

# REGIONAL TRAINING INSTITUTE, JAMMU

## INDIAN AUDIT AND ACCOUNTS DEPARTMENT



## ONLINE TRAINING GUIDE FOR TRAINEES

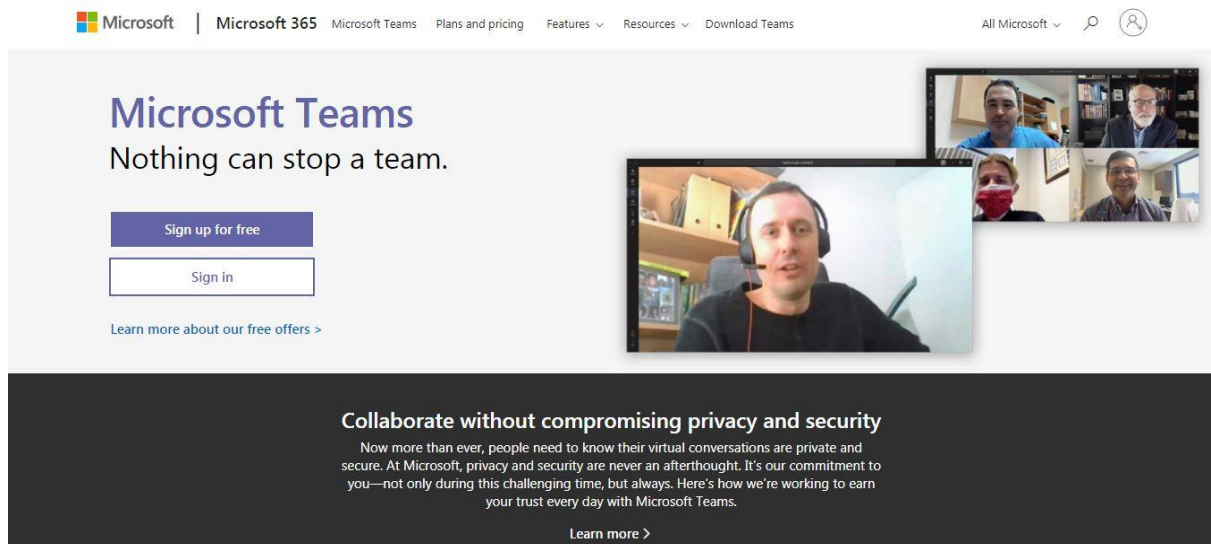
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### Registering for Microsoft Teams Account

*The individuals who already have a MS Teams username and password provided by their offices, may skip this registration process.*

1. If you haven't received an MS Teams username and password from your office, you may register for a free account using your IA&AD email address on [this website](https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/group-chat-software). (<https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/group-chat-software>)



2. Click on the 'Sign up for free' button on the webpage.

Sign up for free

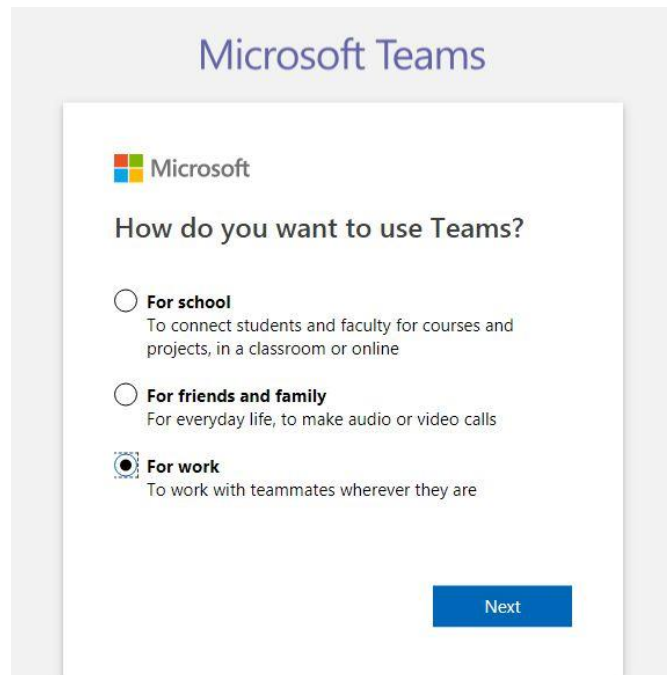
3. When you click on the '**Sign up for free**' button, following page shall appear. Here, enter the email address that you would like to be associated with the MS Teams account and click 'Next'.

A screenshot of the Microsoft Teams registration page titled 'Enter an email'. It features the Microsoft logo and a text input field containing 'someone@example.com'. Below the input field is a blue 'Next' button. The page also includes a note about using an existing Microsoft account.

**Note:** Make sure that you have access to the email address you use in this step. You will need it for the subsequent steps.

