

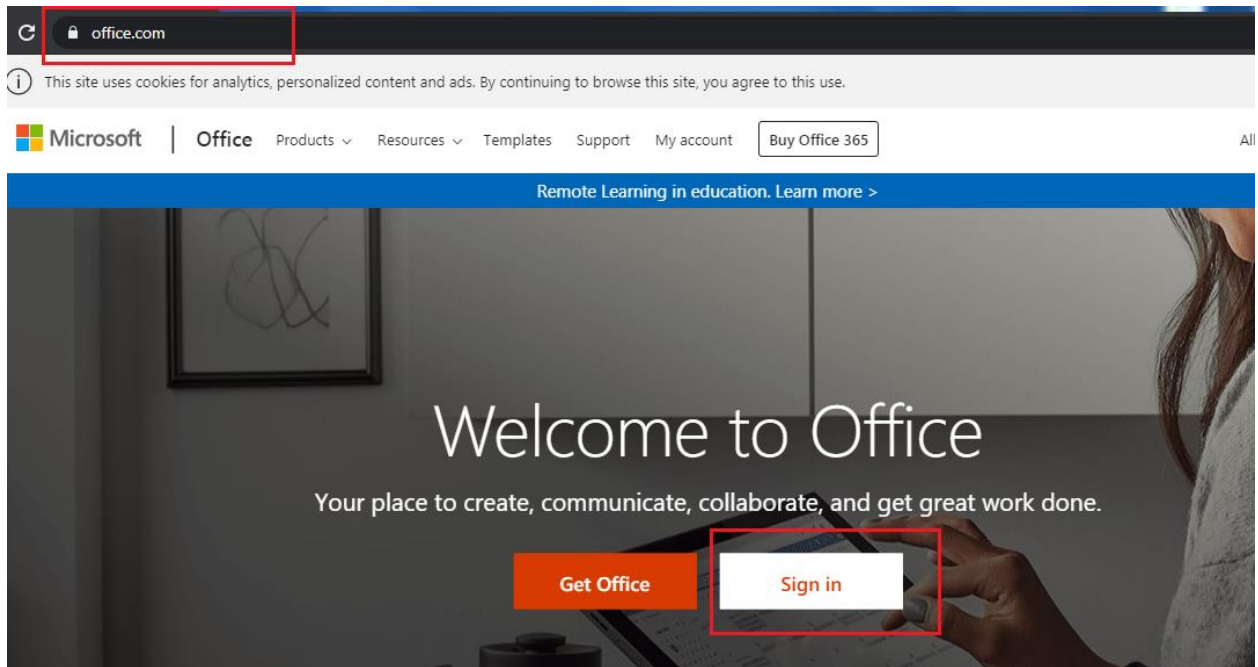
MS TEAMS USER GUIDE

By Ubash Yadav

NEPAL OPEN UNIVERSITY Manbawan, Lalitpur

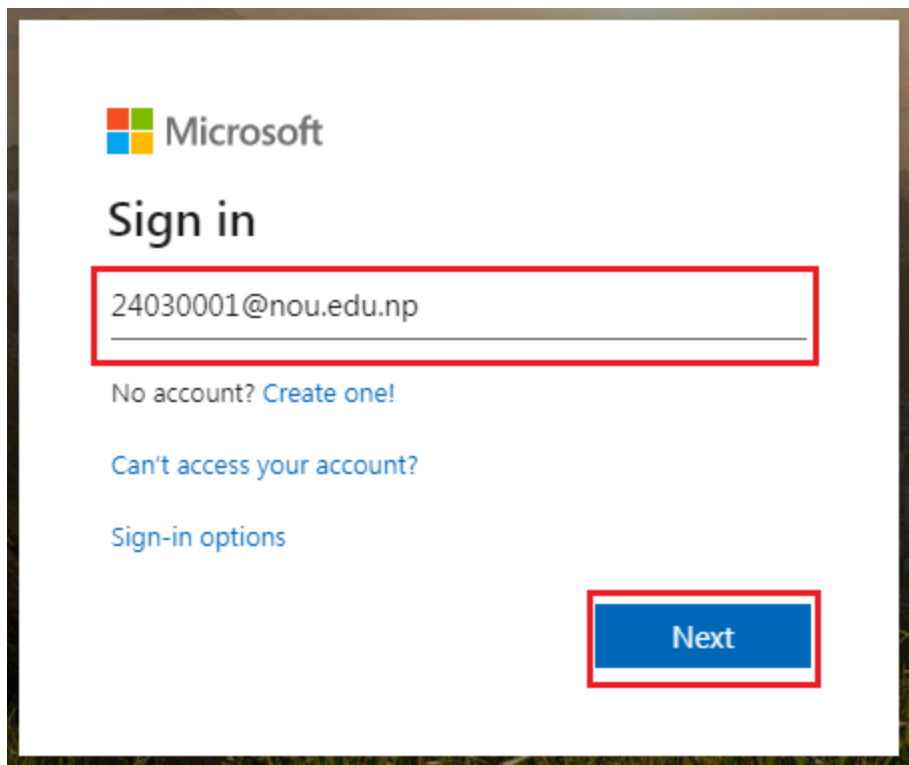
Step one

Type www.office.com on your internet browser

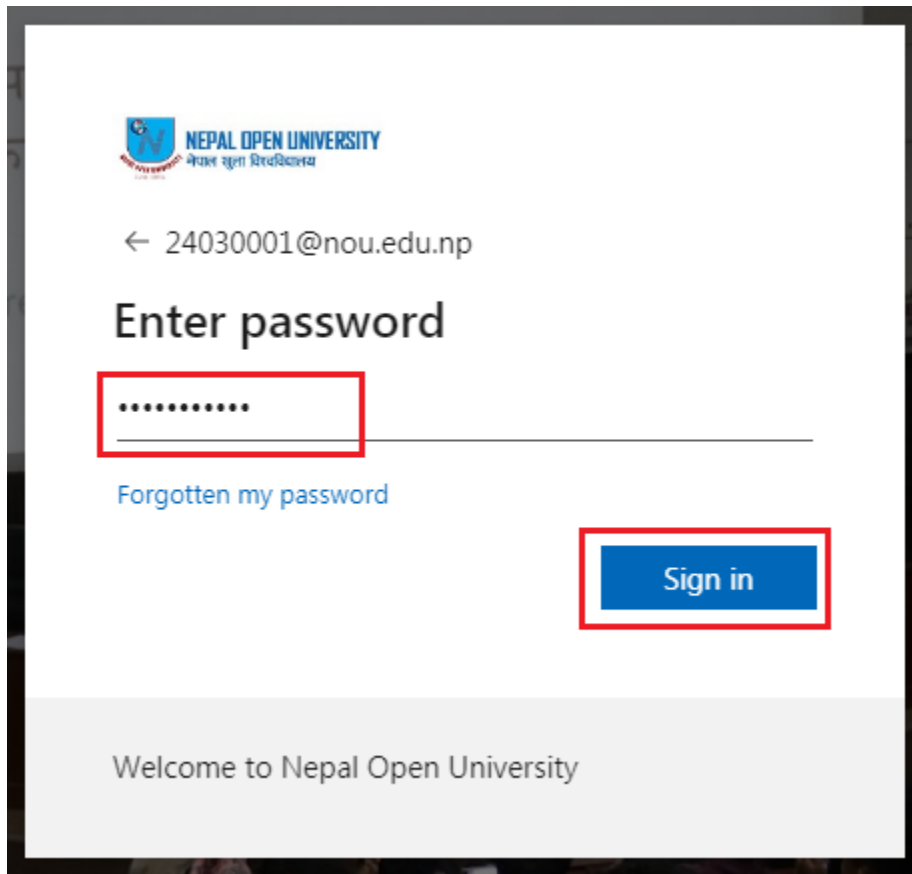


2. Then click on Sign in

Then type your university roll number provided by University



3. Then click on Next



The image shows the login page of the Nepal Open University. At the top left is the university's logo, which includes a blue shield with a white emblem and the text 'NEPAL OPEN UNIVERSITY' and 'नेपाल खुला विपश्चिालय' in Nepali. Below the logo, the email address '24030001@nou.edu.np' is displayed with a back arrow icon. The main heading is 'Enter password'. Below this is a password input field containing ten dots, which is highlighted with a red rectangular box. Under the password field is a blue link that says 'Forgotten my password'. To the right of the password field is a blue 'Sign in' button, also highlighted with a red rectangular box. At the bottom of the page, there is a light gray footer area with the text 'Welcome to Nepal Open University'.

