

MTS Tamil Schools Michigan Tamil Sangam



Instructions to access your MTS Email account and your
Class Teams

Student Instructions

Logging in for the first time

- Go to <https://teams.microsoft.com> in your browser
 - Enter your MTS email id and password as sent to you :
 - ██████████@mtstamilschool.org



Microsoft

← ██████████@mtstamilschool.org

Enter password

.....

[Forgotten my password](#)

Sign in



Microsoft

██████████@mtstamilschool.org

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

<https://mitamilsangam.org>
<https://mtstamilschool.org>



Microsoft

██████████@mtstamilschool.org

Update your password

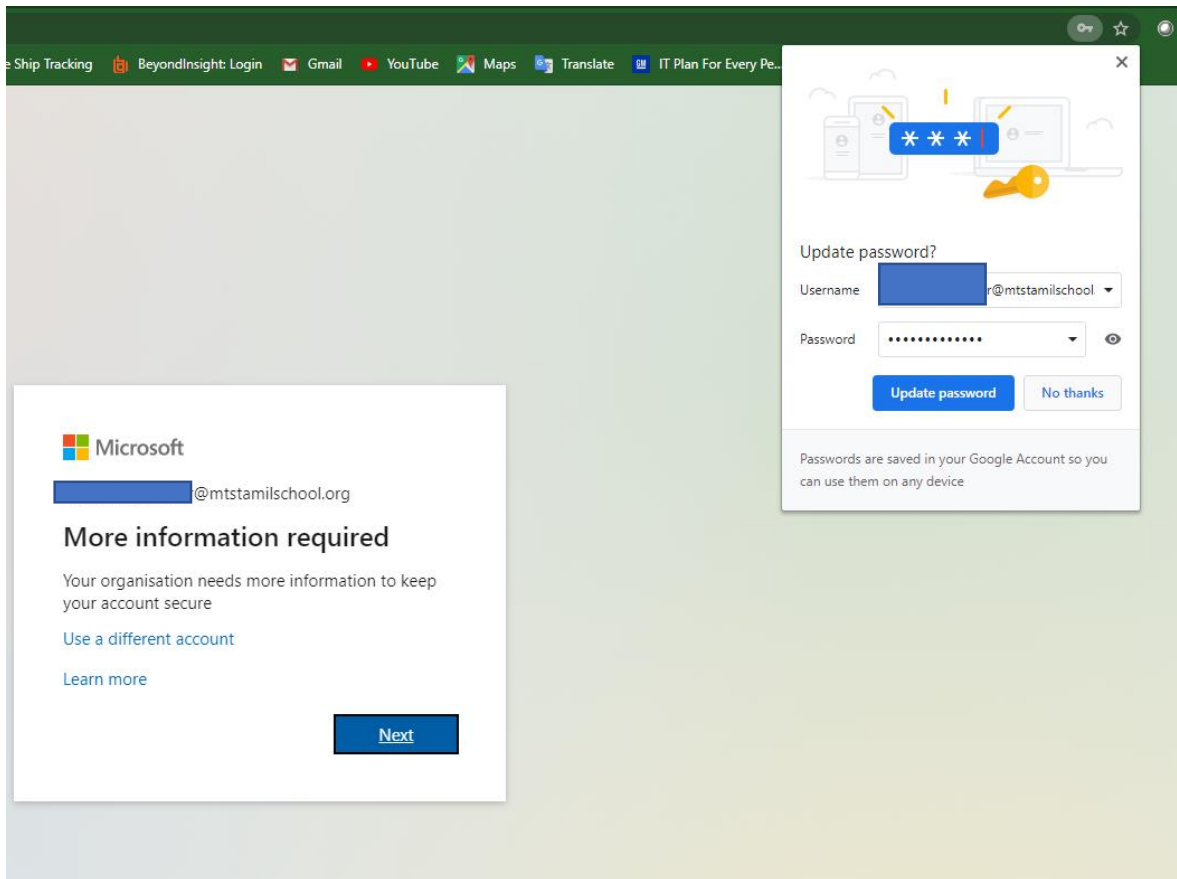
You need to update your password because this is the first time you are signing in, or because your password has expired.

.....

.....

.....|

Sign in



- **Very important step**
- **More Information Required**
- **Hit Next**

Logging in for the first time - Contd

Setup Verification accounts

Setup alternate email address and phone numbers to be able to reset password

Click on set it up now on each of the Authentication Phone and Authentication Email

don't lose access to your account!

To make sure you can reset your password, we need to collect some info so we can verify who you are. We won't use this to spam you - just to keep your account more secure. **You'll need to set up at least 1 of the options below.**

! Authentication Phone is not configured. **Set it up now**

! Authentication Email is not configured. **Set it up now**

finish

cancel

Setup Verification accounts

don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

text me

call me

Back



don't lose access to your account!

Please verify your authentication phone number below.

Authentication phone

United States (+1)

text me

call me

We've sent a text message containing a verification code to your phone.

verify

Try again

Back

Alternative Email Verification

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email Address

email me

Back

don't lose access to your account!