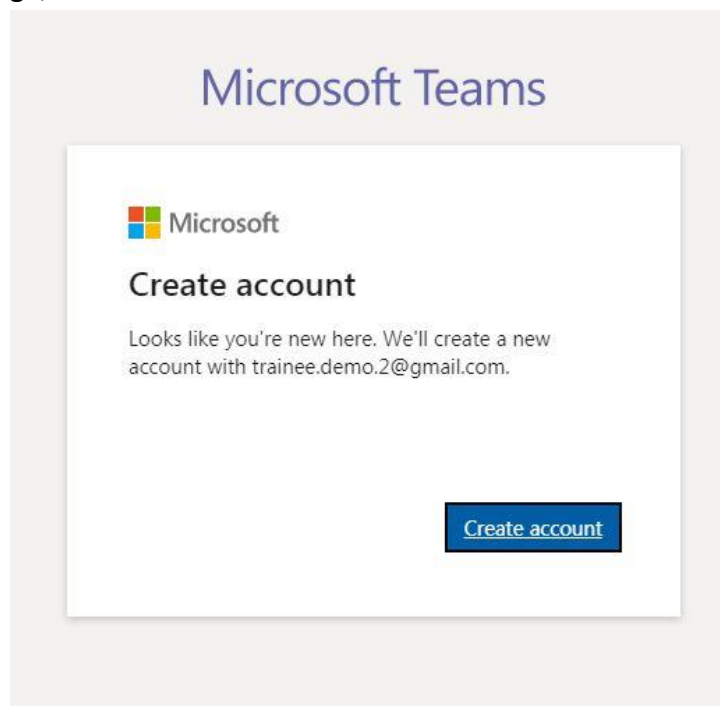
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- Next, choose your purpose ('**For work**') for creating the account and click 'Next'.



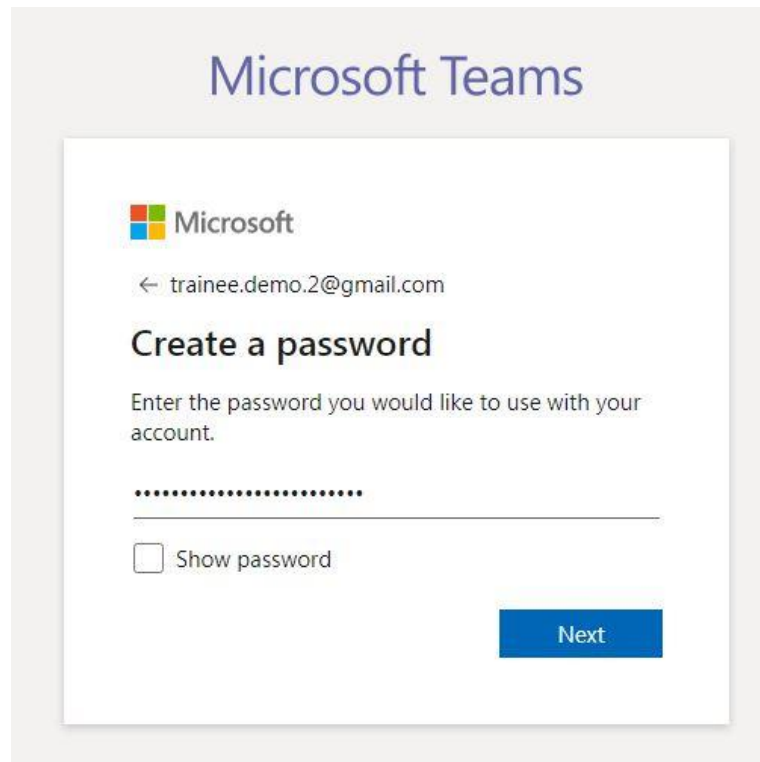
The screenshot shows the Microsoft Teams account creation interface. At the top, the title "Microsoft Teams" is displayed in a large, dark blue font. Below the title is the Microsoft logo. The main heading is "How do you want to use Teams?". There are three radio button options: "For school" (with a description: "To connect students and faculty for courses and projects, in a classroom or online"), "For friends and family" (with a description: "For everyday life, to make audio or video calls"), and "For work" (which is selected, indicated by a filled radio button, with a description: "To work with teammates wherever they are"). A blue "Next" button is located at the bottom right of the form.

- On the next page, click on '**Create account**'



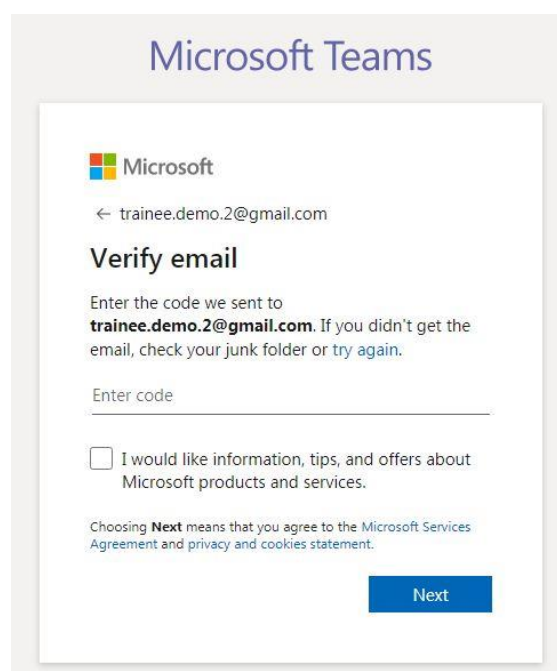
The screenshot shows the Microsoft Teams account creation interface. At the top, the title "Microsoft Teams" is displayed in a large, dark blue font. Below the title is the Microsoft logo. The main heading is "Create account". Below this heading is a message: "Looks like you're new here. We'll create a new account with trainee.demo.2@gmail.com." A blue button with the text "Create account" is located at the bottom right of the form.

- Now, on the next page, enter a **password** that you would like to use for your MS Teams account and click 'Next'.



