



Installing Microsoft Teams



Connect to your virtual classroom with Microsoft Teams

With the current COVID-19 situation, you may be asked to continue your studies using a virtual classroom. SK College Group uses a program called Microsoft Teams. Microsoft Teams is **COMPLETELY FREE**, as is the full Microsoft Office suite.

This guide will provide instructions for you to connect on a range of devices including:

- Microsoft Windows devices including laptops, tablets and computers
- Android devices including Android phones and tablets
- iOS devices including iPhones and iPads

What device you use to connect to your virtual classroom, can have some impact on the functionality of Teams. But all users will be able to connect with their classroom, contact the tutor and send individual messages to other students within the class.

Before you proceed any further with this guide, please make sure that you have your student badge to hand. Your student badge contains your username for accessing Teams. If you have already accessed the college computer systems, you will have used your username already. You will need to take this one step further by adding a second part to your username, to make a full email address.

For example, if your username is:

ATAYL376

Your full username/email will be:

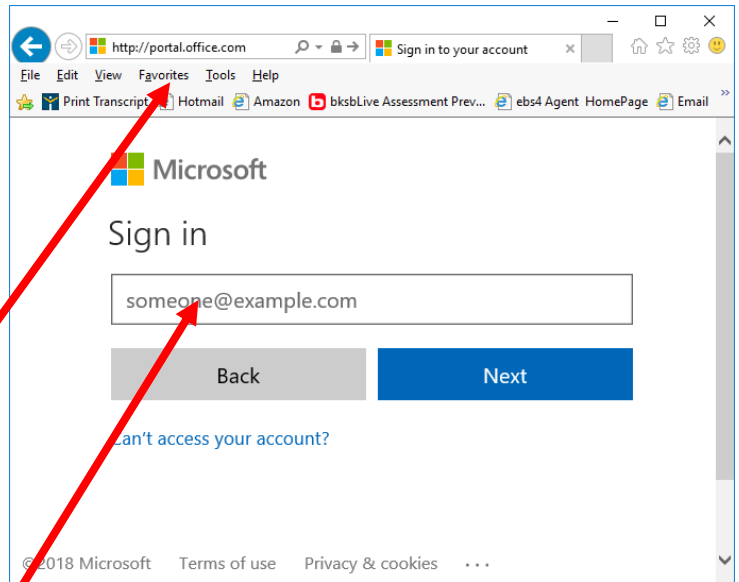
ATAYL376@students.sthelens.ac.uk

Your **password** will be your date of birth to eight characters, unless you have changed this yourself. I.e. 24081989

Microsoft Windows Devices

1. Launch your Internet web browser

2. Access <http://portal.office.com>

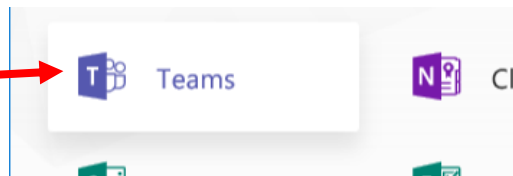


3. Enter your student details to login:

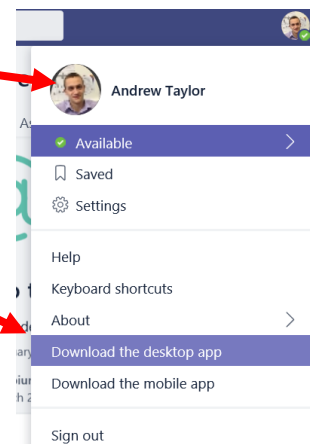
Username: COLLEGEUSERNAME@students.sthelens.ac.uk

Password: DOB to eight characters

4. Click on the Teams button

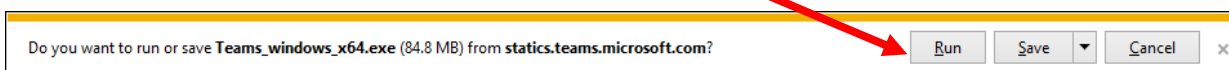


5. Click on your profile picture



6. Click on Download the desktop app

7. At the bottom of the screen, click run

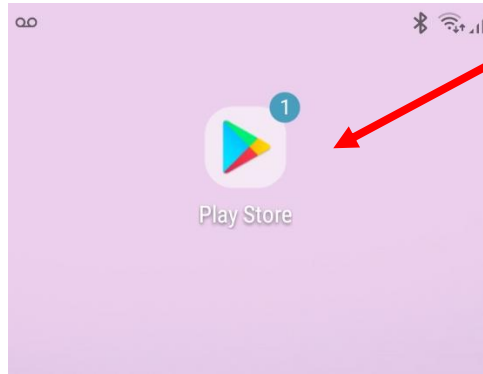


Once you click on run, the application should install itself. You may need to reenter your login details, after the application has been installed (COLLEGEUSERNAME@students.sthelens.ac.uk).

