NATIONAL INSTITUTE OF TECHNOLOGY, TIRUCHIRAPPALLI - 620 015

DEPARTMENT OF COMPUTER SUPPORT GROUP

Circular for E-Mail account and MS Teams account creation – for online classes

1. **Instructions for First Year (M.Arch, M.Tech and M.Sc) Students for accessing your E-Mail, OCTA account and Wi-Fi facility at Hostels.**

   Username and Password is as follows:

   Username: Is Your Roll number (9 digits)

   Password: (First letter of your blood group in capital letter, first 3 alphabets of your month of birth in lower case, 2 digits of your date of birth and followed by Last 3 digits of your mobile number given at the time of admission)

   > For Example: Asep02418
   >
   > (Where A is first letter of your blood group (i.e, A for AB+ve) ,
   >
   > sep is your month of birth,
   >
   > 02 is your date of birth, and
   >
   > 418 is your last 3 digits of your mobile number as given during admission)

   Your NITT email id is your Roll number@nitt.edu, to access your webmail visit https://webmail.nitt.edu (In login window use your Roll number without @nitt.edu as Username)

   Change your password immediately after logging in. Keep a complex password with at least one Upper case, one Lower case and one numeral.
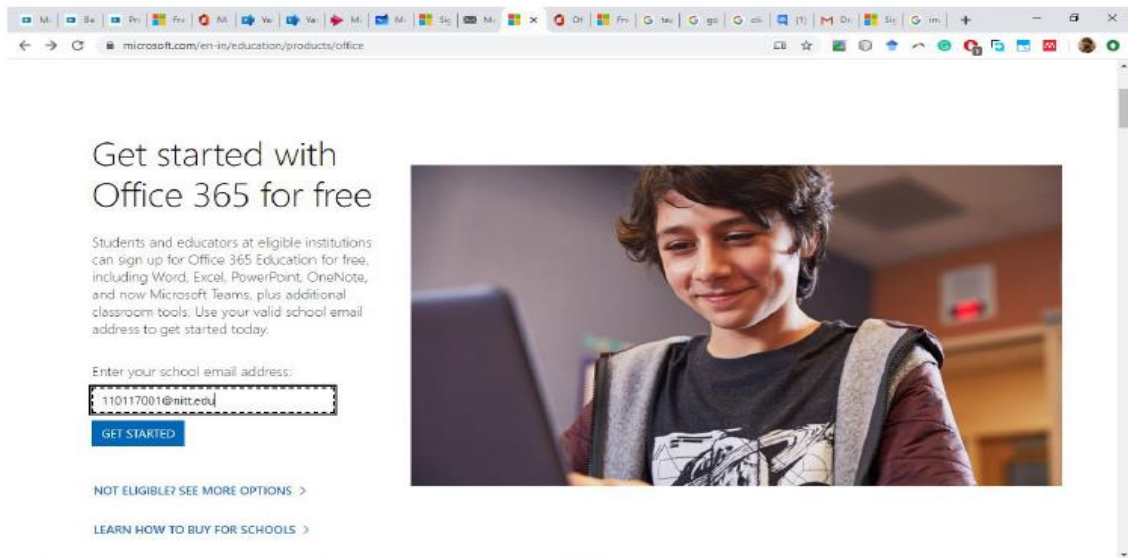
   Your password should be at least 8 characters/digits and should not contain your name.