The screenshot shows the Microsoft Teams account creation interface. At the top, the Microsoft logo is displayed. Below it, the email address 'trainee.demo.2@gmail.com' is shown with a back arrow. The main heading is 'Create a password'. Below this, a text prompt says 'Enter the password you would like to use with your account.' followed by a password input field with masked dots. A checkbox labeled 'Show password' is positioned below the input field. A blue 'Next' button is located at the bottom right of the form.

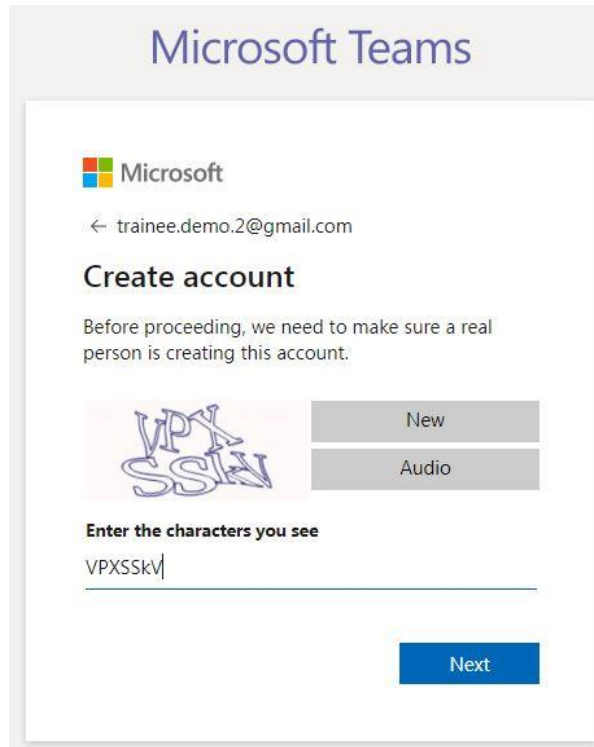
- On the next page, you will be required to verify the email address that you have used for creating the account by entering a code sent to that email address. Check your mailbox for a mail sent by '**Microsoft account team**'. The mail would contain a numeric code that needs to be entered on this page. Click 'Next' after entering the verification code.



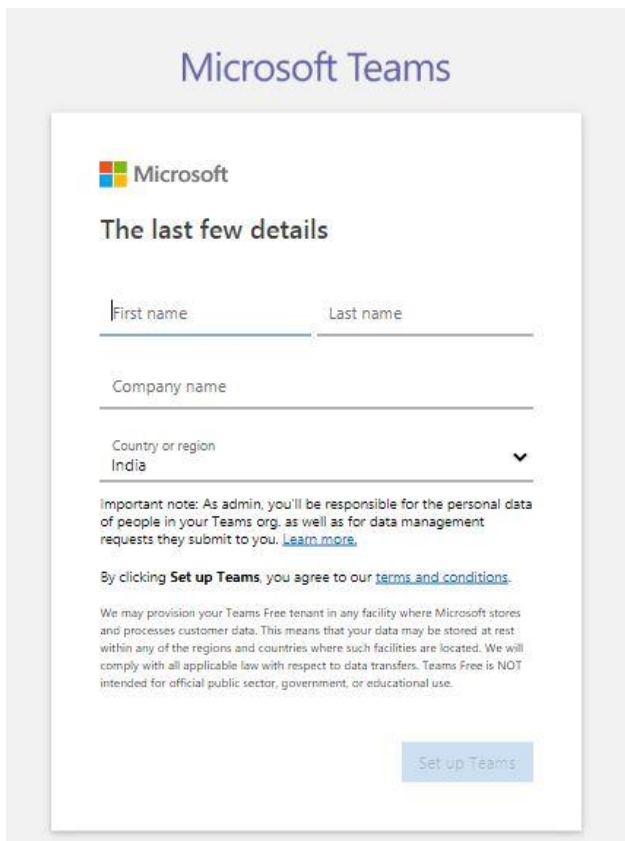
The screenshot shows the Microsoft Teams account verification interface. At the top, the Microsoft logo is displayed. Below it, the email address 'trainee.demo.2@gmail.com' is shown with a back arrow. The main heading is 'Verify email'. Below this, a text prompt says 'Enter the code we sent to **trainee.demo.2@gmail.com**. If you didn't get the email, check your junk folder or [try again](#).' followed by a code input field. A checkbox labeled 'I would like information, tips, and offers about Microsoft products and services.' is positioned below the input field. At the bottom, a small text line states 'Choosing **Next** means that you agree to the [Microsoft Services Agreement](#) and [privacy and cookies statement](#).' A blue 'Next' button is located at the bottom right of the form.

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8. In the Text box at the bottom of the page, enter the characters as shown on **your** screen. And click 'Next'