Please verify your authentication email address below. Don't use your primary work or school email.

Authentication Email Address

email me

We've sent an email message containing a verification code to your inbox.

verify

Back

If all steps are correct , you will see :

don't lose access to your account!

Thanks! We'll use the info below to recover your account if you forget your password. Click "finish" to close this page.

✔ Authentication Phone is set to +1 [redacted] [Change](#)

✔ Authentication Email Address is set to [redacted] [Change](#)

[Finish](#)

[Cancel](#)

click on Finish

How to Access your MTS Tamil School email

To access your MTS email, visit <https://outlook.office365.com> and login with your MTStamilschool.org and password

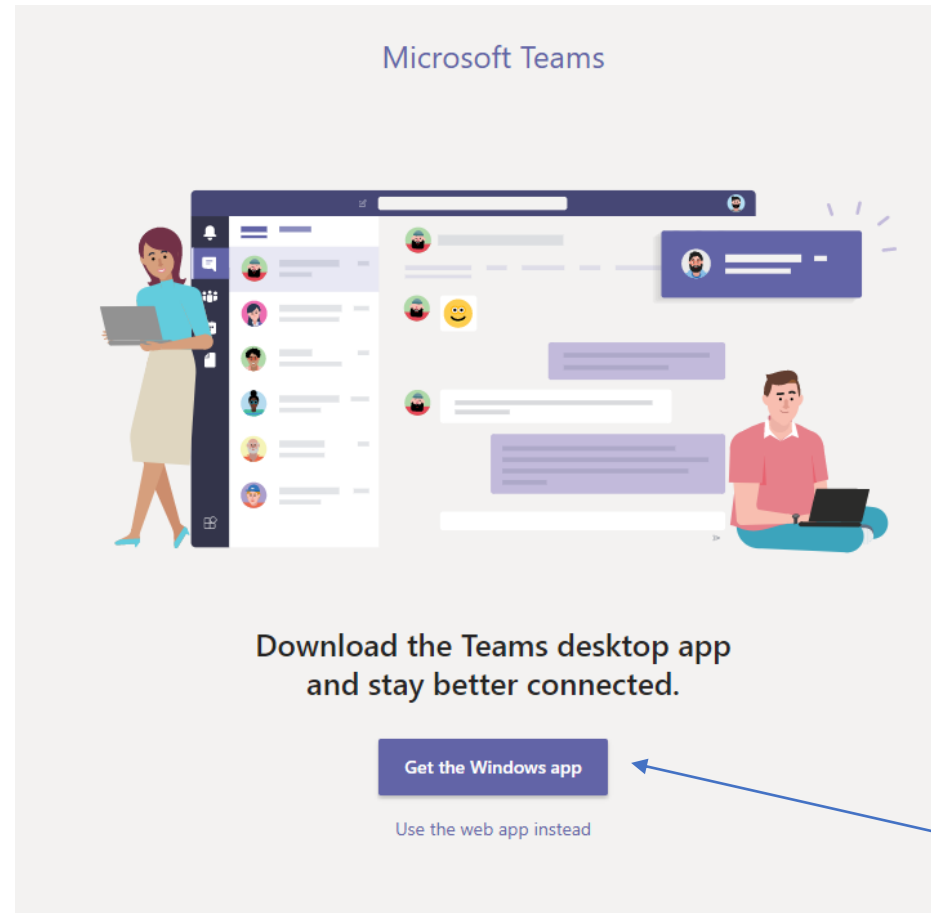
Alternatively, you can download Outlook to your computer by going to <https://office.com> and selecting Install Office link on the right side of the screen.

You can also configure Outlook on your mobile to receive email on your mobile device.

Note: Microsoft Office licenses are free to use with MTS email account.