   Contact CSG maintenance by sending E-mail to **csgmaint@nitt.edu** incase if you are not able to login.
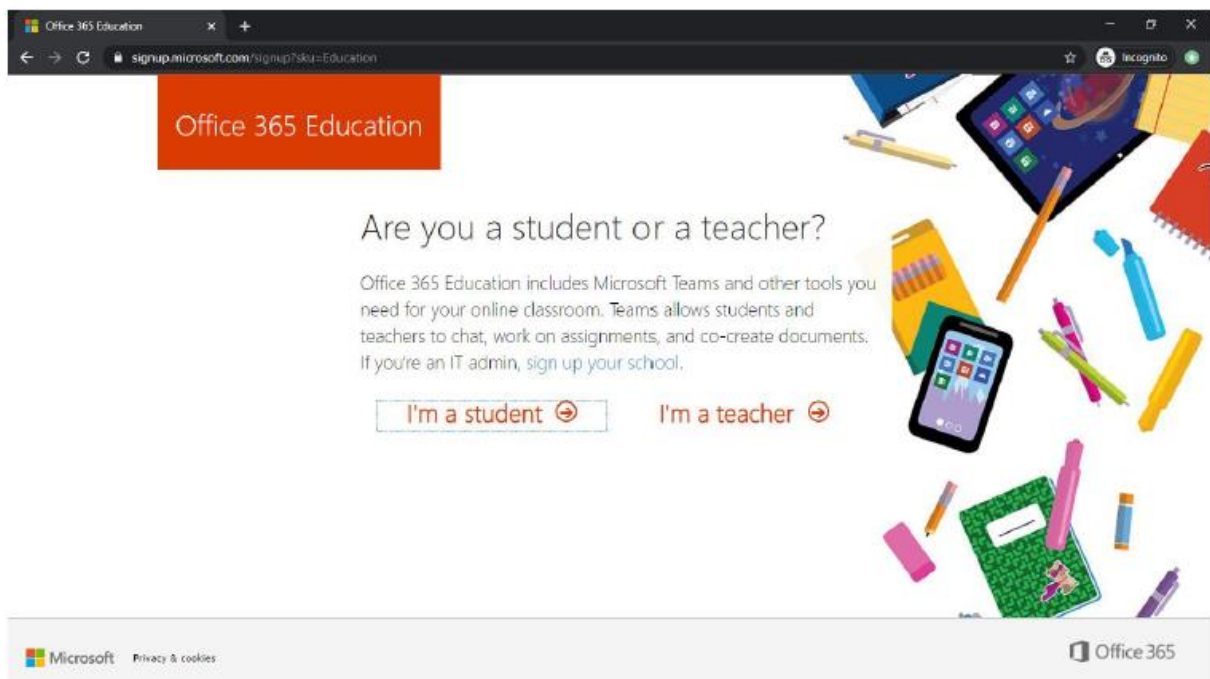
2. Instructions for MS Team account creation – for online classes

Step 1: Getting your free Office 365 Education Subscription

1. Visit https://www.microsoft.com/en-in/education/products/office
2. If you are a **student**, enter your "<rollnumber>@nitt.edu" (e.g. 110117078@nitt.edu) in the 'Enter your school email address:' field and click *"Get Started"*

   If you are a **teacher**, enter your *nitt.edu* email ID (e.g. rkalyn@nitt.edu) in the 'Enter your school email address:' field and click *"Get Started"*
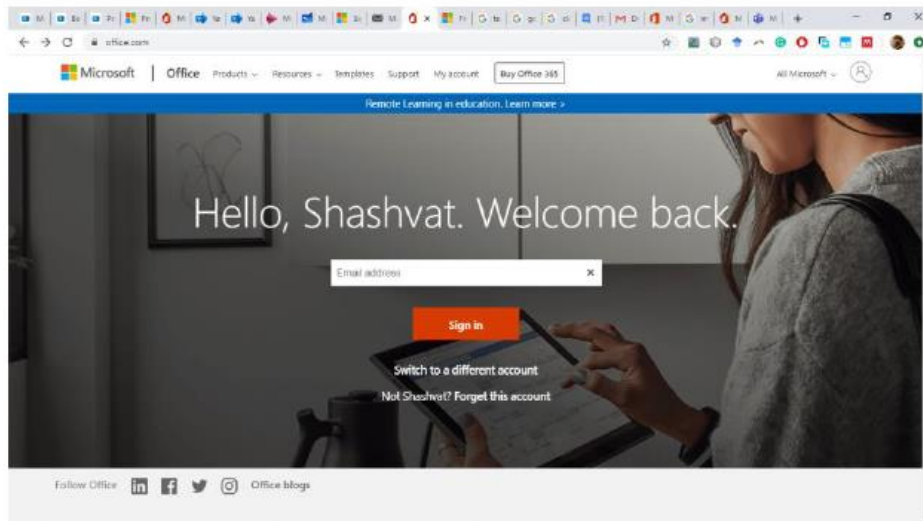

