

Ganga Diabetic Foot Operative Course Workshop

26th – 27th Aug 2023

Live Virtual Event

Powered by Microsoft Teams & Supported by Quadra (www.quadrasystems.net)

Instructions on how to use the Microsoft Teams Virtual Platform

Guide to

Instructions for Windows PC/Laptop Users.....	2
Instructions for Mobile Phone Users (Android/iPhone).....	6

Important Checklist before you begin:

- You will need your username and password for the virtual event. Please note that this is NOT your regular email address and password. The username and password would have been sent to you after successful registration, from rajahand@gmail.com. It will end with– **gangalive.com**.
- If you have not yet got the email, please check your spam or junk folders.
- If you are not still able to trace it, please send a mail to rajahand@gmail.com, or send a message in the WhatsApp group.

Note:

If you have any technical issues in joining the live event/during the event, please reach to the below contacts or please post your queries in the WhatsApp group created for the event.

S.No	Name	WhatsApp Number
1.	Salai Keerthi Raja	+91 99409 69559
2.	Salini	+91 86828 73621
3.	Nandhakumar	+91 95247 24110
4.	Swetha	+91 87541 96879
5.	Murali	+91 99722 43000
6.	Balaji	+91 97894 74846

Instructions for Windows PC/Laptop Users

1. Please click this link (it would have also been sent to you via email).

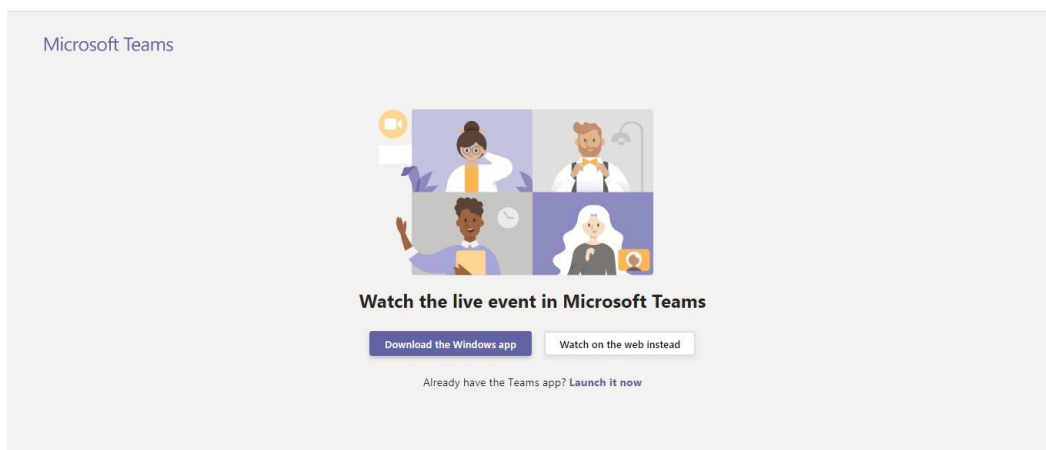
- **Trial Run URL and timings** are as below.

Date and time	Event description	URL to join
Aug 25 th Fri 9:00 AM - 6:00 PM IST	Dry run - Ganga Diabetic Foot Operative Course Workshop	https://gangalive.link/dryrun-ganga-workshop

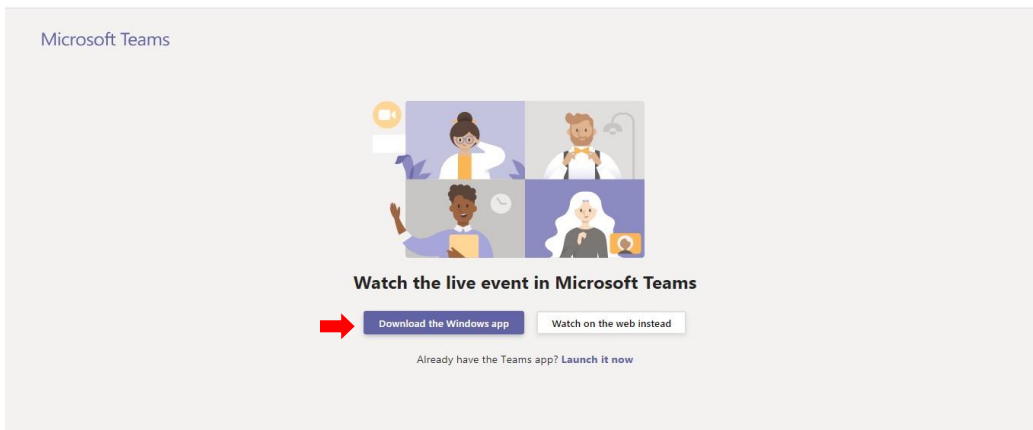
- **Actual Event 26th & 27th August 2023**– The links will be active only on 26th

