

# Railways teams up with Microsoft to connect with employees



**The company offers a six-month free trial of its ‘Microsoft Teams’ platform** Microsoft India has offered Indian Railways a six-month (from June 15-December 14, 2020) free trial of its “Microsoft Teams” platform powered by Office 365 to connect 15,000 employees across the network.

“Microsoft Teams” would support various railway establishments to ensure physical distancing, avoid travelling and facilitate work-from-home in the on going **COVID-19** outbreak scenario through its Information Technology applications for collaboration and communication.

The key features of ‘Teams’ application are – organizing discussions and file sharing in groups, A/V conferencing, presentations on VCs, working online together on documents (Word, Excel & Power Point) etc. The users of entire IR will be, in an unified domain and further divided into sub-domain as per ZRs & PUs to facilitate collaborative working and seamless communication across the whole Organization.

# MICROSOFT TEAMS



## Are U New?

## Outlook

### Move around Teams

Use these buttons to switch between Activity, Chat, your teams, and files

### Every Team has channels

Click one to see the files and conversations about that topic, department, or project.

### View and organise teams

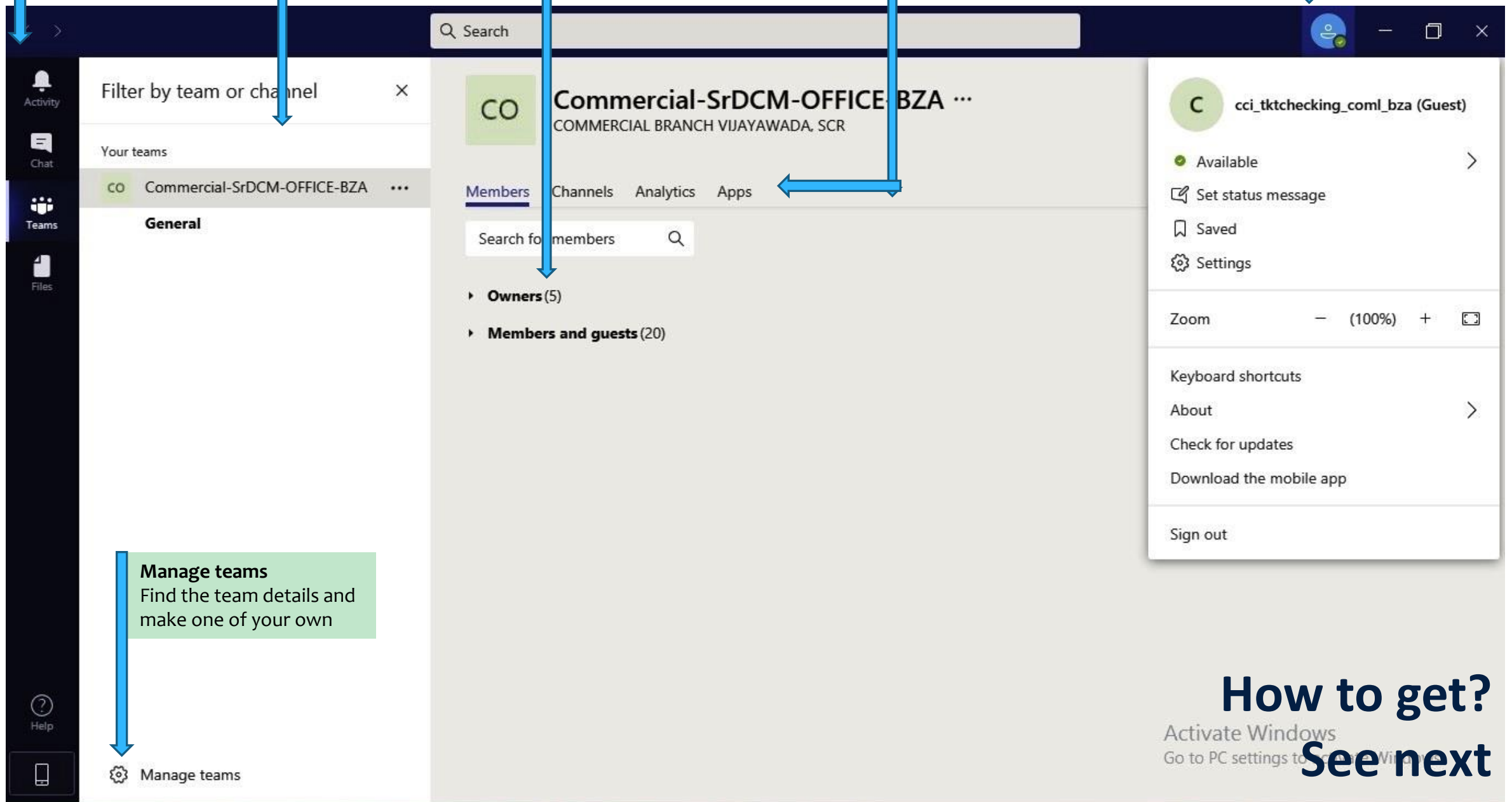
See your teams in the list.