Type your password provided by University then click on Sign in

4. Change your initial Password

5. Then click on Yes



NEPAL OPEN UNIVERSITY
नेपाल खुला विश्वविद्यालय

24030001@nou.edu.np

Stay signed in?

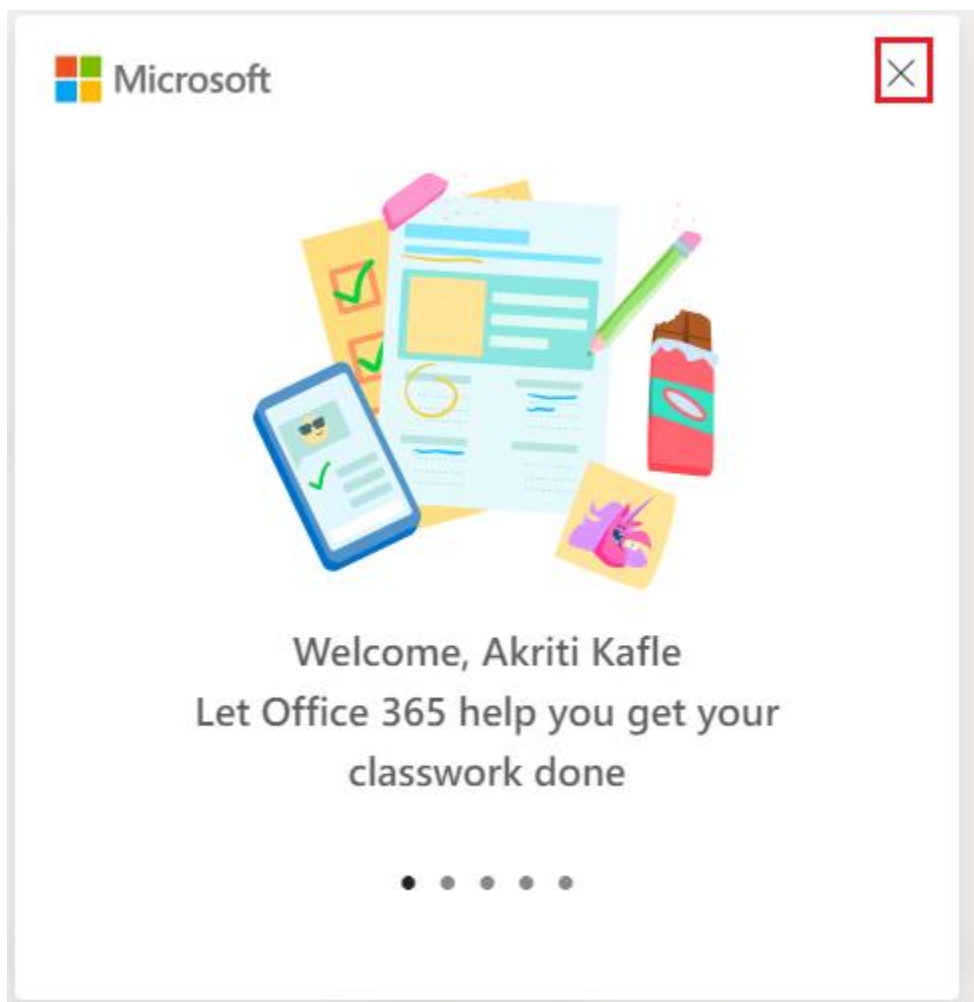
Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

