

How to access Teams via Office 365

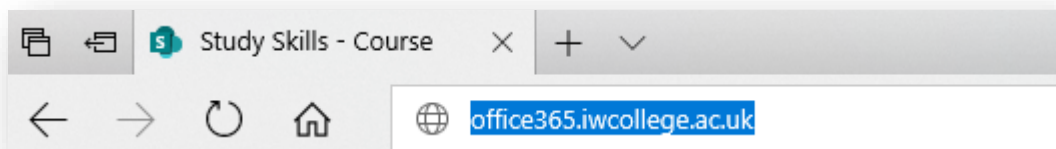
Teams is the tool your tutor is going to use to set work and communicate with you.

Before you start, you will need

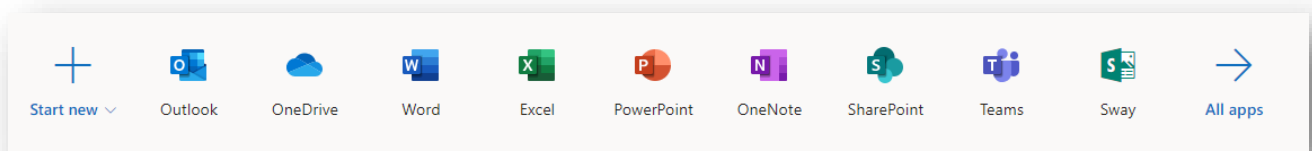
- Your college email address. This is on your college ID card. It is in the format firstname.lastname@mylife.iwcollege.ac.uk.
- The password you use to log in to college computers.

Logging in

- Go to your web browser (e.g. Chrome or Safari)
- Type office365.iwcollege.ac.uk in the search bar:



- Log in using your college email address and your college password
- You will see these icons:

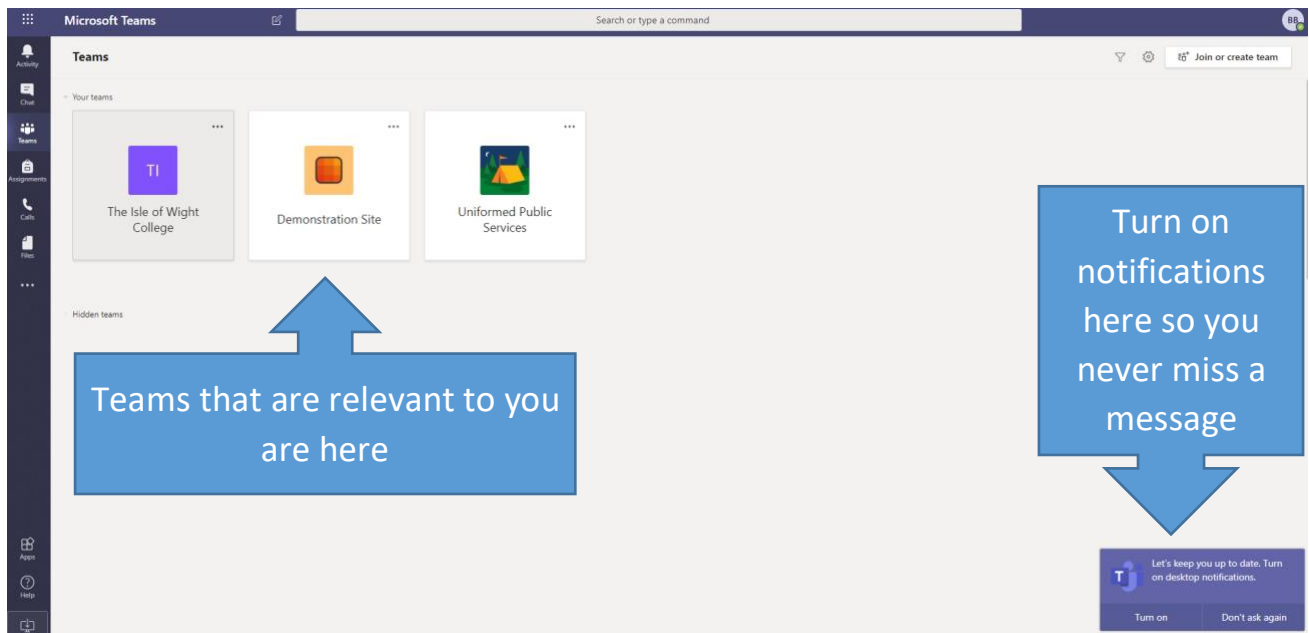
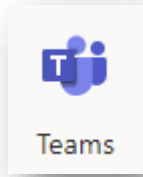


- **Outlook** – email
- **OneDrive** – save and share files
- **Word, Excel, PowerPoint** – app versions of Office that you can use anywhere
- **SharePoint** – some course-related materials
- **Teams** – learning materials, tasks and assignments. You tutor will also use Teams to communicate with you.