Date and time	Event description	URL to join
Aug 26th Sat 8 AM – 6:00 PM IST	Day 1 – Ganga Diabetic Foot Operative Course Workshop	https://gangalive.link/virtual-conference-day-1
Aug 27th Sun 8 AM – 6:00 PM IST	Day 2 – Ganga Diabetic Foot Operative Course Workshop	https://gangalive.link/virtual-conference-day-2

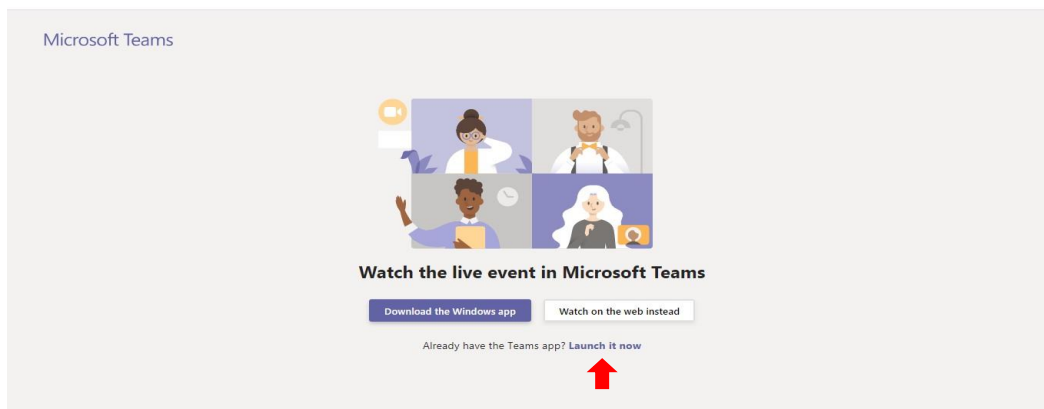
2. Once you click the above link, it will open in your browser, and you will see the below on your screen.