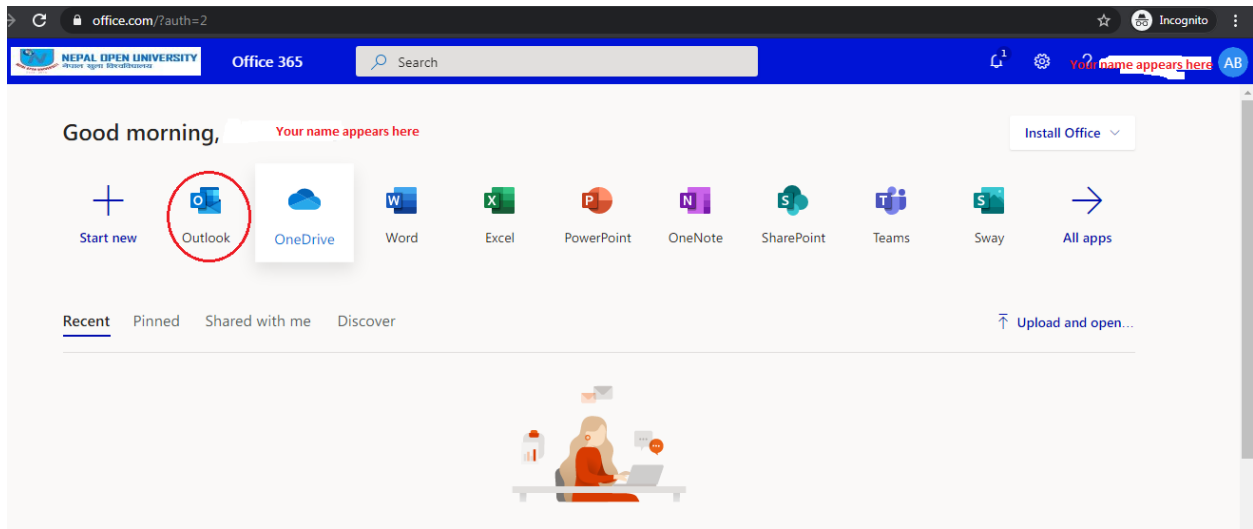
No Yes

Welcome to Nepal Open University

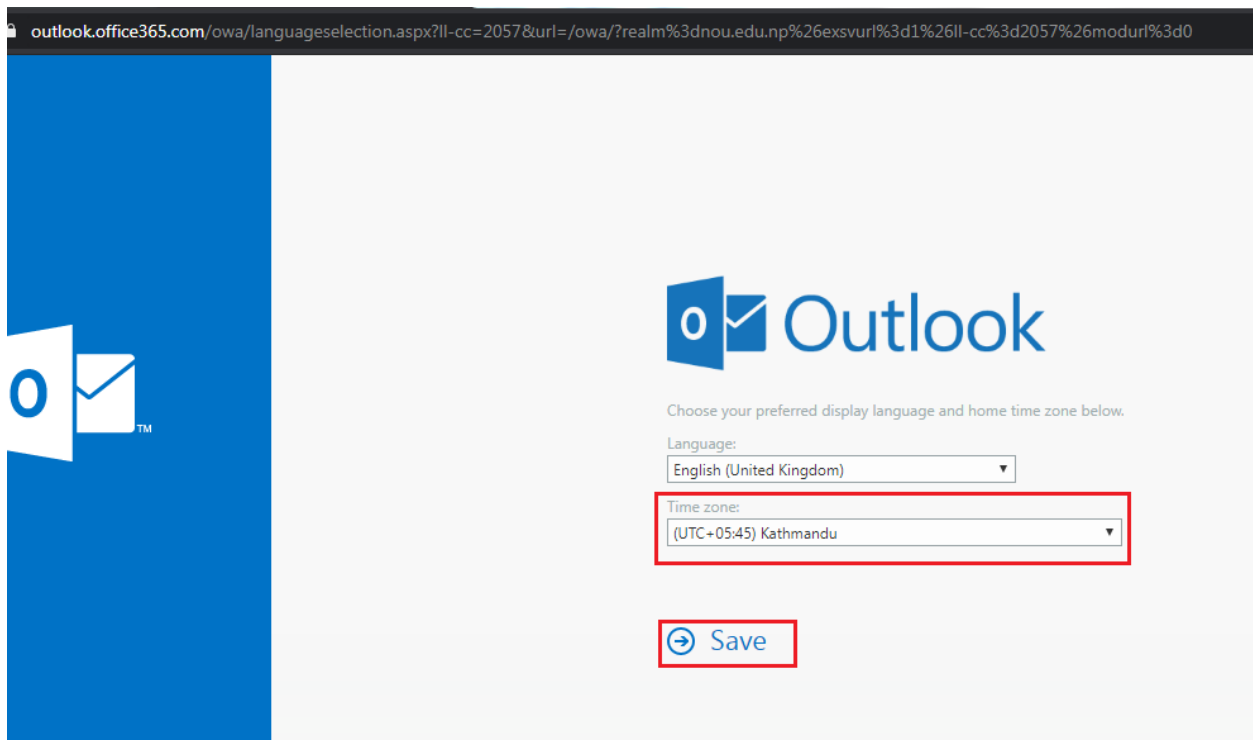
6. Then click on X button



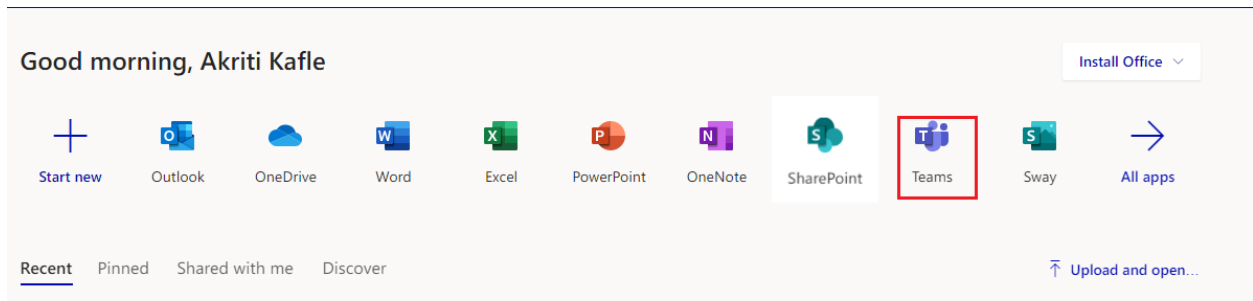