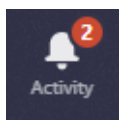
Tip! You can download versions of these apps on up to five devices.

Teams

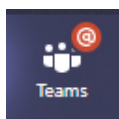
Click on **Teams**:



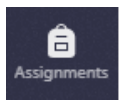
These are the icons you will need:



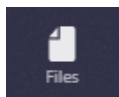
Click here to see any new messages or uploads. A red circle with a number in indicates there is something new to look at.



Click here to see all the Teams you are a member of (as pictured above).



If your tutor has set up assignments using Teams, you can click here to access them here.



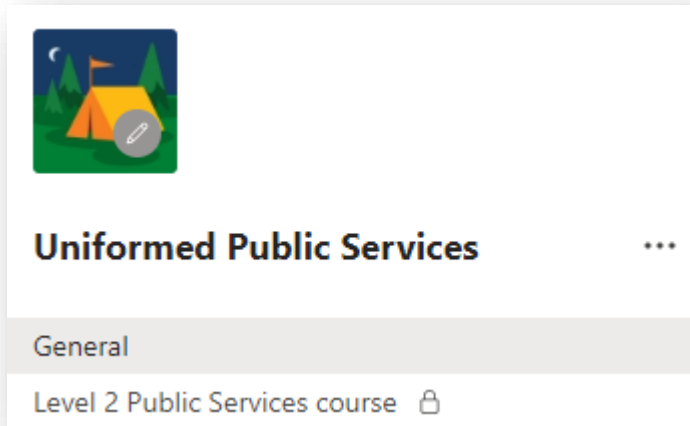
Any files you upload can be found here. You can also access files on your OneDrive.



To download the Teams app to your device, click the button in the bottom left corner.

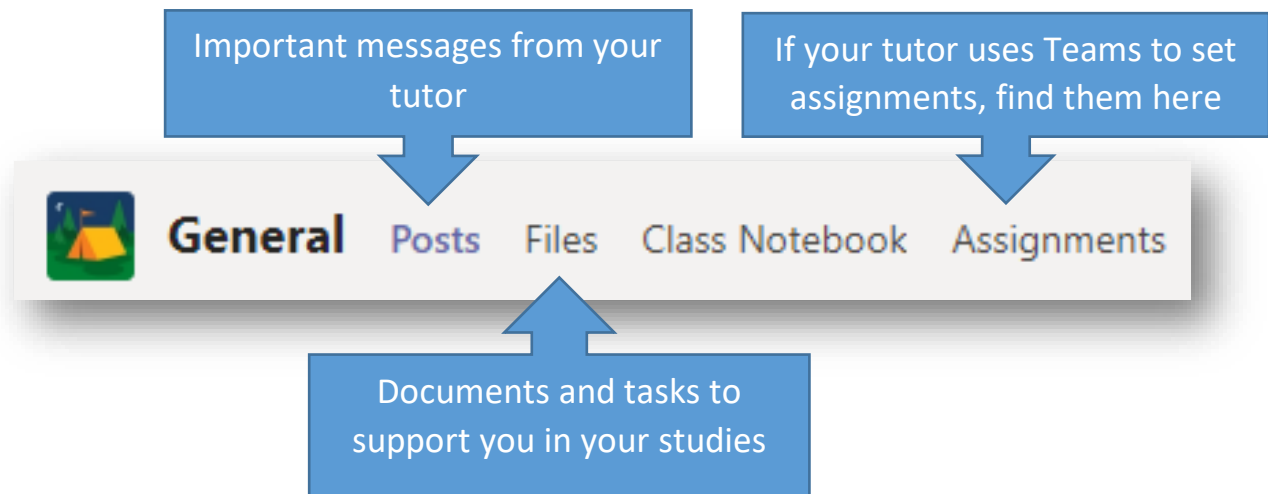
Your team

Click on a team to see what information is there to support your studies. This example looks at the Public Services team.



- **General** = general info relevant to everyone studying your subject, plus assignments.
- You will see your level or qual listed as on the left: click for information and tasks for **your** course.

You will see the following tabs – and more – across the top:



Download the app from your app store for FREE