### Add tabs

Highlight app, services and files at the top of the channel

### Manage Profile settings

Change app setting, change your pic, or download the mobile app.



### Manage teams

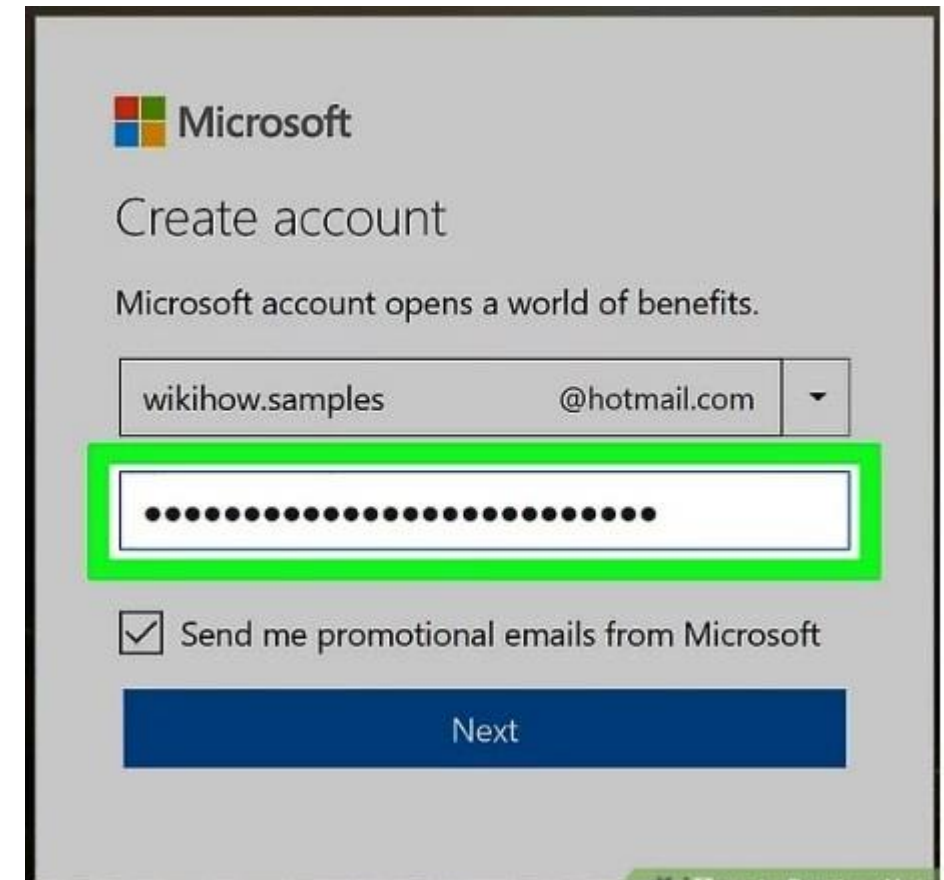
Find the team details and make one of your own

## How to get?

Activate Windows  
Go to PC settings to activate Windows  
**See next**

## STEPS

1. In Browser, type > **www.outlook.com/**
2. Click **Create Account**. It's a link in the top-right side of the page.
3. Create your email address. (Type your preferred name into the "New email" text field in the middle of the page).
4. Enter a password (Type the password that you want to use into the "Create Password").
5. Add details like name, date of birth, country, phone number.
6. A code will be sent to your mobile number.
7. Enter the verification code.
8. Click next. Will create account and take you to the outlook tutorial.



