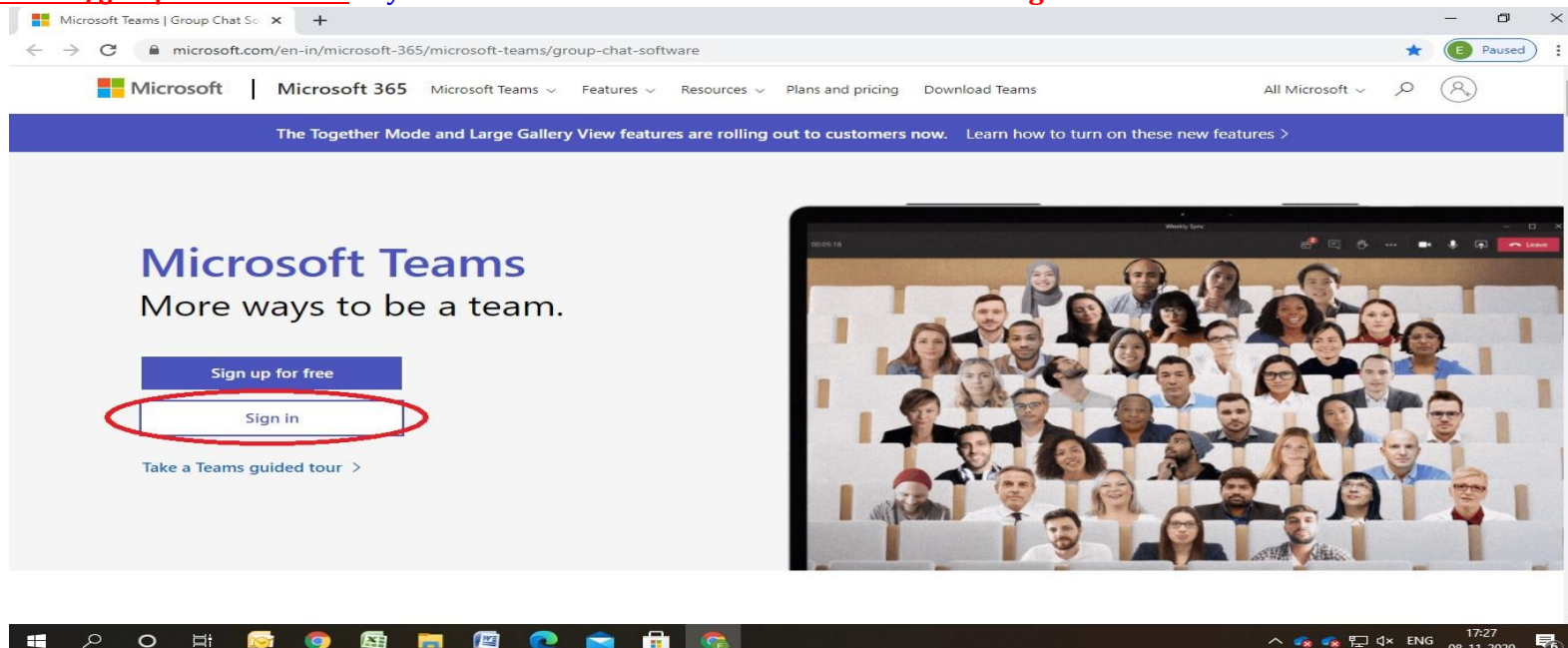
As informed earlier, B.Tech. I-Semester classes **WILL COMMENCE SOON IN PHYSICAL MODE** and date of **ORIENTATION PROGRAMME/COMMENCEMENT OF CLASSWORK** will be informed to you.

Communication requirement: Student official email id for receiving and maintaining all official communications during four years is **RollNumber@kitsw.ac.in**. **Password** to access **RollNumber@kitsw.ac.in** shall be communicated to your personal email id, provided during registration time.