3. If you have not downloaded the Microsoft Teams app earlier, you must click '**Download the Windows app**'

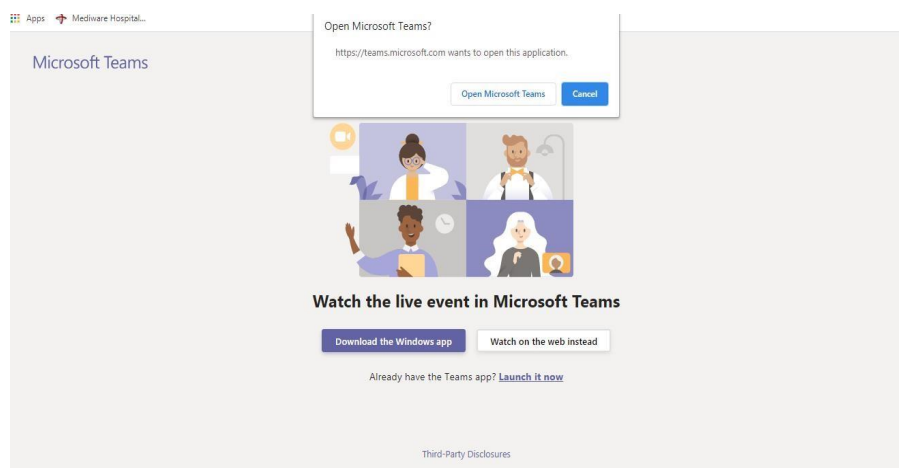


4. If you have already downloaded the Microsoft Teams app in your device, please click '**Launch it now**'.

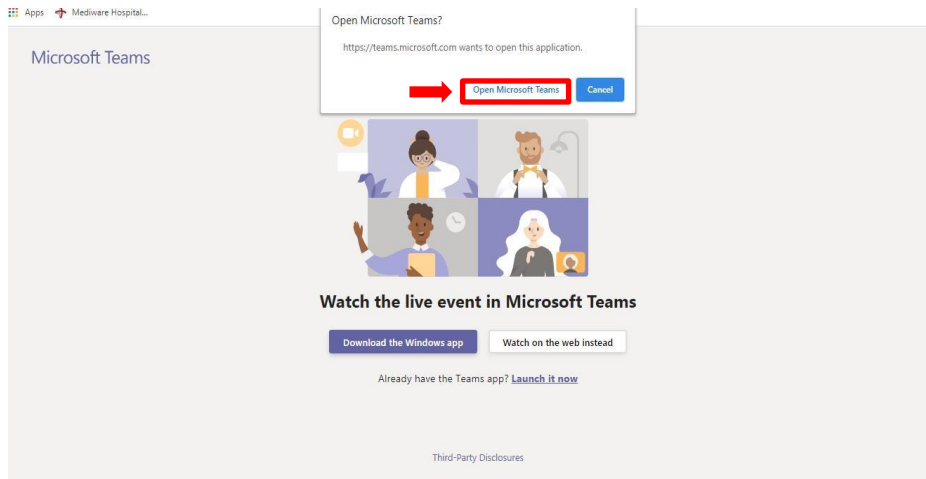


At this point, we assume that you have successfully downloaded and installed the Microsoft Teams app. If you have not yet installed it, please go back to Step (1).

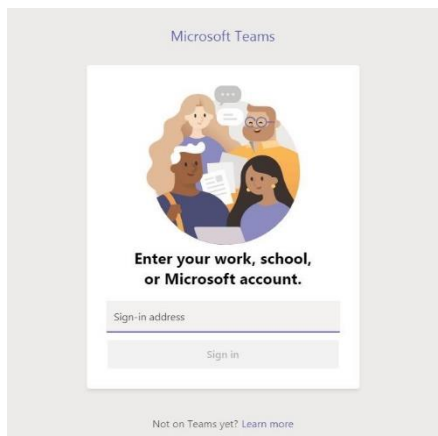
5. Assuming you have the Microsoft Teams app installed, when you click on '**Launch it now**'. The following screen will appear:



6. Please click '**Open Microsoft Teams**'



7. When you click '**Open Microsoft Teams**', the following screen will appear. Please enter your username, sent to you during the registration. **Please do not enter your own email id.**



8. Once you enter the username correctly, the "**Sign in**" button will become **purple** in colour. Click on "**Sign in**"
9. Now enter your password. Again, please note that this is the password sent to you during registration. **This is not your email password.**
10. Once you successfully sign in, you will see a page like the below image.

Teams | **General** | Posts | Files | Notes | +

Ganga Diabetic Foot Operative Course

Live Virtual Event, Powered by Microsoft Teams & Supported by Quadra (www.quadrasystems.net)
Ganga Diabetic Foot Operative Course Workshop participant.

Important Checklist before you begin:

- You will need your username and password for the virtual event. Please note that this is **NOT** your regular email address and password. The username and password would have been sent to you after successful registration, from rajahand@gmail.com. It will end with- **gangalive.com**.
- If you have not yet got the email, please check your spam or junk folders.
- If you are not still able to trace it, please send a mail to rajahand@gmail.com, or send a message in the WhatsApp group.

Trial Run URL and timings are as below:

Date and time	Event description	URL to join
Aug 25th Fri 9:00 AM - 6:00 PM IST	Dry run - Ganga Diabetic Foot Operative Course Workshop	https://gangalive.link/dryrun-ganga-workshop

Actual Event **26th & 27th August 2023**– The links will be active only on 26th

Date and time	Event description	URL to join
Aug 26th Sat 8 AM – 6:00 PM IST	Day 1 – Ganga Diabetic Foot Operative Course Workshop	https://gangalive.link/virtual-conference-day-1
Aug 27th Sun 8 AM – 6:00 PM IST	Day 2 – Ganga Diabetic Foot Operative Course Workshop	https://gangalive.link/virtual-conference-day-2