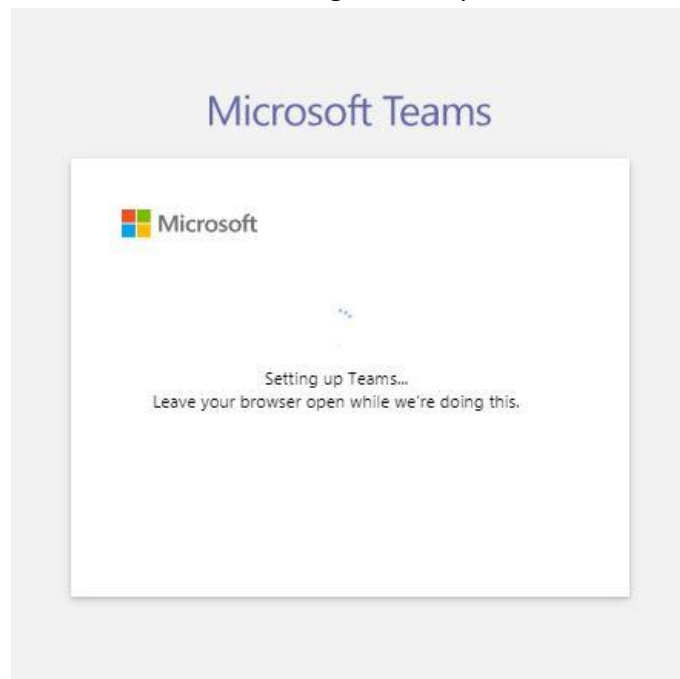


9. On this page, enter your full name, and organization name (IAAD) in the relevant fields.

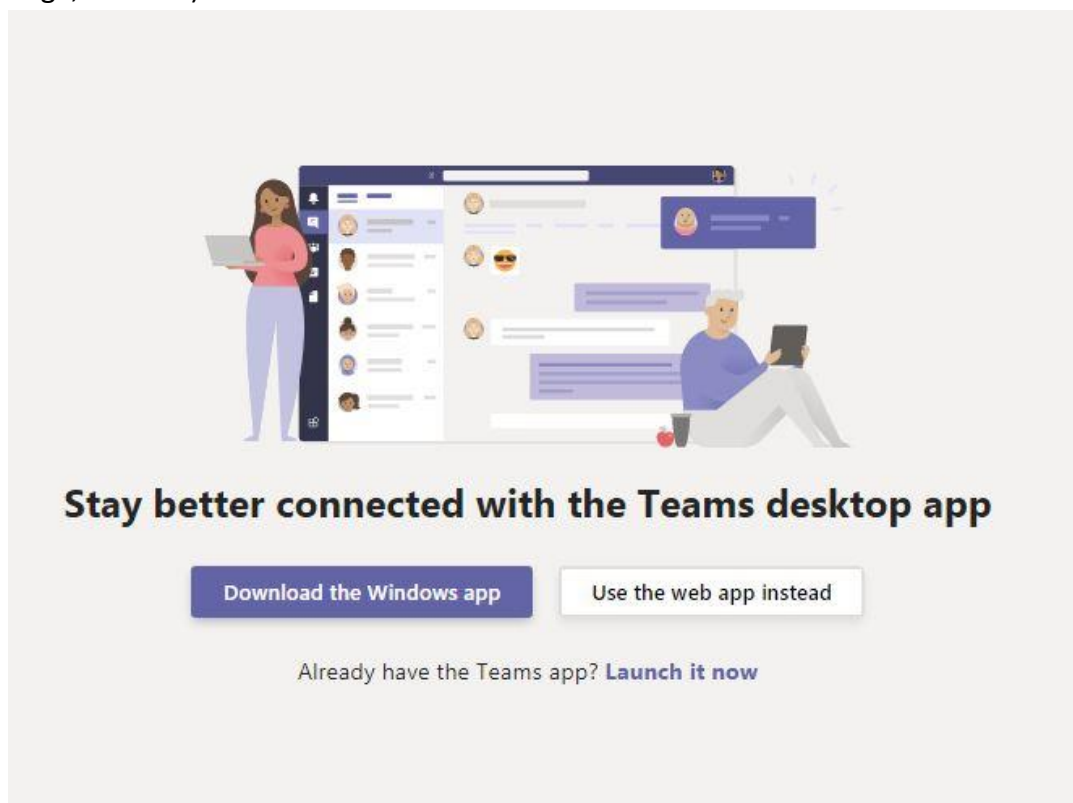


After entering the required information, click '**Set up Teams**' button at the bottom of the page.

10. Please wait for a few moments for the registration process to be completed.



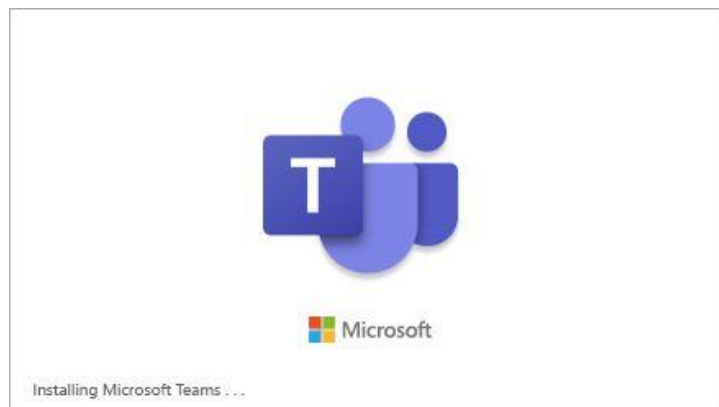
11. Now that you have successfully created your MS Teams account, you may use the application both on your computer and mobile device. Also, you should be able to use this web-browser based application in any of the supported web-browsers. (eg. Edge, Chrome)