## Railway users

Create Mail ID in the following pattern, by using CUG number to get access code and sent to your Team Owner for adding in the TEAM

Example: [CTI\\_COR\\_COML\\_BZA@hotmail.com](mailto:CTI_COR_COML_BZA@hotmail.com)

[CTI\\_NLRSQD\\_COML\\_BZA@hotmail.com](mailto:CTI_NLRSQD_COML_BZA@hotmail.com) etc.,

After adding in TEAM by your Officer/Team leader (Owner)

You will be the members or guests in that TEAM

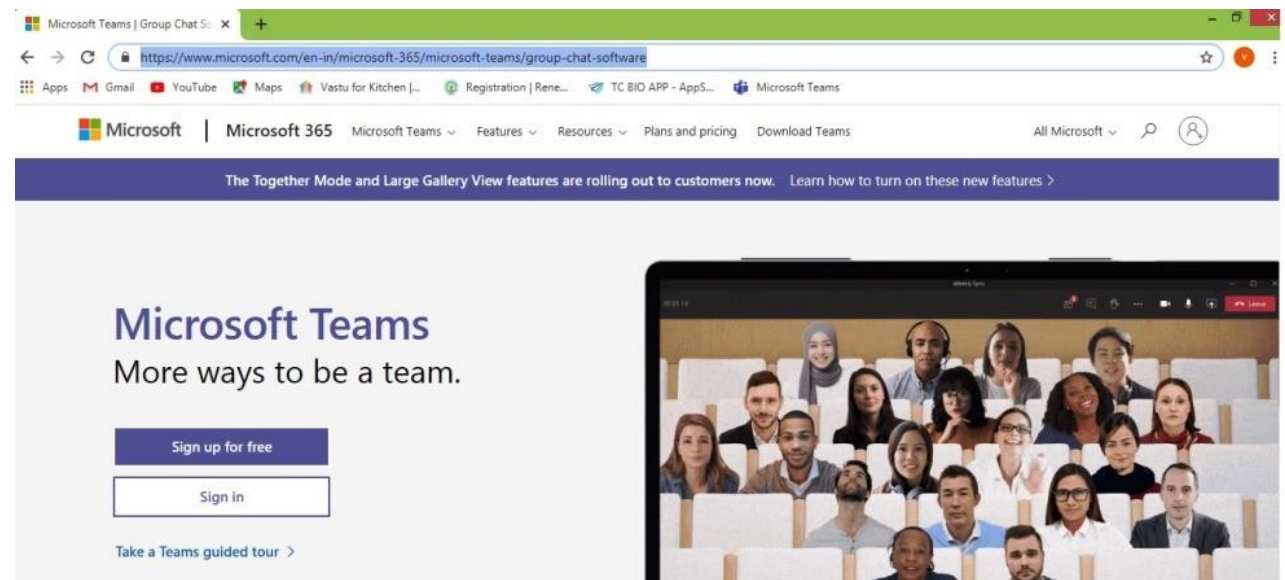


From plays store for mobile:

[https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en\\_IN](https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_IN)

For System:

<https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/group-chat-software>



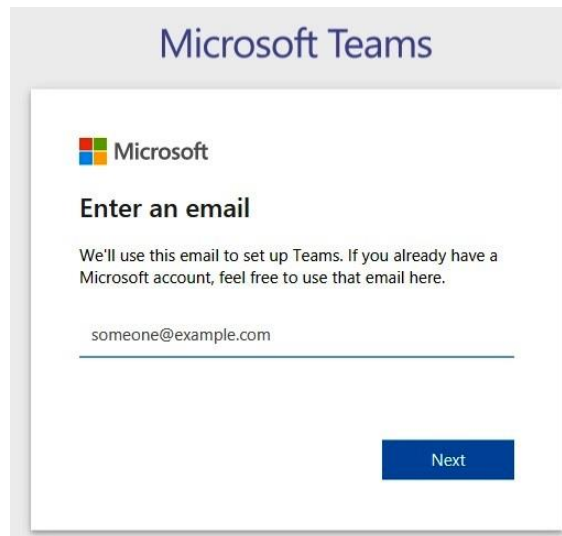


Sign in **In Windows**, click Start > **Microsoft Teams**.

