

Date – 2<sup>nd</sup> April 2020

### **Kasiga – Online Classes**

Dear Parents,

Warm Greetings from Kasiga School !

Hope all of you are safe and well.

This information is regarding the Online classes commencing from Monday, 6<sup>th</sup> April 2020.

The online classes will be conducted daily for the board classes i.e. grade X & XII (CBSE), IGCSE year 2, AS level and A levels.

However for grades IV to IX & XI the frequency of the online classes may not be daily. We will be using the Microsoft Team platform to conduct these classes.

The schedule will be mailed soon, this schedule and the current teachers who will be conducting these classes are only applicable during the period of the online classes.

Please follow the guidelines below to download the Microsoft Team Application:

#### **Install Team in Desktop / laptop (Recommended)**

- Download teams using this link <https://teams.microsoft.com/downloads>
- Install teams application in your system
- Then Sign in Teams in System click Start > Microsoft Teams.
- Then Login through your username and password

***(Your log in credentials will be shared later, with the class schedule)***

Using Team without installing app

- Open this link <https://teams.microsoft.com/>
- Then Login through your username and password (To be Shared with you later through Email)
- Then click use the web app instead

Install Team in Mobile phone (Recommended)

- Download & Install app using this link <https://teams.microsoft.com/downloads> or Search Team app in Play store.
- On Mobile tap the Team Icon
- Then Login through your username and password (To be Shared with you later through Email)

In case of any problem please contact our IT technician Mr. Somdutt - 9917480917.

We will be sharing with you the login credentials and the class schedule shortly.

Stay at home and be safe. However, learning never stops.

Warm Regards,  
Sonali Sinha  
Head of School