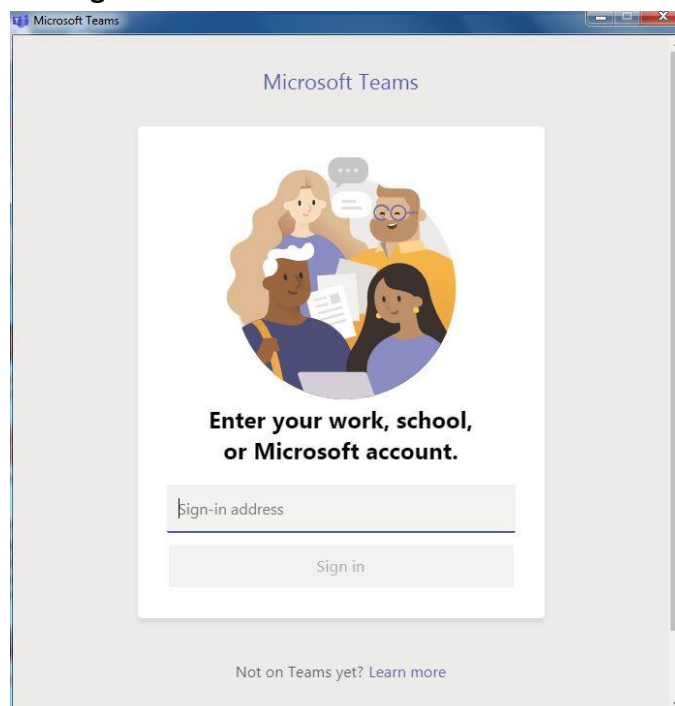
### Downloading and Installing Microsoft Teams Application

Microsoft Teams Application for Desktop/Notebook can be downloaded free of cost from [here](https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion) (<https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app#desktopAppDownloadregion>)

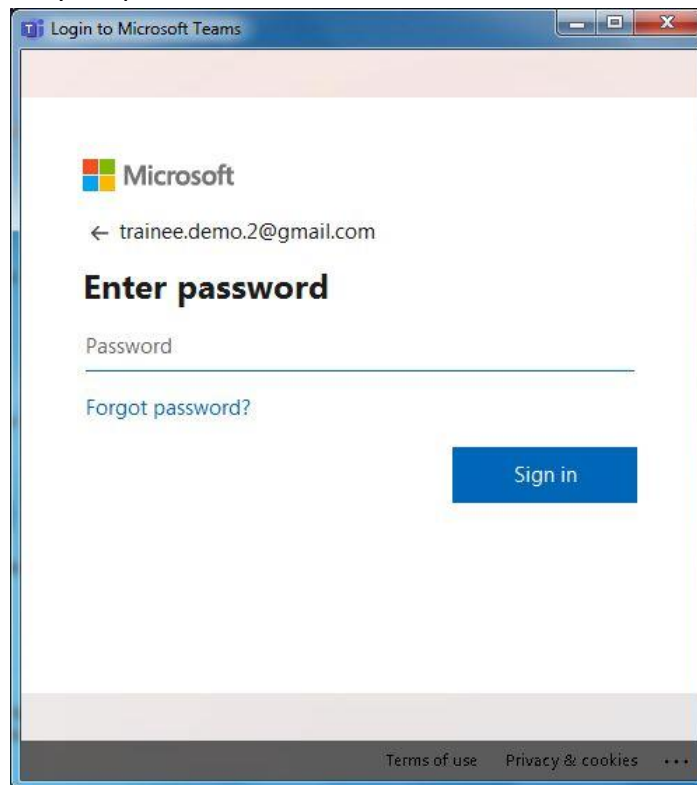
1. Download the setup for the application from the above link.
2. After the download is completed, double click on the downloaded setup file to install the application.
3. Wait for the application to install



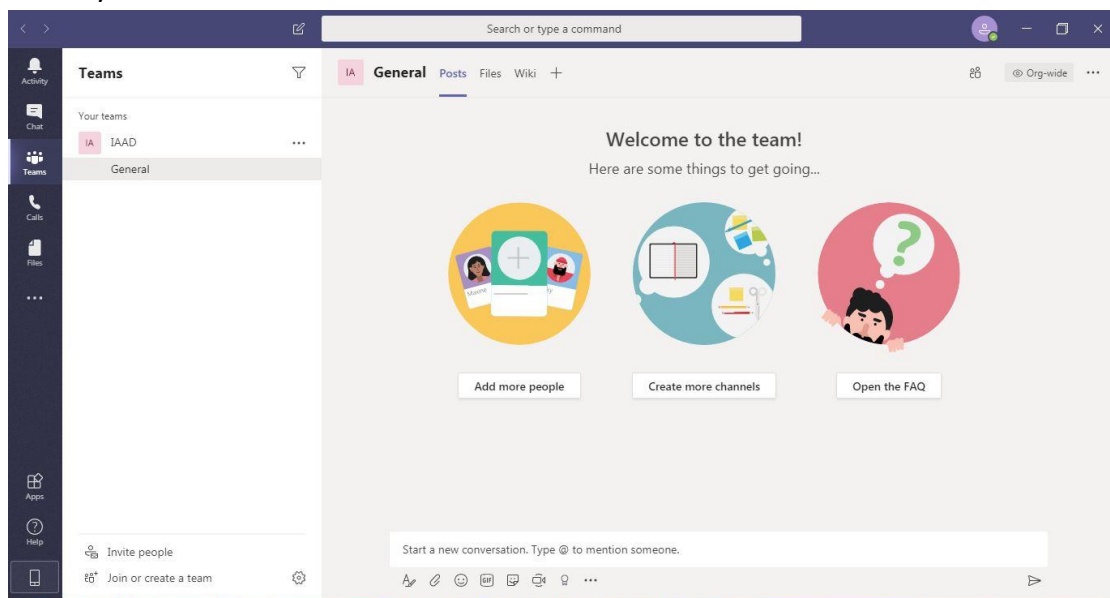
4. Once installed, Microsoft Teams should launch automatically. (Otherwise you may launch the application by double clicking the shortcut on the Desktop)
5. After opening the application, enter your email address that is registered with MS Teams. And click on '**Sign-in**'.