7. Then open Outlook



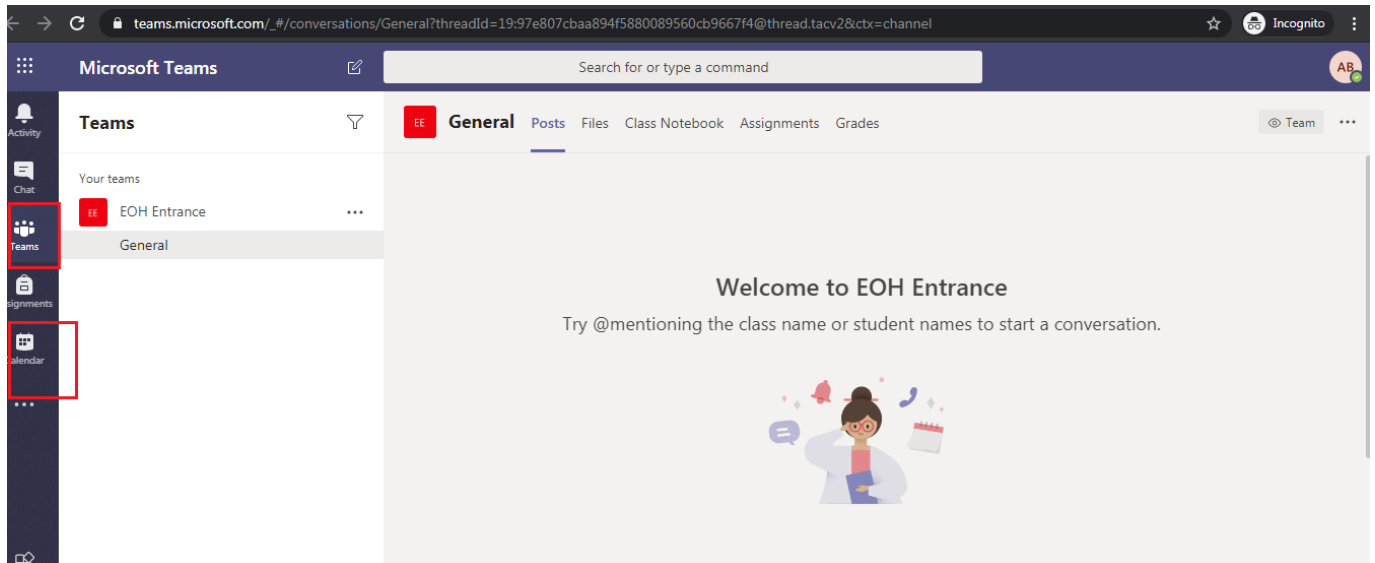
8. Before opening Outlook it ask for time zone setup, select Kathmandu and click on Save