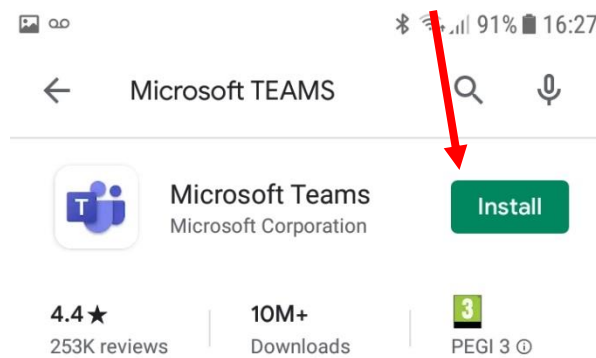
Congratulations, Teams is now installed. When your class is due to start, you will be invited to join in.

Android Devices

1. To get started with Microsoft Teams, open your Android device and locate the 'Play Store'. This is the same app that you use to install any other app.



2. In the search bar at the top, enter "Microsoft Teams".
3. Once Microsoft Teams has been located, click the 'Install' button.

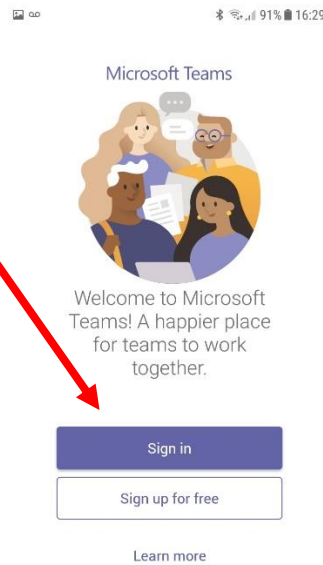


4. Wait for Teams to download and install. You will then see an icon for it on your device.
5. Open Teams



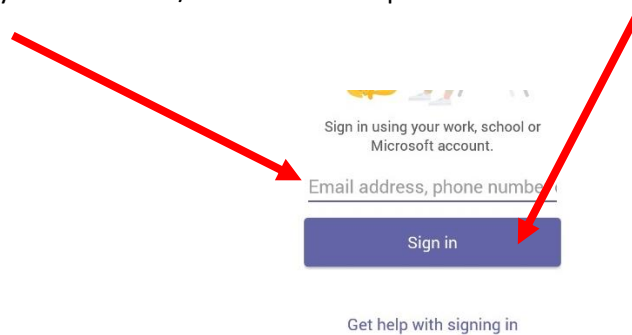
 Microsoft

6. Click 'Sign in'

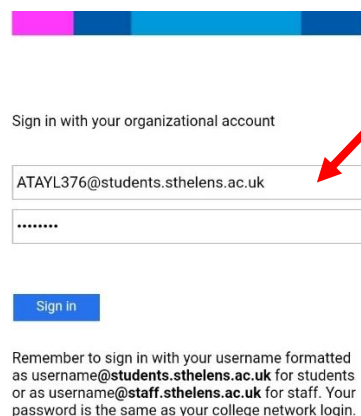


7. You will then be asked for college username/email. Please see page 1 for additional information on this.

8. Enter your username/email in the box provided and click 'Sign in'



9. You will be redirected to another page, where you must enter your username/email again. This time you will have to provide your password too.



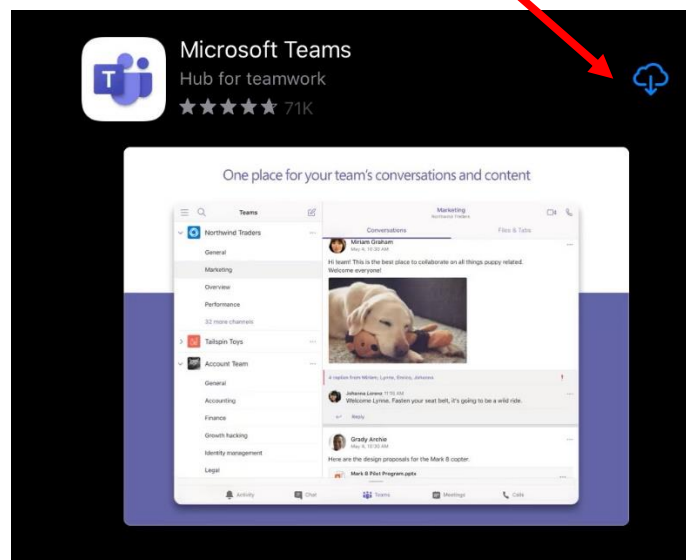
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iOS Devices