Accessing your MS Teams Classroom

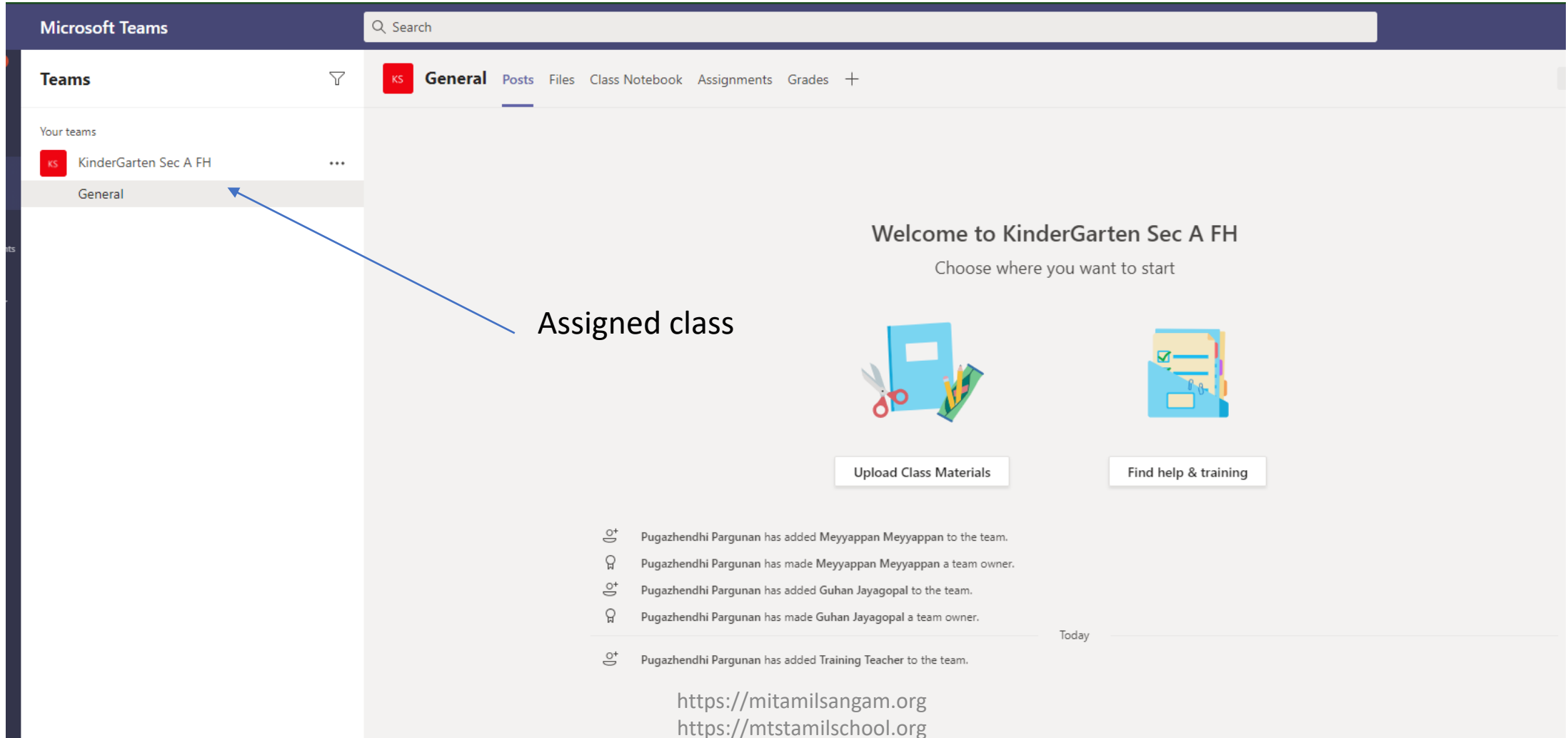
Go to <https://teams.microsoft.com> and download MS Teams to your desktop (Highly Recommended)



Highly recommended to get desktop app

<https://mitamilsangam.org>
<https://mtstamilschool.org>

Once you login – you will see your class assigned



The screenshot displays the Microsoft Teams interface. At the top, the 'Microsoft Teams' header is visible. Below it, a search bar and a navigation bar with tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades' are shown. On the left sidebar, under 'Your teams', the team 'KinderGarten Sec A FH' is listed with a 'General' channel selected. A blue arrow points from the text 'Assigned class' to the 'General' channel name. The main content area shows a welcome message: 'Welcome to KinderGarten Sec A FH' with the instruction 'Choose where you want to start'. Below this are two buttons: 'Upload Class Materials' (with a scissors and paper icon) and 'Find help & training' (with a folder icon). At the bottom, a list of recent team activities is shown, including adding and making team owners of members like Meyyappan Meyyappan, Guhan Jayagopal, and Training Teacher.

Assigned class

Upload Class Materials

Find help & training

Today

<https://mitamilsangam.org>
<https://mtstamilschool.org>

How to Join class

At the class time, in Teams, Click on Calendar and click on JOIN in the Weekly Class Meeting

The screenshot shows the Microsoft Teams interface with the calendar view selected. The calendar is for September 2020, showing a weekly view from Sunday, September 6th, to Saturday, September 12th. A meeting titled "Weekly Class Pugazhendhi" is scheduled for Sunday, September 6th, at 11 AM. The "Join" button for this meeting is highlighted in yellow. The left sidebar shows the "Calendar" icon highlighted in yellow. The top right corner has a search bar and a "Meet now" button. The bottom right corner contains the following text:

<https://mitamilsangam.org>
<https://mtstamilschool.org>

Questions or Issues

Farmington Hills:

- Send an E-mail to ITSupportFH@mtstamilschool.org (preferred)
- Call Pugazh @248-739-0793
- Call Guhan@ 313-282-8218
- Call Meyyappan@ 734-262-6198

Troy:

- Send an E-mail to ContactTechTroy@mtstamilschool.org
- Call Swamy Palaniappan @586-303-6254
- Call Dev Madhan@248-495-6982
- Call Padma Ganesh@248-219-3152
- Call Venkat Shankar@248-935-7017
- Call Vijay Baskaran@586-854-0872
- Call Suresh Kannan Muthusamy@248-294-8317