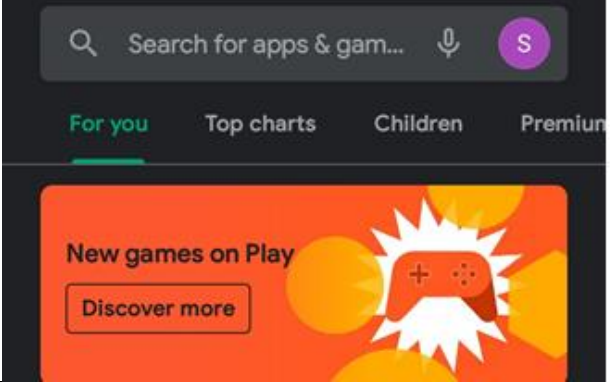
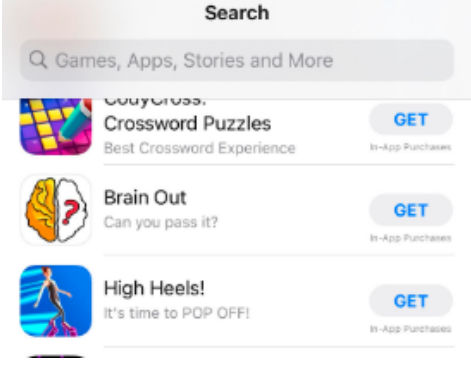
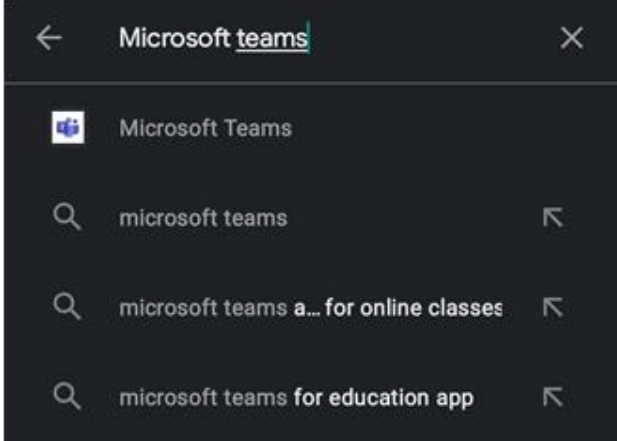
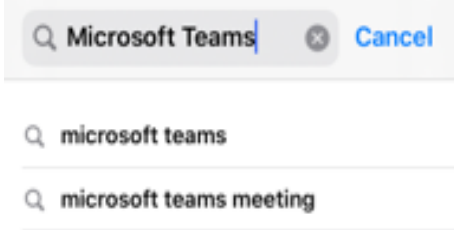
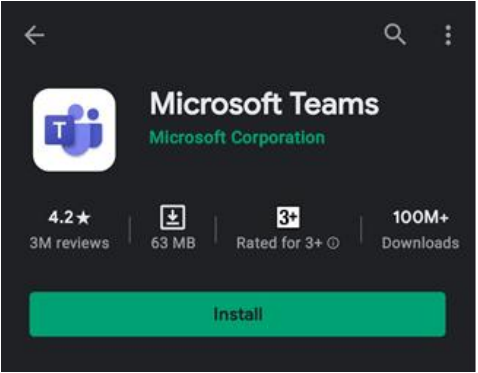

Note:
If you have any technical issues in joining the live event/during the event, please reach to the below contacts or please post your queries in the WhatsApp group created for the event.

S.No	Name	WhatsApp Number
1.	Salal Keerthi Raja	+91 99409 69559
2.	Salini	+91 86828 73621
3.	Nandhakumar	+91 95247 24110
4.	Swetha	+91 87541 96879
5.	Murali	+91 99722 43000
6.	Balaji	+91 97894 74846

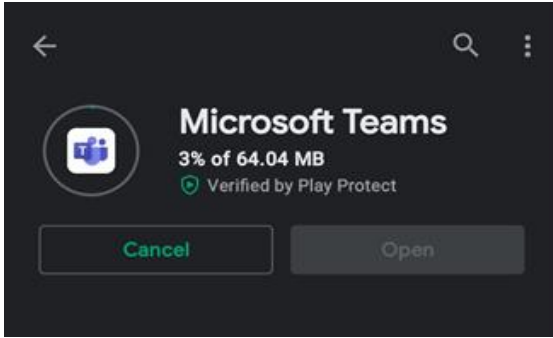
11. Congratulations! You have successfully signed in. Now, please click this link to the trial & actual run, You will see a video in the Microsoft Teams app.