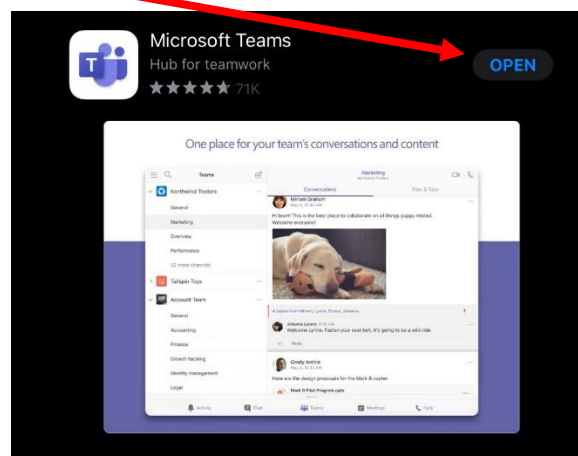
1. To get started with Microsoft Teams, open your iOS device and locate the 'App Store'. This is the same app that you use to install any other app.



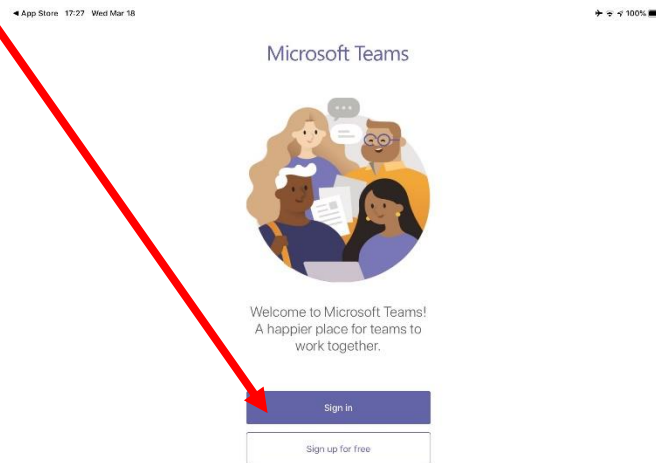
2. In the search bar, enter "Microsoft Teams".
3. Once Microsoft Teams has been located, click the 'Get' button.



4. Wait for Teams to download and install. You will then see an icon for it on your device.
5. Open Teams

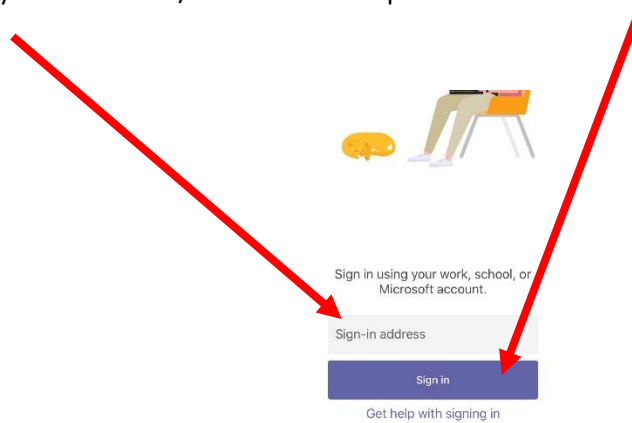


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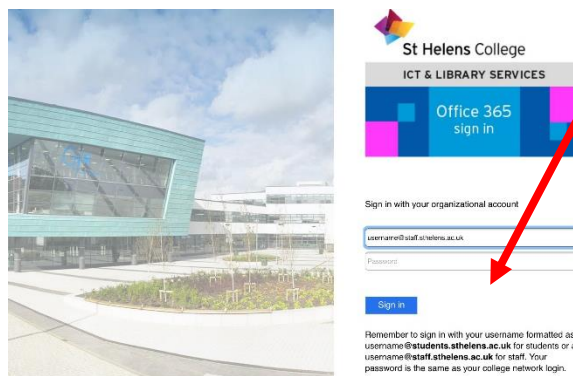


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