6. Then, please enter your password for the MS Teams account. Click '**Sign in**'.



7. After successfully signing in, please click on '**Continue**', if prompted by the application. The Microsoft Teams application is now installed on your computer and is ready for use.



For mobile devices, the Microsoft Teams Application may be downloaded from the respective app stores.



## Using Microsoft Teams for attending online training

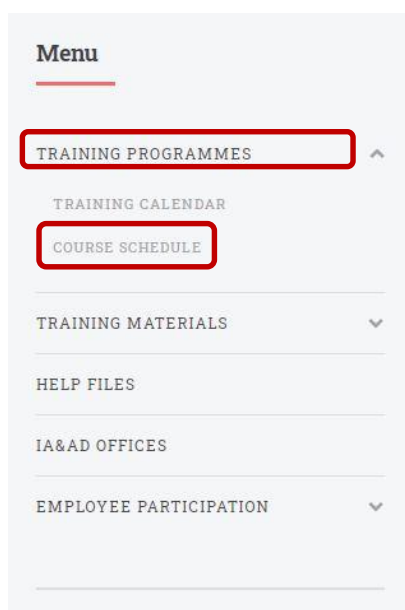
Regional Training Institute, Jammu shall be conducting online training courses using Microsoft Teams. Participants are, therefore, requested to familiarize themselves with the interface of Microsoft Teams before the commencement of the online training programme.

### Hardware and Software requirements

- A laptop or a desktop computer equipped with microphone and webcam or  
A smartphone or a tablet
- Access to the internet
- Microsoft Teams Application installed on the device to be used while attending the training.

### Joining the online training

**The link** for the training course shall be provided in the **SAI Platform** ([pdrtcb.gov.in](http://pdrtcb.gov.in)). Trainees may use the link so provided to join the training (in the form of an online '**Meeting**' in the MS Teams application) as per the training schedule.



Steps to join the training sessions are given below: -

- Open SAI Training Platform – [pdrtcb.gov.in](http://pdrtcb.gov.in)
- On the login page, enter your departmental email id as the Username and your registered mobile number as the Password.
- After you have successfully logged in, click on 'Training Programmes' in the Menu on left hand side of the screen and then click on 'Course Schedule'
- Now, you should see the course schedule that will have the link to join the training session in the last column. Clicking on the link against the session will direct you to the online session in Microsoft Teams.

Day	Session No.	Session Time	Topic	Faculty	Online Session Link
2020-06-15, Monday	Session 1	10:00 - 11:15	Inauguration of the course & Ice-breaking session Fundamentals of Ethics : for IA&AD, Gender sensitisation for improved work culture	Mr. Jitender Kumar Pandita, Sr. Administrative Officer	
	Session 2	11:30 - 12:45	Fundamentals of Ethics for IA&AD, : Gender sensitisation for improved work culture	Mr. Jitender Kumar Pandita, Sr. Administrative Officer	
	Session 3	14:00 - 15:15	Communication : skills	Dr. Sameer Gupta, Professor	

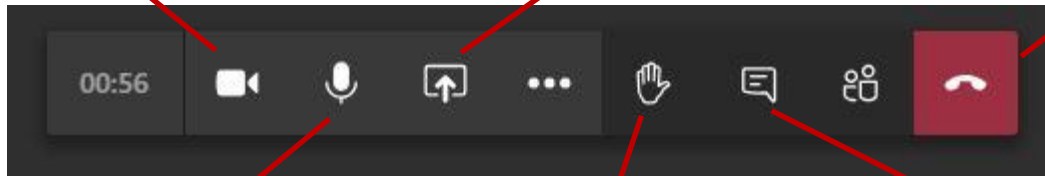
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### Description of some important buttons/icons in the MS Teams Application

**Camera:** The icon in the image denotes that the camera is enabled.

**'Share':** This option is used to share the screen or make a presentation and should **not** be used by trainees unless specifically asked to by the faculty.

**End Meeting:** Click this icon only if you want to leave for breaks or at the end of the day.



**Microphone:** The icon in the image denotes that the microphone is enabled.

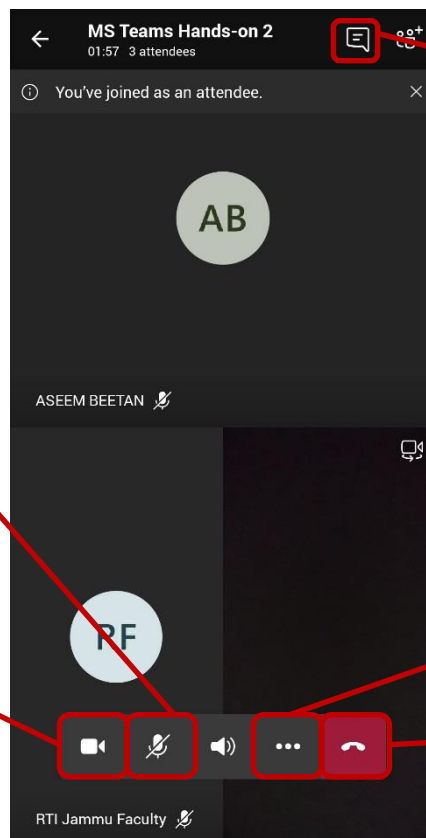
**Raise your hand:** The icon in this image represents 'lowered hand'. This feature will be used by the trainees to request faculty's attention.

