

**IPS Academy**  
**Institute of Engineering & Science, Indore**  
**Induction Programme, 2020**

*Induction Programme* will be going to held from 1 Dec 2020 to 5 December 2020 on Microsoft Team Platform. It will be streamed live on YouTube simultaneously for the benefit of those students who couldn't be joined in Microsoft Team. Since Microsoft Team allows all participants to have up to 250 peoples, so rest of the students can attend the programme on YouTube live streame.

**Follow the following instructions/protocols for using Microsoft Teams during Induction Programme:**

1. Download and install the Microsoft Teams app in your laptop/mobile/PC. You can also use Microsoft Team from Web Browser, but it is more feasible to download the Windows/Mobile app.
2. Disable your camera during the programme, it is not permitted for students to have cameras on.
3. Ensure your microphone is muted, only unmute if asked to do so by the organizer/presenter.
4. Students will be required to enter their name for joining in Microsoft Teams. Please use the following format: First Name Last then click *Join now*.
5. Students will be placed in a virtual lobby of the meeting room pending verification and acceptance from the organizer prior to entering the room.
6. If the students need to ask/respond to a question, either you can use the "Raise Hand" function to get the organizer/presenter attention or you can ask a question in writing using the chat function for the organizer/presenter to respond to verbally.
7. Everyone who enters a breakout call in Microsoft Teams gets added to the list of attendees in that breakout and can see the whole conversations (call chat) history for all time. So, the links are single use or for teams, not for ongoing use with external stakeholders and communities (public sharing).
8. The Microsoft Teams link will be shared before 10 min. from commencing the programme.

**Follow the following instructions for attending the Induction programme on YouTube live:**

1. To improve the video quality, you'll have to manually change the setting on the video from 480p to 720p.
2. If the students need to ask a question, type your questions in comment box.
3. The YouTube live steaming link will be shared before 5 min. from commencing the programme.

**System requirements: A computer (PC or Mac) or mobile device (iOS or Android)**

1. video and audio communication ready and connected to a high-speed internet connection.