

# **St. Francis Convent School, Meerut**

**Dear Parents,**

As you are informed earlier, school will be introducing Microsoft team for the online classes from classes IV to X from 20 July 2020. Each student will be given a registered ID and password. You have to follow the following steps.

1. Download Microsoft teams
2. Login in the id and password given by school
3. All of you are allotted to different teams according to class
4. In Microsoft teams calendar every day schedule will come for the next day.
5. One or two practice classes will be conducted by teachers before July 20 2020 for giving guidance to students.

**Sr. Preeti**  
**Principal**