After opening Outlook close the tab and in previous/office home tab you will see Teams icon click on it.

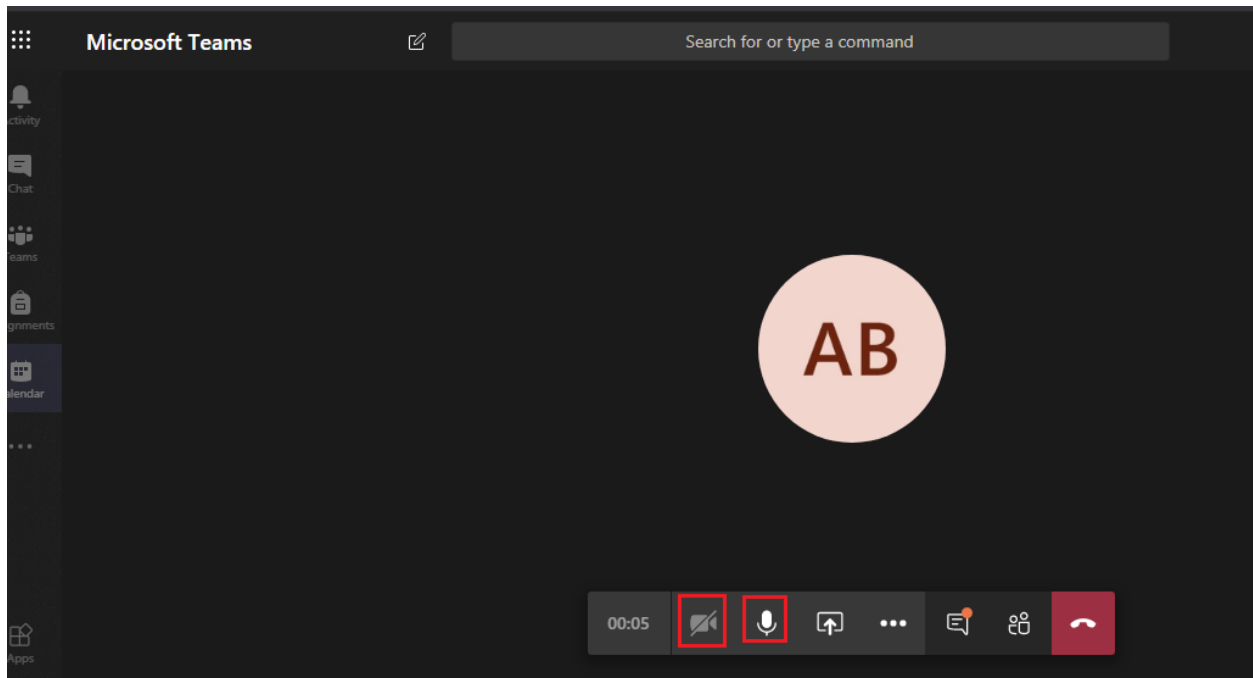


9.It takes time to open Teams which will open in new tab



Please note that you will see your concern program [EOH Entrance/ NRD Entrance/Mphil in ICT/MIT/eGOV/GEO]

When you are online Entrance Interview you will see following screen



Please note



Please manage your audio and video as per requirements

Now you are online

Stay online on Teams above page you will have teams call at your entrance time.

If you have any problem please communicate with whom you are followed by the University.