

Skills for the Workplace Guides:

Accessing Microsoft Teams and Online Classes Quick Start Guide

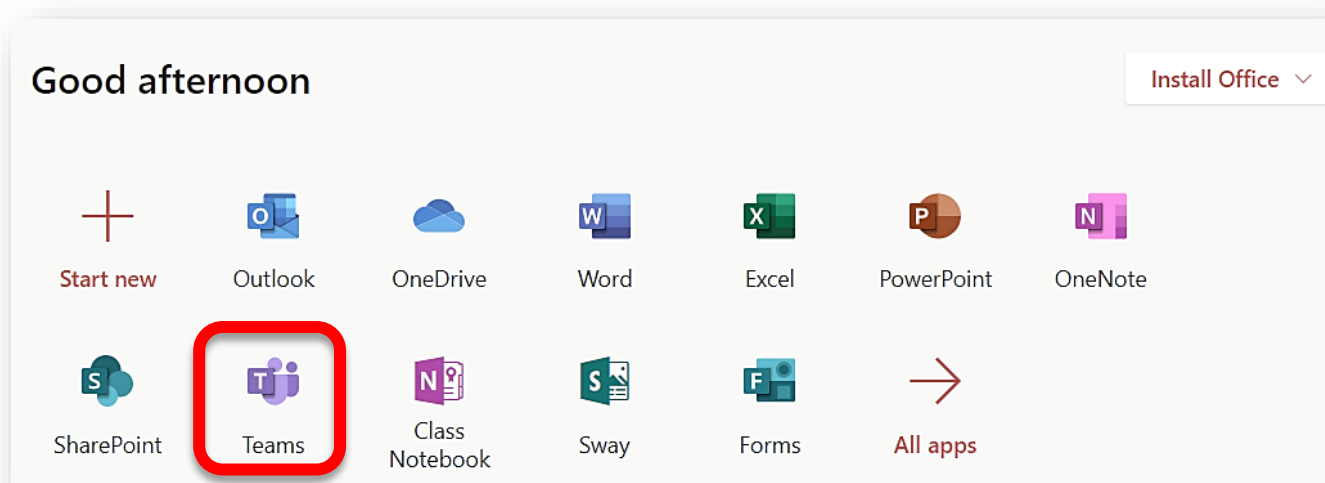


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Accessing Microsoft Teams and Online Classes

Laptop or MacBook

Make sure you are connected to wifi and open up a web browser (Chrome, Edge, Firefox, Safari, Opera etc.) to go to the Internet



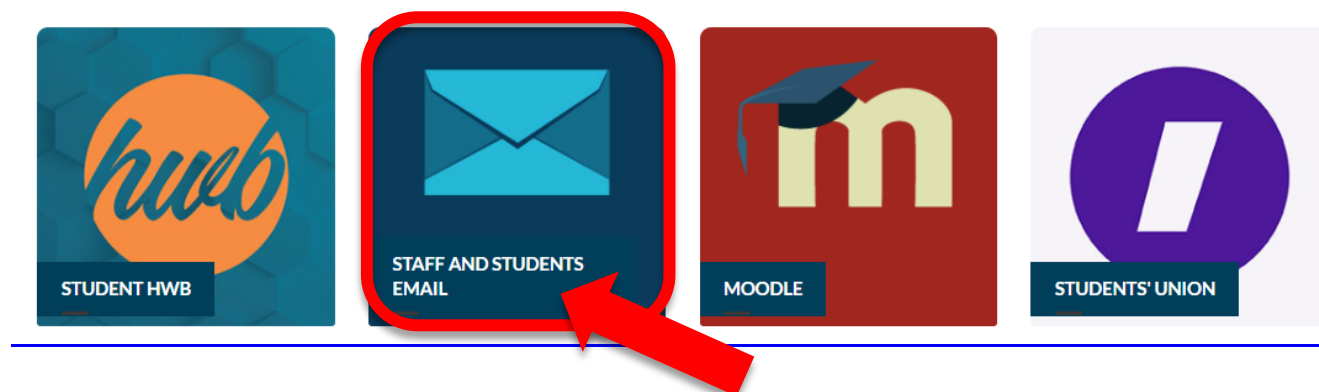
Go to **UWTSD Quick Links** <https://www.uwtسد.ac.uk/quick-links/>

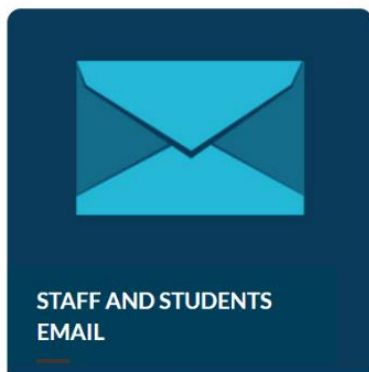


Click on the **STAFF AND STUDENTS EMAIL** square <https://outlook.office.com/mail/inbox>



Access to email, support services, information and resources for UWTSD students and staff made easy.