On Mac, go to the Applications folder and click Microsoft Teams.

**On mobile**, tap the **Teams icon**.

Then sign in with your Microsoft 365 username and password.



Microsoft Teams

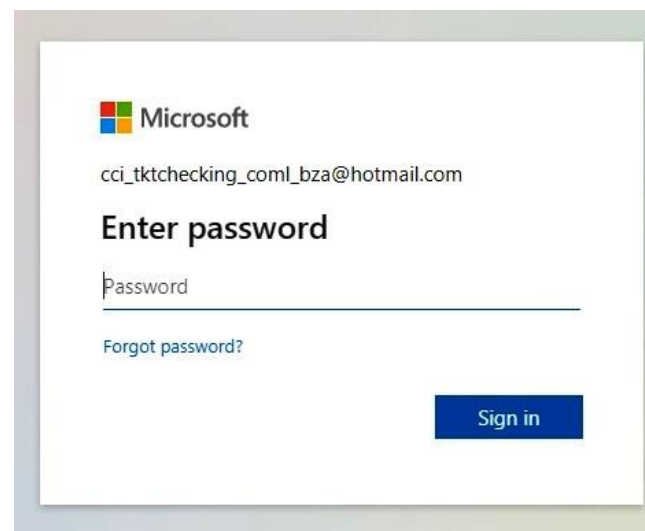
Microsoft

**Enter an email**

We'll use this email to set up Teams. If you already have a Microsoft account, feel free to use that email here.

someone@example.com

Next



Microsoft

cci\_tktchecking\_coml\_bza@hotmail.com

**Enter password**

Password

[Forgot password?](#)

Sign in



Microsoft

cci\_tktchecking\_coml\_bza@hotmail.com

**Stay signed in?**

Stay signed in so you don't have to sign in again next time.

Don't show this again

No Yes

(sign in with that username and password.)

# How to Pick a Team and Channel?

## Pick a team

A team is a collection of people, conversations, file and tools- all in one place

