

How to attend IIFPT Webinar Series (OUTSIDE PARTICIPANTS)

Step-1

How to create account in Microsoft Teams:

- i) Create outlook E-mail ID (go to google, click outlook and create ID) (<https://outlook.live.com/owa/>)
- ii) Download Microsoft teams app. (<https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app>) also easy to go to play store in mobile (for mobile users)
- iii) Sign in Microsoft Teams using outlook E-mail ID

Step-2

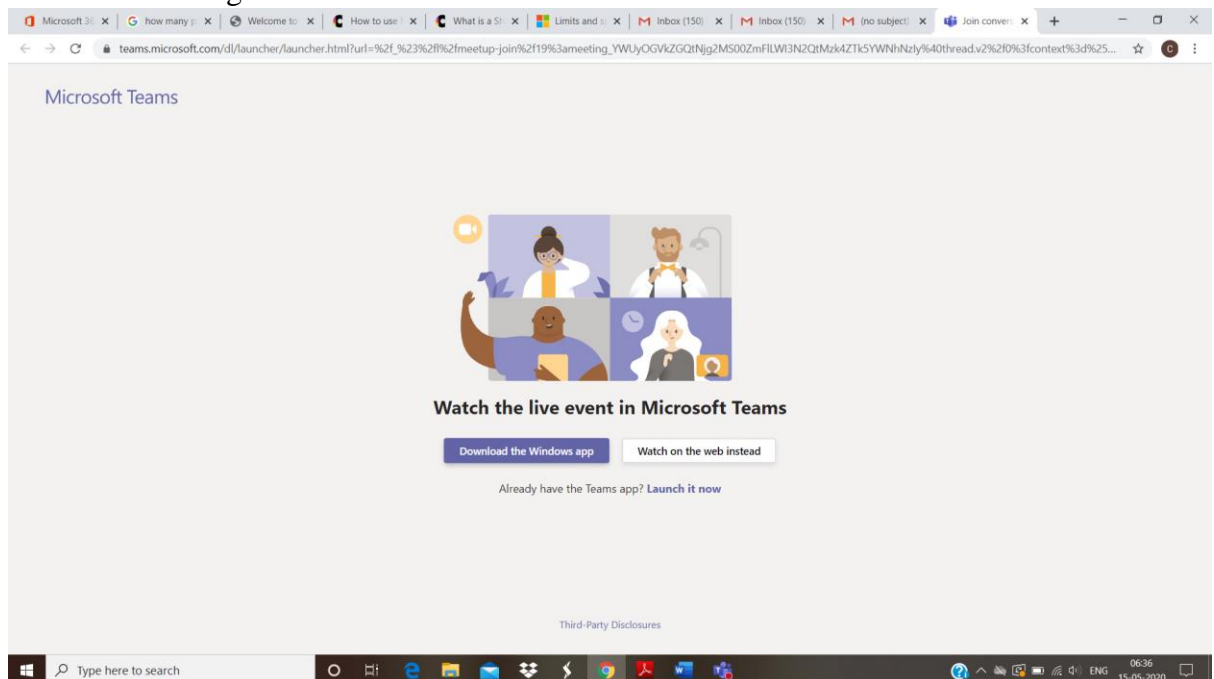
- iv) Send your request for registration to outlook E-mail ID to iifptwebinar@outlook.com on 12/05/2020 before 04:00 PM so as to enable organizer send the invitation link to join IIFPT webinar series through Microsoft teams.

Step-3

- v) Check you outlook E-mail for updates

Step-4

- vi) You will receive webinar link from us to your registered E-mail ID/WhatsApp number.
- vii) Click the link-to goes to Teams.



- viii) (If already signed up Teams account), sign in Teams and join the webinar.
- ix) If you are not in signed up in Teams, you can choose web app in Chrome for one time. You will be asked to sign as guest