Instructions for Mobile Phone Users (Android/iPhone)

On your mobile phone, please go to the **Google PLAY STORE** or **Apple App Store** and click on the **SEARCH FOR APPS & GAMES** space. Instructions and screenshots for each of the platforms is provided below.

Android Phone	Apple Phone
<p>1. Please open the Google Play Store.</p> 	<p>1. Please open the Apple Play Store.</p> 
<p>2. In the Google Play Store, please search for "Microsoft Teams"</p> 	<p>2. In the Apple Play Store, please search for "Microsoft Teams"</p> 
<p>3. Now you will see the below screen. Please click on the install button.</p> 	<p>3. Click on the download button. The application will begin to download.</p> 

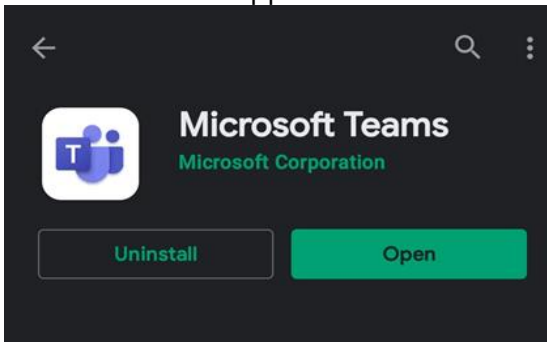
4. Please wait for the application to **download**.



4. Please wait for the application to **download**.



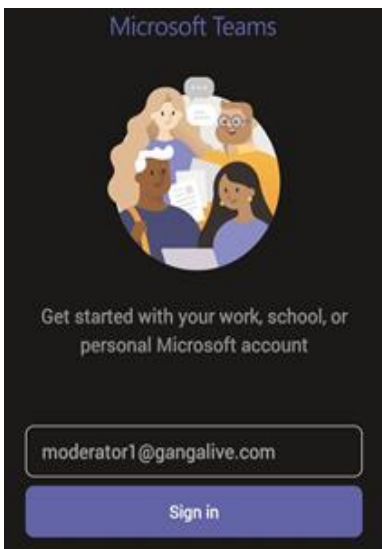
5. Please click on **“Open”** to start the Microsoft Stream application.



5. Please click on **“Open”** to start the Microsoft Stream application.



6. Once you open the app, it will ask you to enter your email address. **Please note this is not your email address.** You must enter the username that was provided to you during registration. It will end with – **gangalive.com**



6. Once you open the app, it will ask you to enter your email address. **Please note this is not your email address.** You must enter the username that was provided to you during registration. It will end with – **gangalive.com**



7. After clicking on **SIGN IN**, it will ask you to enter a password. Please use the password given to you during registration. **This is not your email password.** After entering the password click on **SIGN IN**.

7. After clicking on **SIGN IN**, it will ask you to enter a password. Please use the password given to you during registration. **This is not your email password.** After entering the password click on **SIGN IN**.

8. Once you successfully sign in, it will show you the list of recorded videos available for you. You can click on the video you would like to see, or if you wish to see the live session, please click on

- **Trial Run URL and timings are as below.**

Date and time	Event description	URL to join
Aug 25 th Fri 9:00 AM - 6:00 PM IST	Dry run - Ganga Diabetic Foot Operative Course Workshop	https://gangalive.link/dryrun-ganga-workshop

- **Actual Event 26th & 27th August 2023**– The links will be active only on 26th

Date and time	Event description	URL to join
Aug 26th Sat 8 AM – 6:00 PM IST	Day 1 – Ganga Diabetic Foot Operative Course Workshop	https://gangalive.link/virtual-conference-day-1
Aug 27th Sun 8 AM – 6:00 PM IST	Day 2 – Ganga Diabetic Foot Operative Course Workshop	https://gangalive.link/virtual-conference-day-2