

Teams

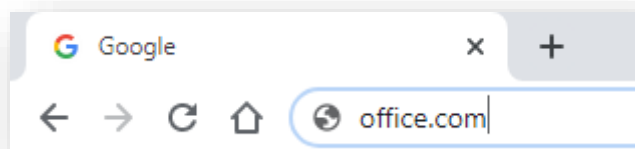
Teams is the tool your tutor is going to use to set work and communicate with you.

Before you start, you will need

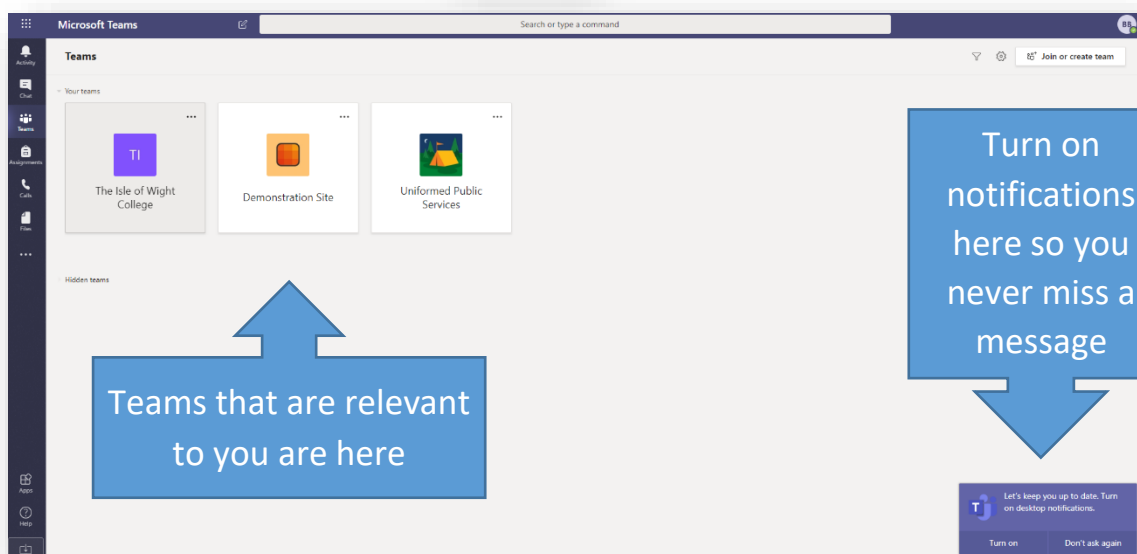
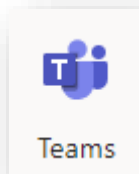
- Your college email address. This is on your college ID card. It is in the format firstname.lastname@mylife.iwcollege.ac.uk.
- The password you use to log in to college computers.

Logging in

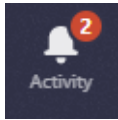
- Go to your web browser (e.g. Chrome or Safari)
- Type office.com in the search bar:



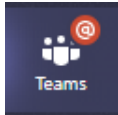
- Log in using your college email address and your college password.
- Click on the **Teams** icon:



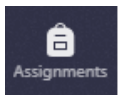
The icons explained



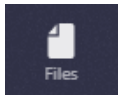
Click here to see any new messages or uploads. A red circle with a number in indicates there is something new to look at.



Click here to see all the Teams you are a member of.



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



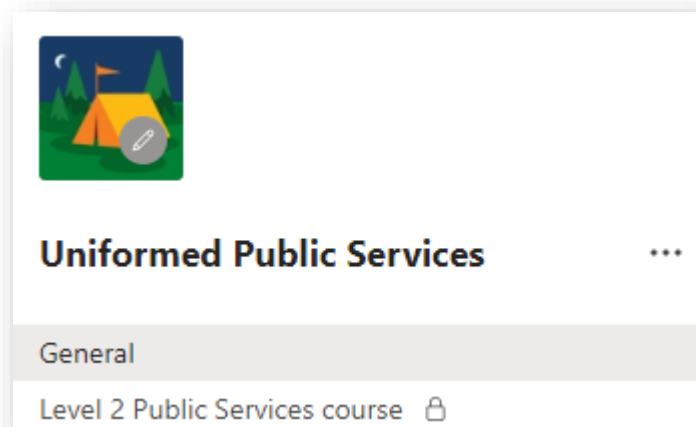
Any files you upload can be found here. You can also access files on your OneDrive.



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

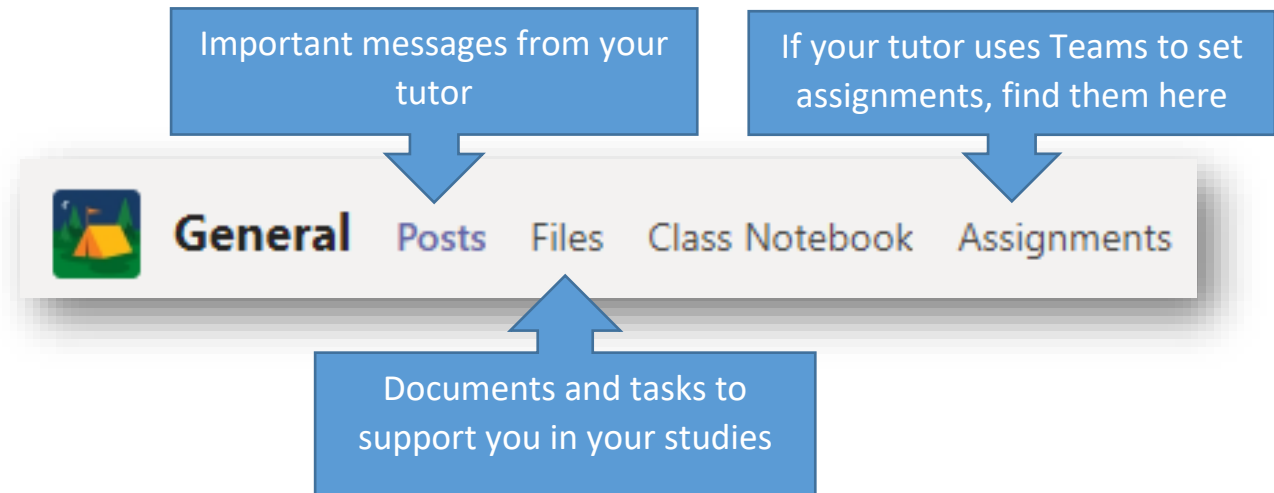
Your team

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:



Top Tip!

You can download a desktop version of Teams on up to five devices by clicking on the Download icon in the bottom left corner.

You can also download the Teams app to your phone – just go to your regular app store and search for Teams. the app from your app store for FREE



Need help?

- Call 01983 535201
- Email library@iwcollege.ac.uk
- Message the LRC team on your **Virtual LRC** in Teams.