

Your Login Details & getting Started

Once you join us in September you will be given your log-in details for your college Microsoft account. In preparation for this you may want to spend some time watching the videos in this guide to familiarise yourself with TEAMS.

Your teacher and tutor will also help you with this.

INSTALLING



How to install Teams on your device

[Click here](#) — To watch a short guide on how to install and find Microsoft Teams onto your device.

How to find your class and Communication

Unsure how to communicate on Teams? Don't worry take a look at the following link and we'll have you talking and typing in no time!

[Click here to view](#)



Finding your class on TEAMS

[Click here](#) to view a short video on how to find and access your virtual classrooms.

Submitting assignment

Sometimes your teacher might ask you to submit an assignment via teams. This next guide will help you if you're a bit unsure how too.

[Click here to view](#)



Taking digital notes with One Notes!

You may be asked to use OneNote Class Notebook in lessons. Here is an introduction to on how to do this.