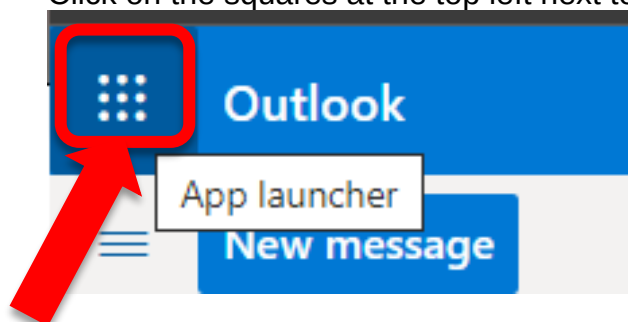
Sign in with your university student email and password:

- Your student email address is
yourstudentnumber@student.uwtsd.ac.uk
- Example 1234567@student.uwtsd.ac.uk

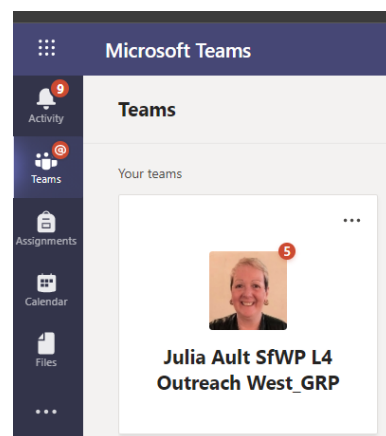
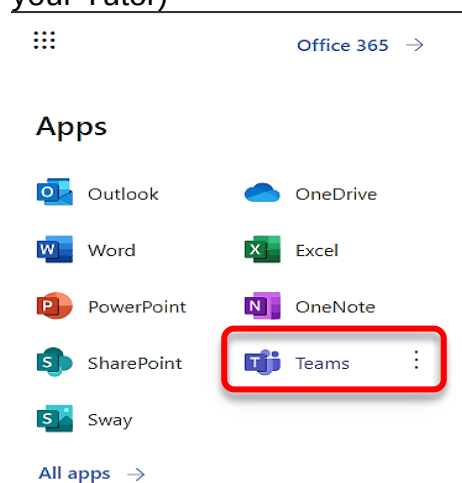
Your university password is generally your own date of birth in the format dob12.05.92

- Type all letters and numbers, taking care to type the dots too!

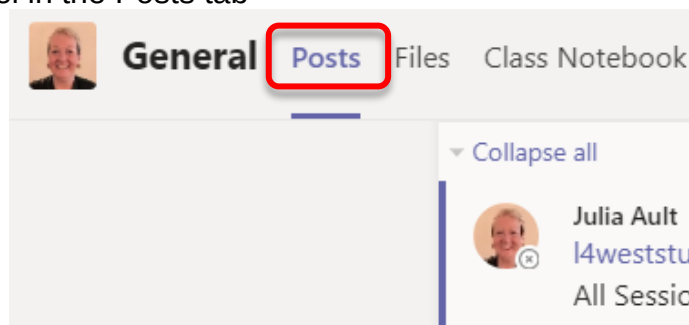
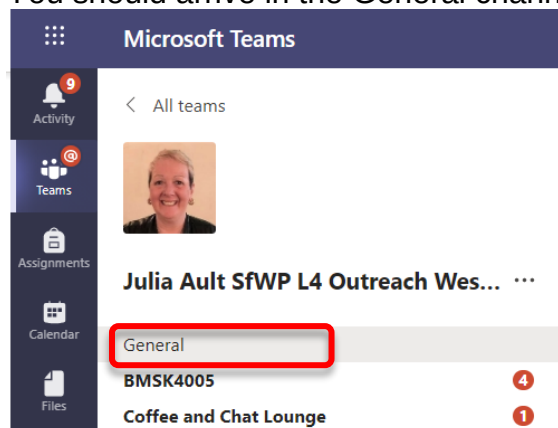
Click on the squares at the top left next to the word **Outlook**. This is called the **App Launcher**



Click on Teams and then on your Cohort Team (you will have been given this information by your Tutor)

