

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 student email id and password as sent to you:
 - FirstNameStudentIDTroy@mtstamilschool.org



Microsoft

← fh.trainingteacher@mtstamilschool.org

Enter password

.....

[Forgotten my password](#)

Sign in



Microsoft

fh.trainingteacher@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



Microsoft

fh.trainingteacher@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.

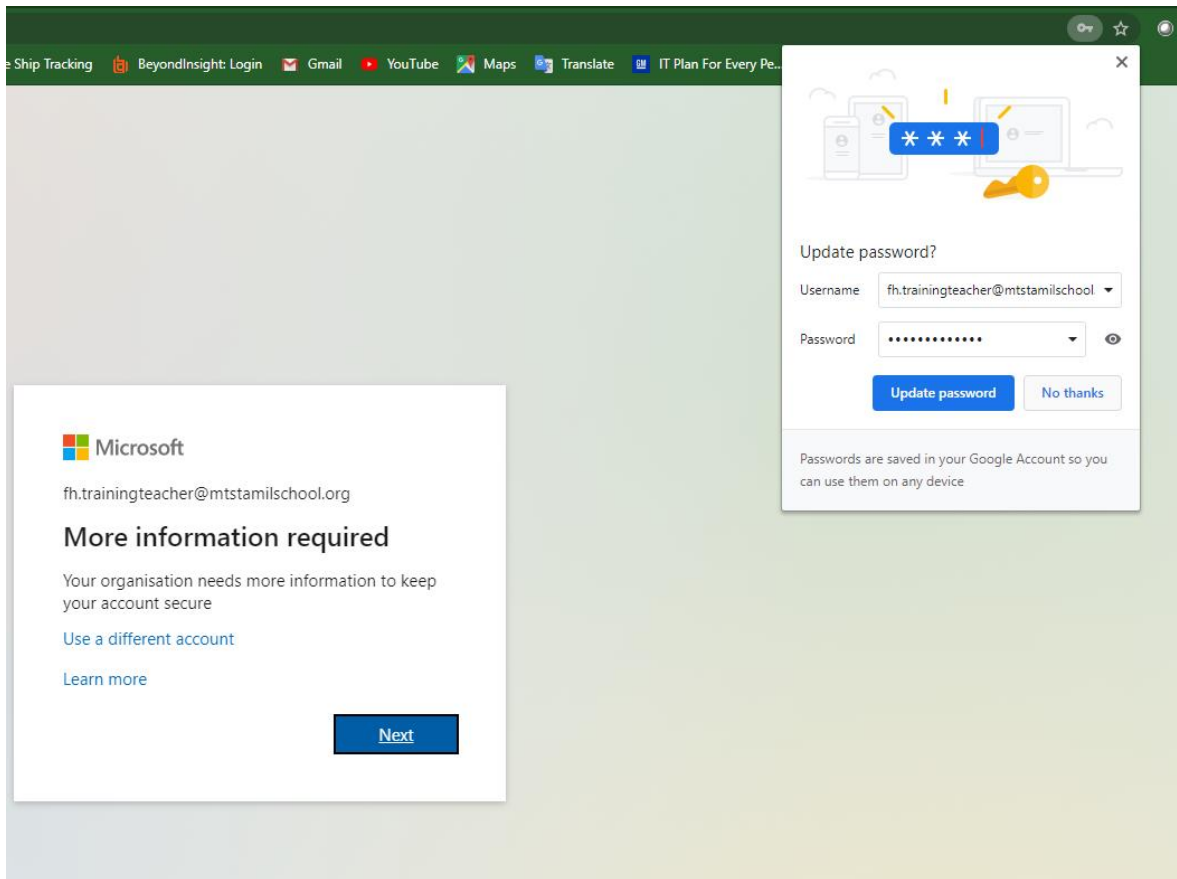
.....

.....