3. This will redirect you to another page. Click on *"I'm a student"* or *"I'm a teacher"* as relevant.
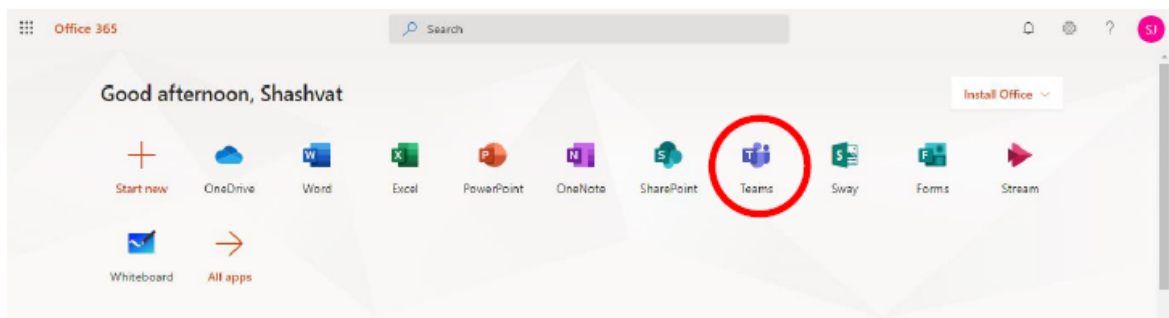
Step 2: Joining Microsoft Teams

1. Go to https://www.office.com/ and sign-in to your newly created Microsoft **.edu** account.
   - Enter your nitt.edu email address in the EMAIL ADDRESS field as shown in the image below.
   - Click on the **Sign in** button, this should bring a pop-up that asks for your password.
   - Enter your PASSWORD and complete your sign-in!

2. Now, after signing-in you should then arrive at a page like this as shown in the picture below. These are the multiple software that you will have completely FREE access to from now on! To set-up your Microsoft Teams account, Click on *"Teams"*.
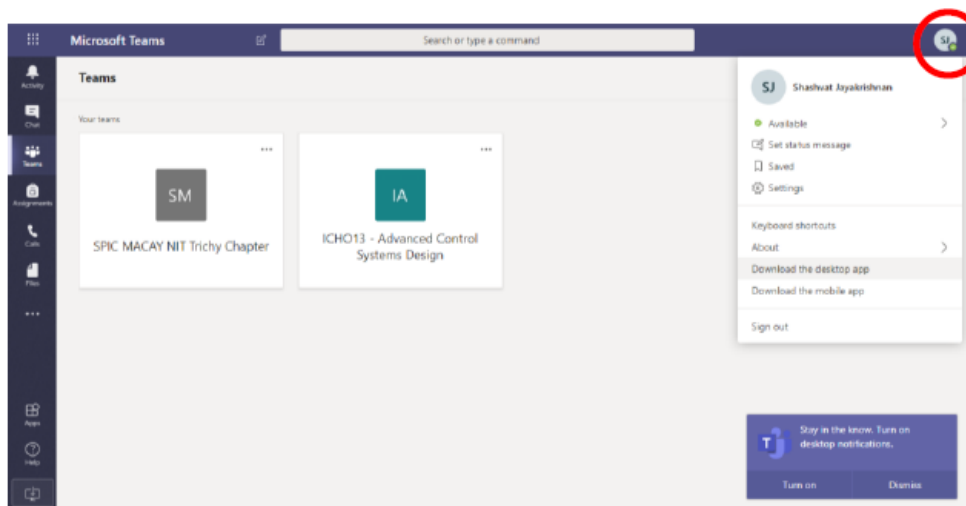

IMPORTANT: Make sure that you download the **desktop app** or the **mobile app** for better performance. **DO NOT USE THE WEB APP -** it is not as good.

3. In order to Download the Desktop App or Mobile App, click on the icon at the top right corner as shown in the image below. You will see two options at the bottom of the dropdown list. Click on either of the two depending on your preference.

"Download the desktop app" (OR)
"Download the mobile app"

RECOMMENDATION: **DESKTOP APP IS THE BEST OF ALL**. It is highly recommended to go with this option instead of the mobile app.

HOD / CSG