## A channel

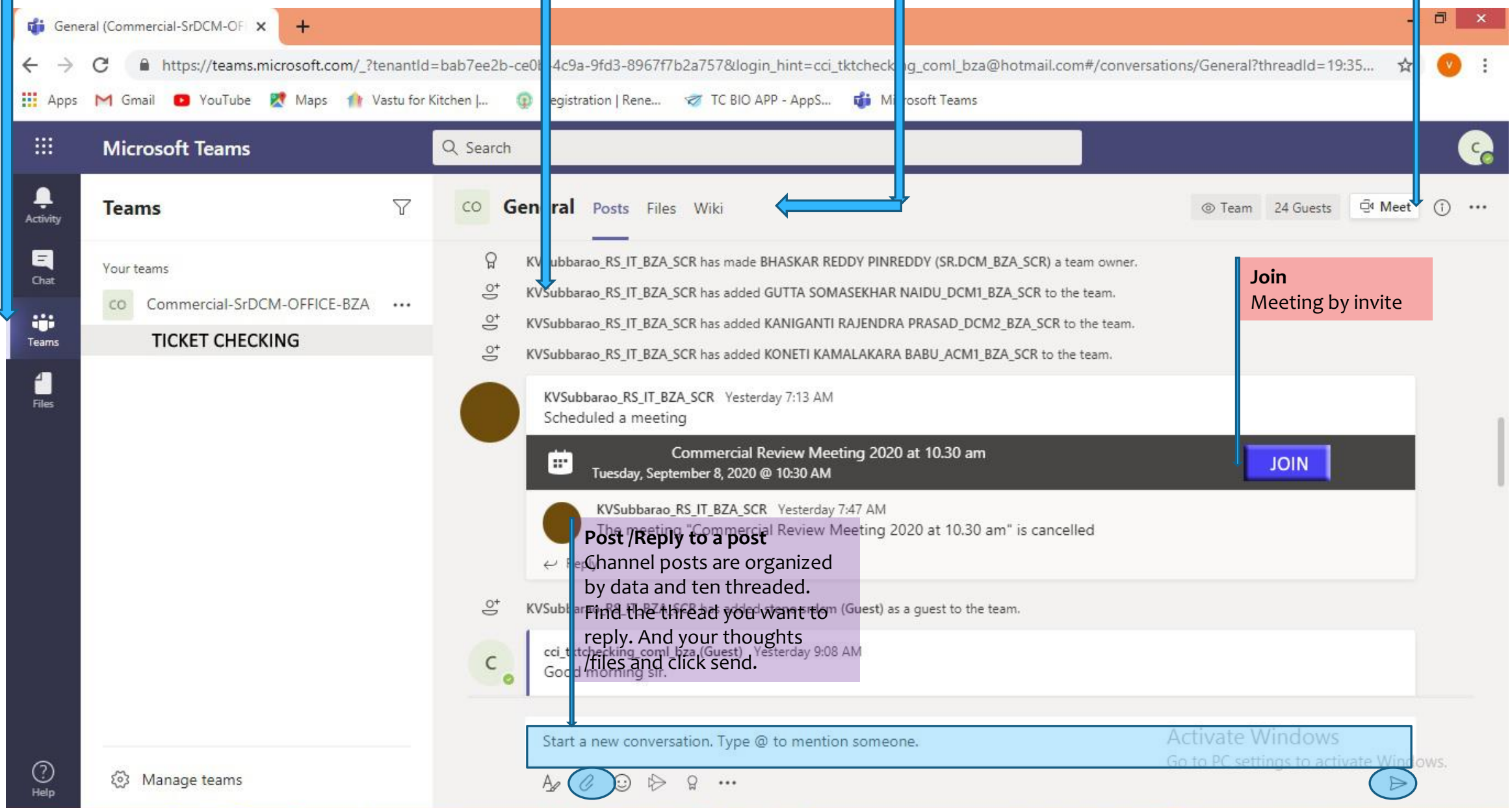
Is a discussion in a team, dedicated to department, project, or topic.