**Chat:** Clicking on this icon opens a group chat in which the faculty and participants can have discussion.

### MS Teams interface in the Mobile App

**Microphone:** The icon in the image denotes that the microphone is disabled.

**Camera:** The icon in the image denotes that the camera is enabled.



**Chat:** Tapping on this icon opens a group chat in which the faculty and participants can have discussion.

#### Other options:

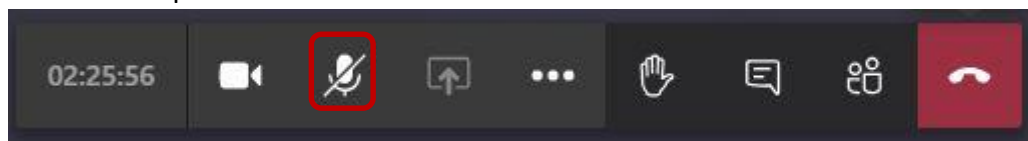
Put me on hold, Raise hand, Turn off incoming video and Dialpad.

**End Meeting:** Tap this icon only if you want to leave for breaks or at the end of the

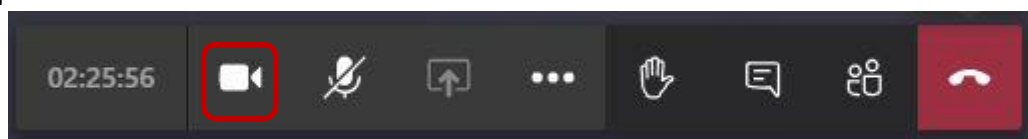
### Important points to remember

Trainees should kindly take care of adhering to the following practice/points for the smooth conduct of the online training:

- Trainees should ensure that they attend the training session in a **silent place where they shall not be disturbed.**
- Training should be accessed over a **high-speed internet connection where possible**; A cellular network may also be used if other high-speed connections are not available.
- A **laptop or desktop computer** would be preferable to use instead of a mobile phone. Training accessed on a mobile phone may be interrupted by phone calls and other notifications.
- Trainees should logon to the MS Teams application **at least 15 minutes** before the start of the training session.
- **The online training should be attended with the same decorum as is expected in a regular classroom training. Therefore, trainees are NOT expected to use their mobile phones or consume food and beverages while the training session is in progress. Mobile phones may be kept on silent mode during the training.**
- While the training is in progress, trainees should ensure that their **microphones are turned off while they are not speaking.** This is how the interface would look like when the microphone is disabled:



- Except during the break time, trainees **should try to keep their cameras enabled for the entire training program where their internet connectivity allows them to do so.** This will facilitate face to face online interactions and leads to a better training experience.



- When asking questions or raising queries or participating in discussion, trainee should ensure that **her/his camera and microphone are enabled** before she/he starts speaking.



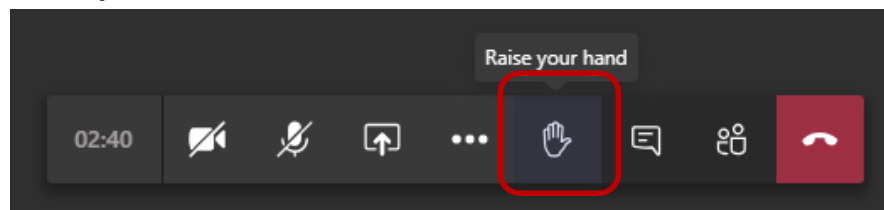
Trainees should look at the camera while speaking. This ensures a better connection with the faculty and other participants in a virtual setup.

### Communicating during the training

Trainees **should keep their microphones on silent mode and may enable these** to communicate with the faculty when specifically requested by the faculty. They may use the 'raise hand' icon to indicate to the faculty that they have a query or observation and await the faculty's go-ahead so as to allow for a streamlined environment for discussion during the online training. As far as possible, trainees should use the inbuilt features of the MS Teams Application to communicate during the training session.

The following methods may be used for discussing issues with or making queries to the faculty:

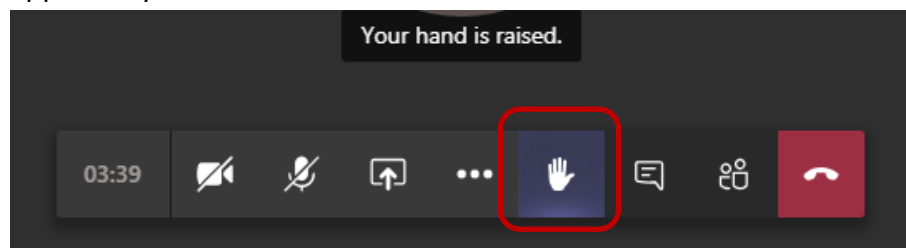
#### 'Raise your hand'



This feature is analogous to raising one's hand in the real classroom/meeting environment. When a participant clicks on the highlighted button, the faculty gets notified on a real-time basis. You may request the attention of the faculty by using this feature and get your queries addressed. The outlined hand as shown in the image above represents a '**lowered hand**'.

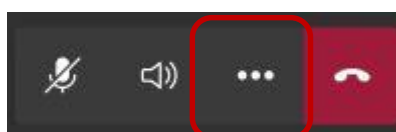
#### *When using a Desktop/Laptop computer*

Click on the icon to 'Raise your hand'. This is how a 'raised hand' should appear in your interface.



#### *When using a Smartphone/Tablet*

Tap on the three dots in the interface for more options.