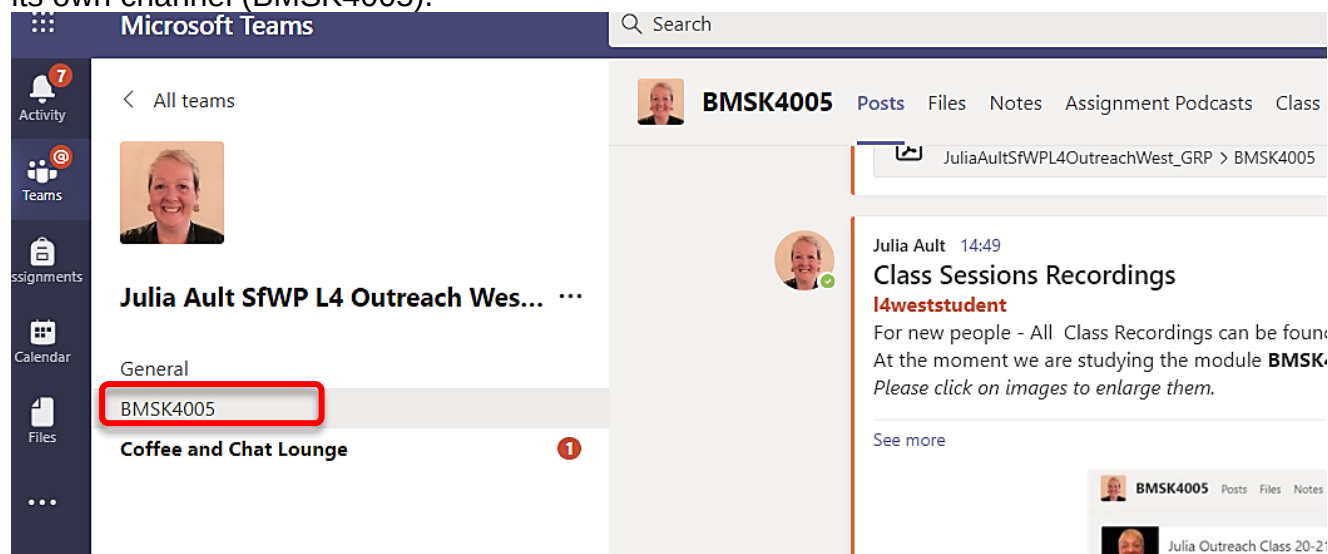


You should arrive in the General channel in the Posts tab



Your Tutor may have created other channels for specific modules etc. and if this is the case, just click on the relevant channel name as instructed.

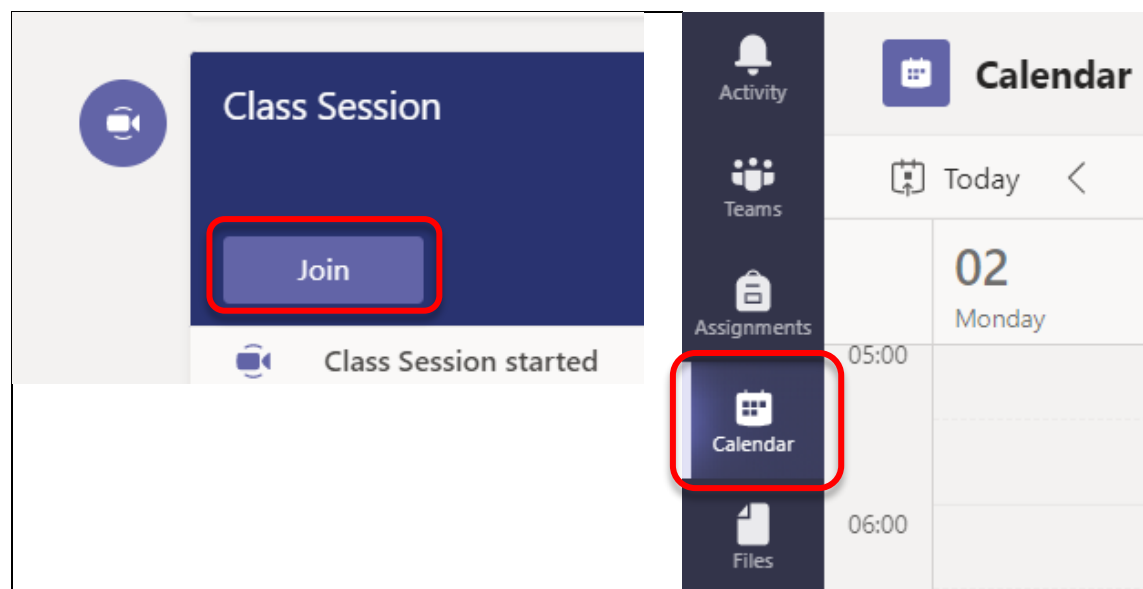
In the example below, class sessions and discussions for a specific module are taking place in its own channel (BMSK4005).