## Pick

To explore posts, files and other tabs

## Make video calls

To call someone from a chat



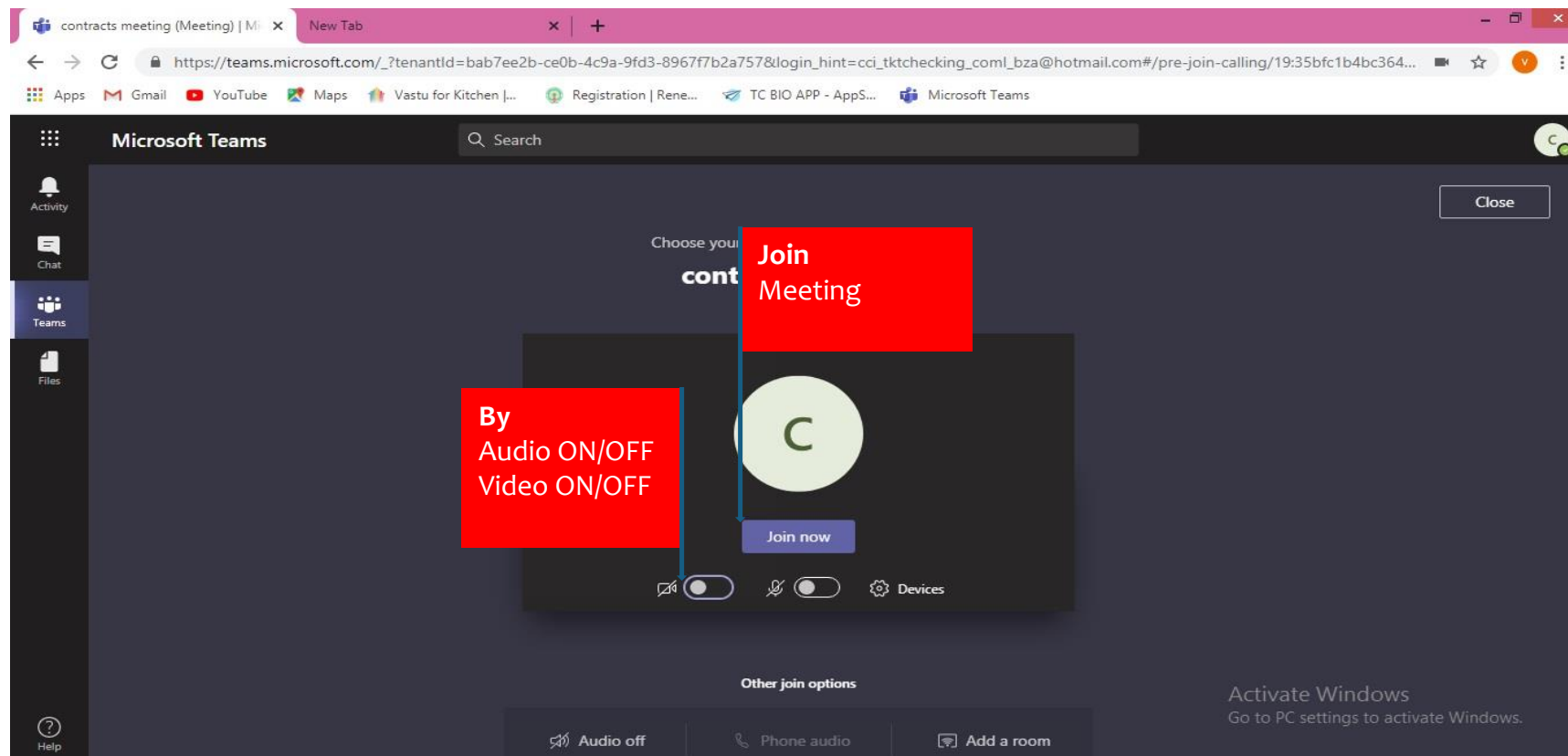
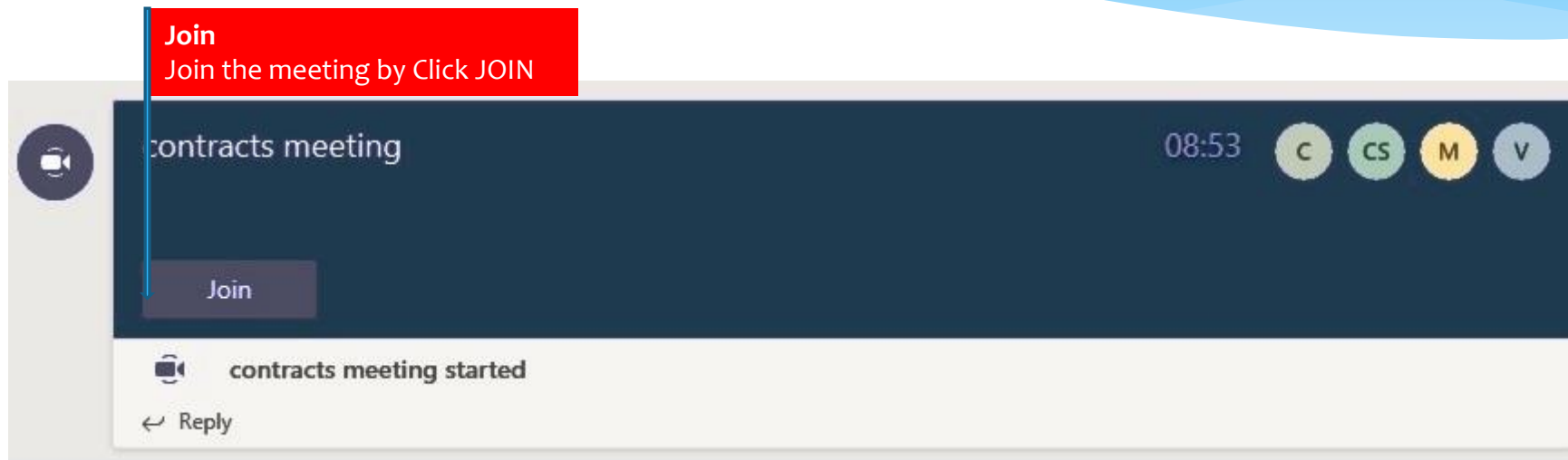
The screenshot shows the Microsoft Teams web interface. The left sidebar contains navigation options: Activity, Chat, Teams, and Files. The main area displays a team named 'Commercial-SrDCM-OFFICE-BZA' with a channel named 'General'. The channel contains several posts, including team announcements and a meeting invitation for 'Commercial Review Meeting 2020 at 10.30 am' on Tuesday, September 8, 2020. A 'JOIN' button is visible next to the meeting invitation. The bottom of the interface shows a text input field with the prompt 'Start a new conversation. Type @ to mention someone.' and various icons for actions like adding attachments, emojis, and sending messages.