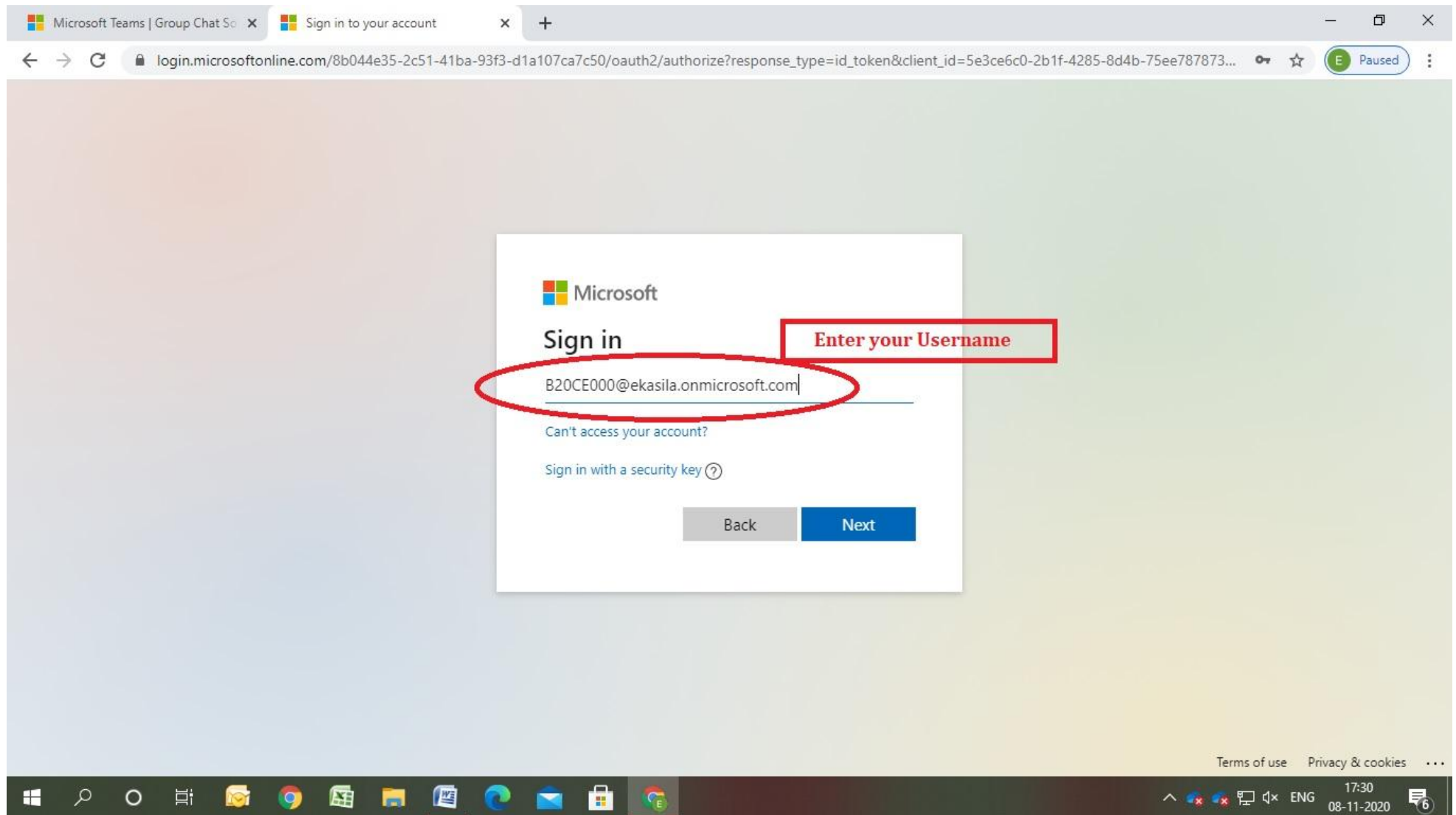
Online classes: Microsoft Teams login ID : **RollNumber@ekasila.onmicrosoft.com**

Password to access **RollNumber@ekasila.onmicrosoft.com** shall be provided during registration time.

1. Microsoft Teams login credentials will be sent to student domain email id (**RollNumber@kitsw.ac.in**). Hence you are advised to check the email(s) regularly for updates.
2. Students are required to keep **sufficient Internet Data balance** in their phone or laptop. Open **<https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/group-chat-software>** in your browser to use **Microsoft Teams** and click "**Sign In**".