.....|

Sign in

<https://mtstamilschool.org>



- **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 3132828218. [Change](#)
- ✔ Authentication Email Address is set to guhan.mts2016@gmail.com. [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

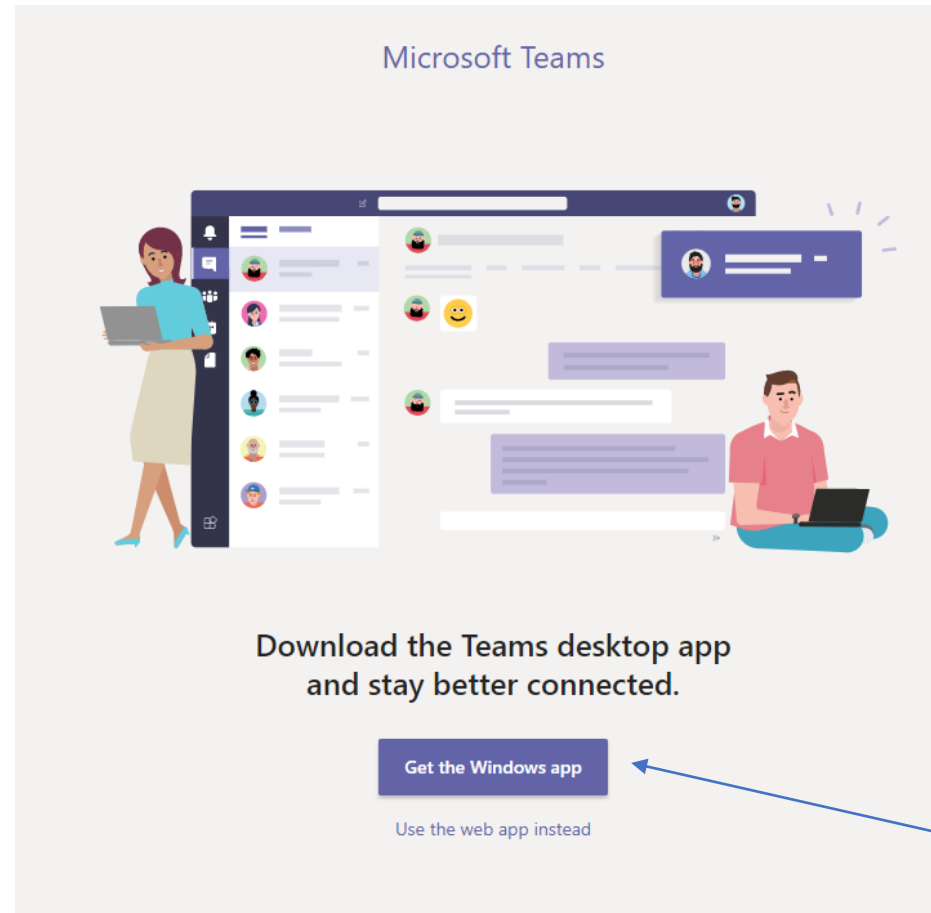
Alternatively, you can download Outlook to your computer by going to <https://office.com> and selecting Install Office link on the right side of the screen.

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

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. 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 book and scissors icon) and 'Find help & training' (with a folder icon). At the bottom, a list of recent team activities is shown, including adding members and making them team owners. The URL 'https://mtstamilschool.org' is displayed at the very bottom.

Microsoft Teams

Search

Teams

General Posts Files Class Notebook Assignments Grades +

Your teams

KinderGarten Sec A FH

General

Assigned class

Welcome to KinderGarten Sec A FH

Choose where you want to start

Upload Class Materials

Find help & training

Pugazhendhi Pargunan has added Meyyappan Meyyappan to the team.

Pugazhendhi Pargunan has made Meyyappan Meyyappan a team owner.

Pugazhendhi Pargunan has added Guhan Jayagopal to the team.

Pugazhendhi Pargunan has made Guhan Jayagopal a team owner.

Today

Pugazhendhi Pargunan has added Training Teacher to the team.

<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 displays the Microsoft Teams interface. At the top, there is a search bar and a user profile icon labeled 'PP'. Below this is the 'Calendar' section with a 'Meet now' button and a '+ New meeting' dropdown. The main area shows a calendar for September 2020, with the view set to 'Week'. The calendar grid shows a meeting titled 'Weekly Class Pugazhendhi' on Sunday, September 6th, from 11 AM to 12 PM. The 'Join' button for this meeting is highlighted in yellow. The left sidebar contains navigation icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. At the bottom of the calendar grid, the URL <https://mtstamilschool.org> is visible.

Questions or Issues

- Send an E-mail to contacttechtroy@mtstamilschool.org (preferred)
- Call Swami @586-303-6254
- Call Dev @ 248-495-6982
- Call Padma @ 248-219-3152