Join Meeting by invite

Post/Reply to a post  
Channel posts are organized by data and ten threaded. Find the thread you want to reply. And your thoughts files and click send.

Activate Windows  
Go to PC settings to activate Windows.

## By inviting meeting by the Owner/Officer/Team Leader in the Channel





# Attend Live MEETING Best of Luck

Microsoft Teams

Search

**⚠ You're an attendee** You can chat and share audio and video, but not present or facilitate. [Learn more](#) Dismiss

V

23:48

venkat1976.vn (Guest) ...

C N D G M CS

Activate Windows  
Go to PC settings to activate Windows.

Thank U

Vk.9121271667



Government of India  
Ministry of Railways (Railway Board)

File No.A-17014/1/2020-RBCC

New Delhi, Dated 19.06.2020

The General Managers – All Indian Railways/Production Units

The DGs, NAIR/RDSO, The DGs/Directors, CTIs

Sub: Implementation of 'Microsoft Teams' over Indian Railways.

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Board (MT & CRB) has approved the adoption of 'Microsoft Teams' with Office 365, for 15000 users over Indian Railways, on the free trial offer of Microsoft India for 6 months (15.6.2020 to 14.12.2020). This is to support the various Indian Railway offices – Board, Zone Rly, Divisions and Other Railway Units, for social distancing, avoid travelling & facilitating work-from-home in the present COVID-19 outbreak, through this IT application for collaboration and communication.

The key features of 'Teams' application are – organizing discussions and file sharing in groups, A/V conferencing, presentations on VCs, working online together on documents (Word, Excel & Power Point) etc. The users of entire IR will be, in an unified domain and further divided into sub-domain as per ZRs & PUs to facilitate collaborative working and seamless communication across the whole Organization.

For this application, unique user IDs are being created using first part of @gov.ini@nic.in email ID of IR officials, i.e. abc@xyz.indianrail.onmicrosoft.com. The same would be intimated through email, at their respective @gov.in/@nic.in email ID of IR officials. To fast track and streamline the implementation, approx. 8000 users are being created centrally using SPARROW database & Railway Board Tele Directory, for officers of JAG and above. For Railway Board Office, IDs for other e-office users are also being created. Further, other users will be created based on demand from various railway units. Apart from the handholding support being provided through Microsoft, a Quick Start guide for Railway Working is also being formulated. It would be circulated in welcome mail and be made available on-line on cent-railsailnet.gov.in, REIS & Railway Board website. The created user data of RB, ZRs & PUs-wise would be available only on cert-rail.railnet.gov.in.

Nodal officers are being entrusted to administer the roll-out, viz. RBCC for Railway Board. Similarly, DGM(G)s in ZRs and designated admin related officers in other field units. A change in nodal officers may be sought with the approval of the respective head of the field unit. RBCC officials will act as the global admin. All field units are required to nominate minimum two Admins each for (1) password (2) user creation & (3) helpdesk within a week time. Requirement for further user creation & modification can be sent through the nodal officers. All queries & requests may be emailed to "teams helpdesk.gov.in".

This issues with the approval of Board (MT).

(Rajnish Singh)  
Director, ME(C&IS)