3. Use Microsoft Teams login credentials "**Username**" and "**Password**", which were provided to you.





← ank.exambranch@ekasila.onmicrosoft.com

Enter password

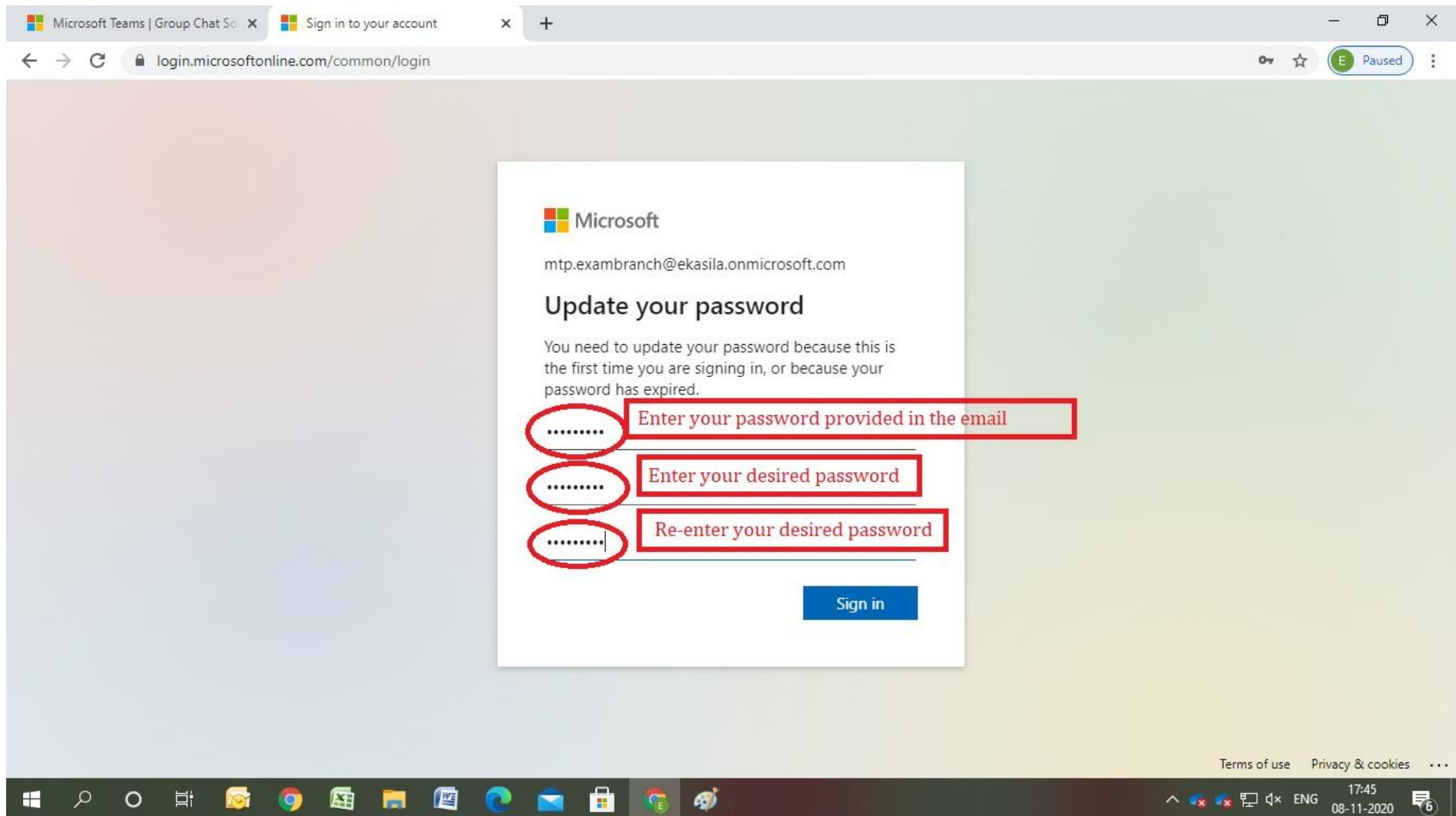
Because you're accessing sensitive info, you need to verify your password.