Online Class Sessions

If you come into the relevant channel at the specified class session times, you will see a Meeting (it will probably say Class Session or something similar) and the word **Join**

Click on **Join** and then you will be in the Meeting/Class Session. Remember to check that you have a microphone and camera and you will probably be asked to mute your microphone unless you are speaking, to prevent any background noise from disrupting the class.

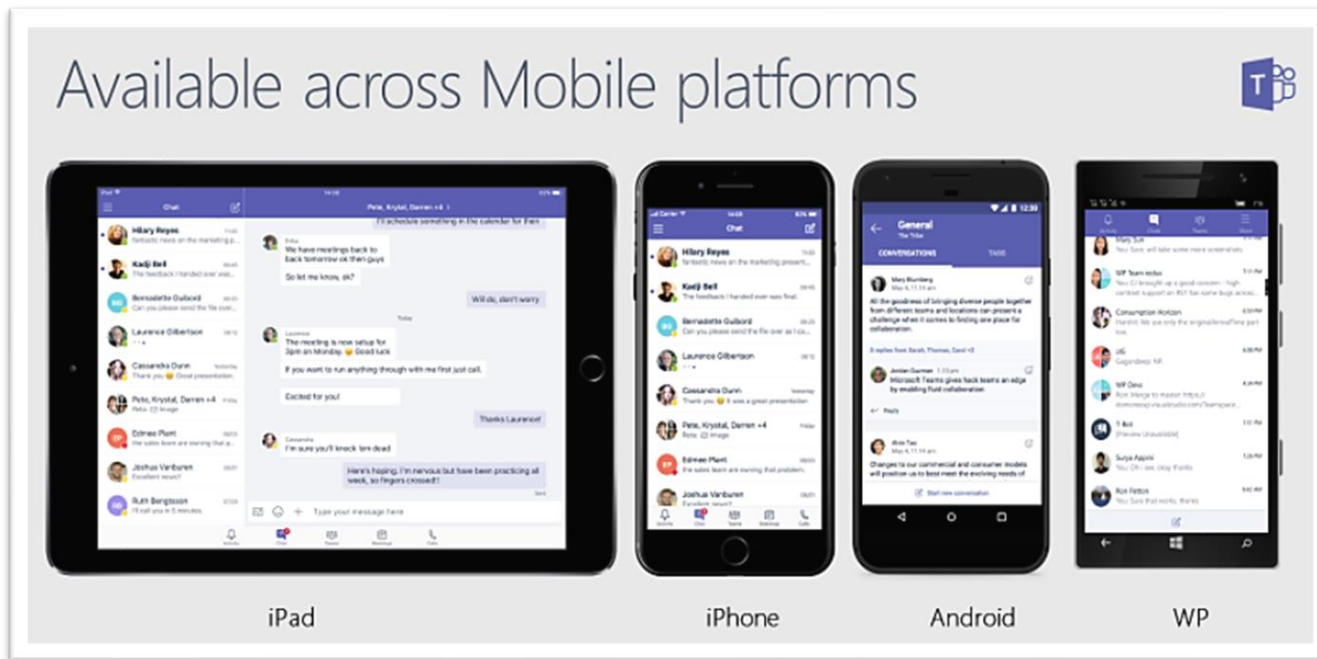


You might also see scheduled meetings on your **Teams Calendar** too if your tutor has set these up for you and these will have a Join link at the scheduled time.

Teams on Mobile Devices (Phone/Tablet)

You can also access Teams on your phone or tablet (Windows, Apple or Android) which is handy if you are out and about or are waiting for the funds to purchase a laptop for your studies.

Go to the App Store on your mobile device and download the **Microsoft Teams** app



Watch this video <https://youtu.be/F4rWS93-Wbs> on how to use the Microsoft Teams App on iPhone and Android.



You are now all set to join your Cohort Team on either desktop (laptop/PC) or phone/tablet.

Other Useful Mobile Apps

You can also access the Office 365 suite via apps on your mobile devices.

Add the Teams and Moodle* apps and you are all set to work online, either on a laptop or mobile phone/tablet wherever you happen to be at any time that suits you.

*The Moodle site address for the mobile app is <https://moodle.uwtsd.ac.uk/> and then you can login with **just your student number (not your student email address)** and your uni password.