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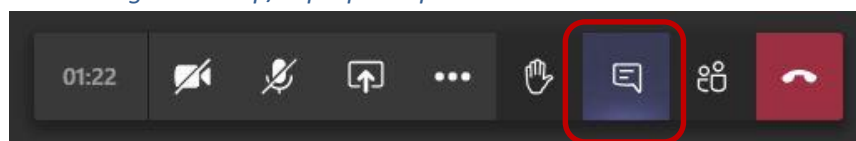
Tap on the 'Raise hand' option



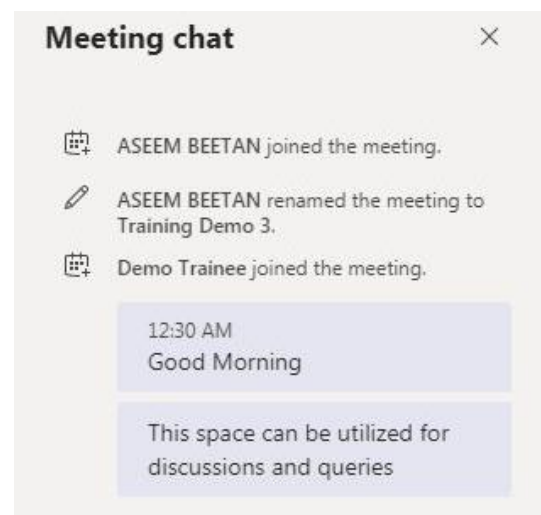
### Chat

Chat runs synchronously with the online training interaction on screen. It allows the trainees to communicate with the faculty and to ask questions, participate in the discussion or to make a point/share an observation.

*When using a Desktop/Laptop computer*



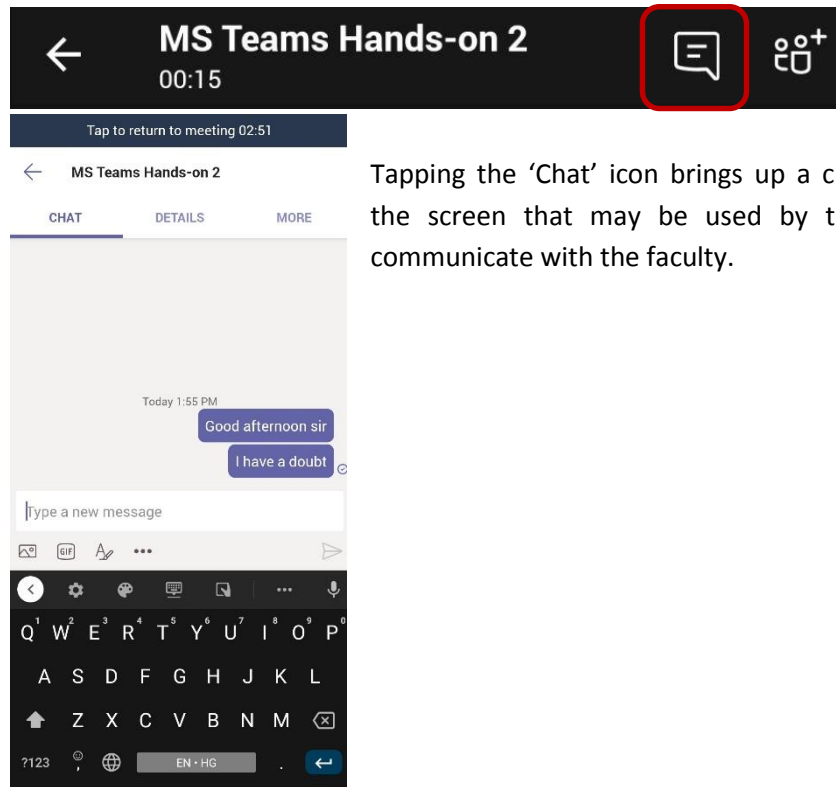
When the icon shown in the image is clicked, a chat window opens up on the right-hand side of the screen. Both trainees and faculty can participate in the discussion using this instant chat.



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### *When using a Smartphone/Tablet*

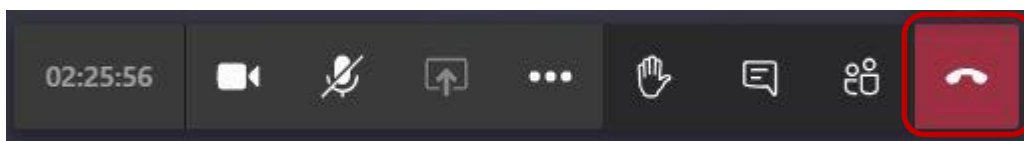
Tap on the Chat icon in the top right part of the screen.



Tapping the 'Chat' icon brings up a chat window on the screen that may be used by the trainees to communicate with the faculty.

### Leaving the training

The trainees may exit the training session and close the screen by clicking on the highlighted button.



**Note:** The trainees should leave/close the application **only during the lunch break or after the conclusion of the last session of the day**. If a trainee is not found to be present online for a large part of a session, she/he would be deemed to be absent from that particular session.

### Important note regarding SAI Training Application Forms

The trainees should invariably fill the following forms in the SAI Training Application:

- Registration form – To be filled on the **first day** of the course
- Session feedback form – To be filled at the **end of each session**
- Course feedback form – To be filled **on the last day of the course**

**Note: The training sessions may be recorded so as to build up a repository of lectures for the Knowledge Centre at RTI, Jammu.**