..... | **Enter your password**

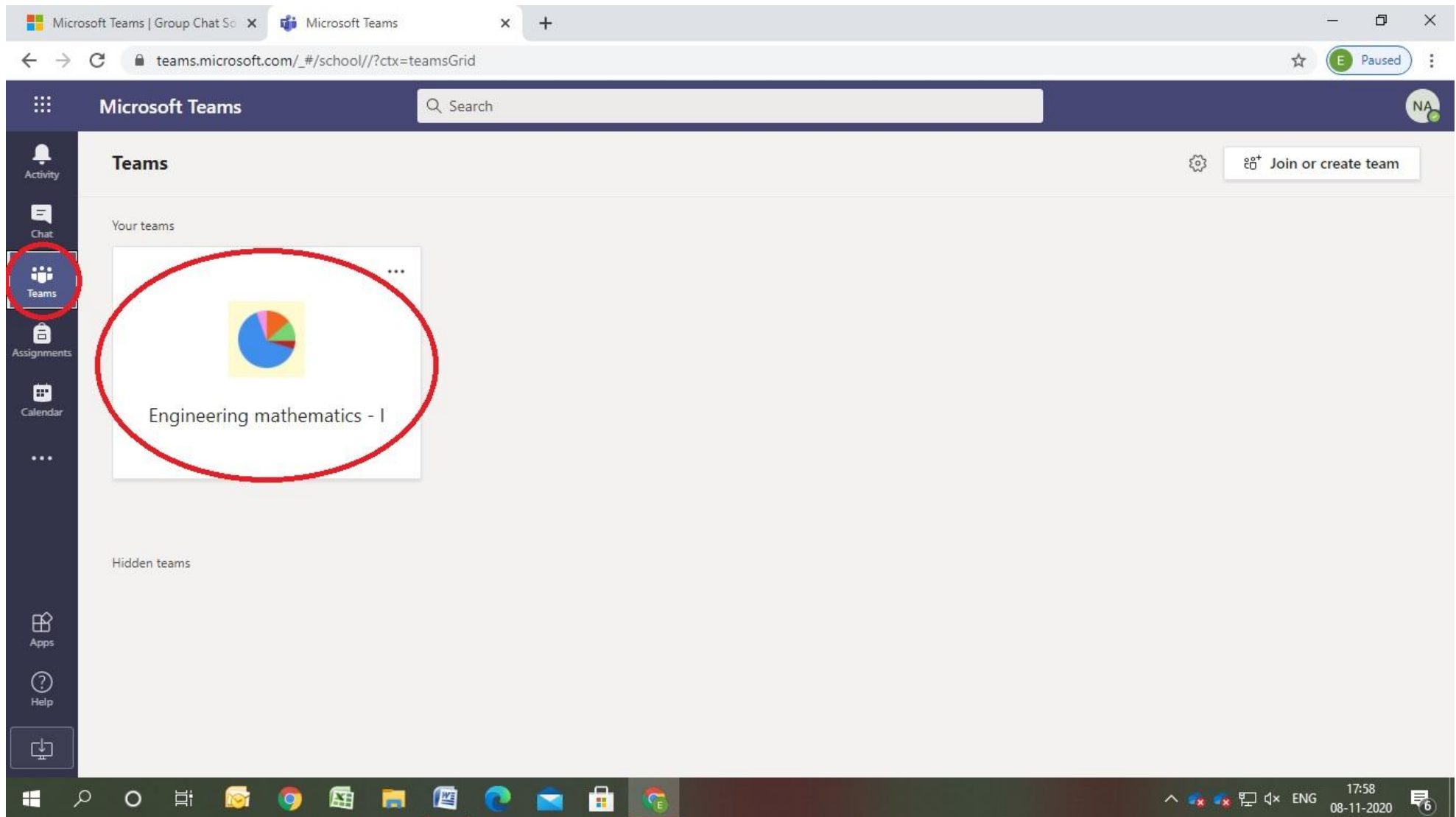
[Forgot my password](#)

Sign in

4. For the first time login, you are required to change the password. Enter your desired password and click on **“Sign in”**. **You are informed to remember the changed password to login to Microsoft team every time.**

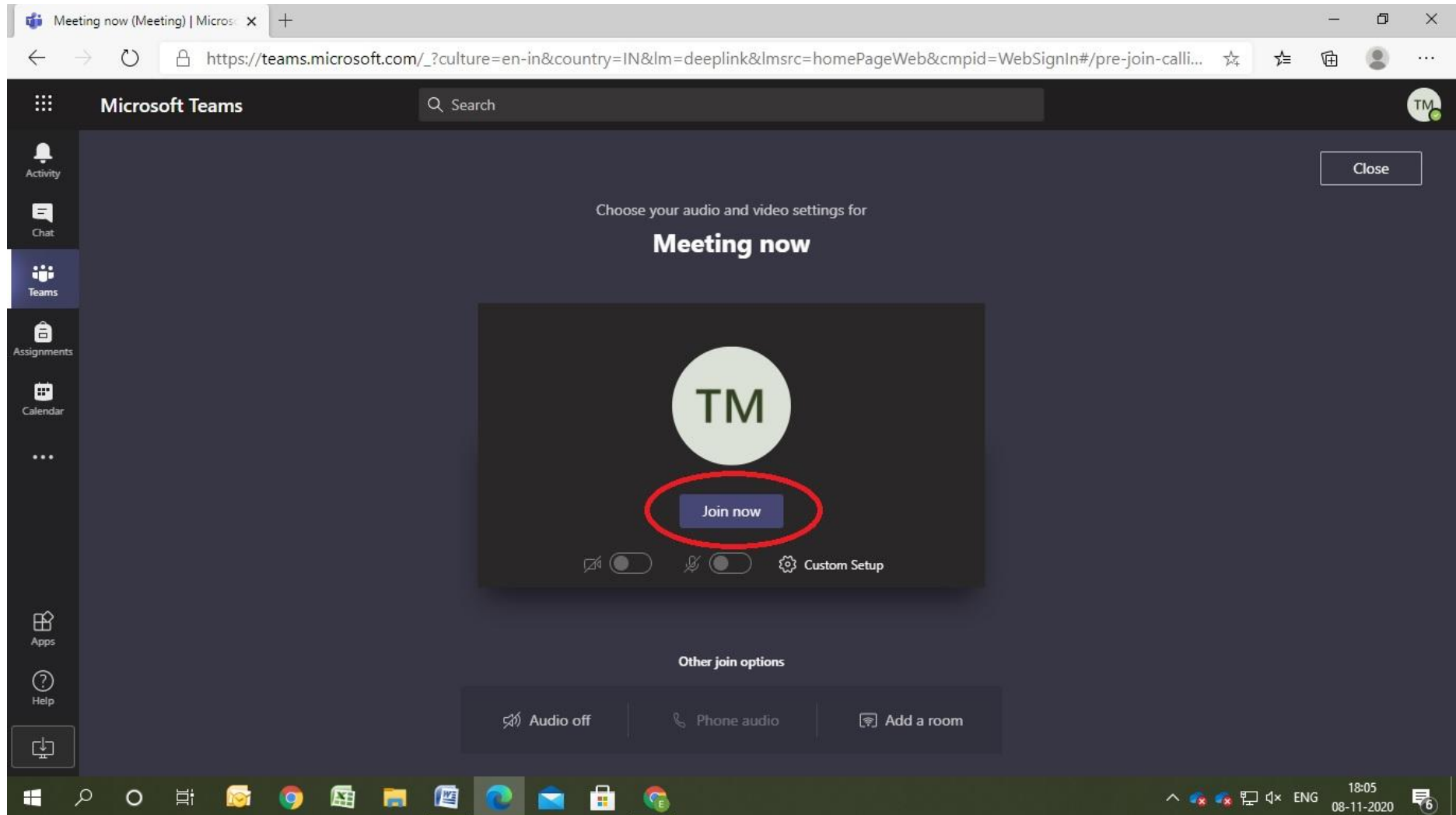


5. After successful login to Microsoft Teams, in the **Teams** tab, it will display concerned Course/Team name related to your class as shown below.



6. Click on the team/course name (**Ex: Engineering Mathematics - I**) to enter in to your class as per the time table. Click on **“Join”** option in the **“Posts”** where **“Meeting now”** is enabled.

The screenshot displays the Microsoft Teams web interface. The browser address bar shows the URL: https://teams.microsoft.com/_?culture=en-in&country=IN&lm=deeplink&lmsrc=homePageWeb&cmpid=WebSignIn#/school/conv.... The interface features a dark blue header with the Microsoft Teams logo and a search bar. On the left, a navigation pane includes icons for Activity, Chat, Teams, Assignments, Calendar, Apps, and Help. The main content area shows a team named "Engineering mathematics - I" with a "General" channel selected. The "Posts" tab is active, and a "Meeting now" notification is highlighted with a red oval. The notification includes a "Join" button and a "Meeting started" status. The system tray at the bottom shows the Windows taskbar with various application icons and the system clock displaying 18:01 on 08-11-2020.



7. After joining the meeting, you are able to listen the classes through **“Microsoft Teams”** and the class teacher will take the attendance of all the students at beginning/middle/end of the class.

Happy learning...

Regards,
KITSW