

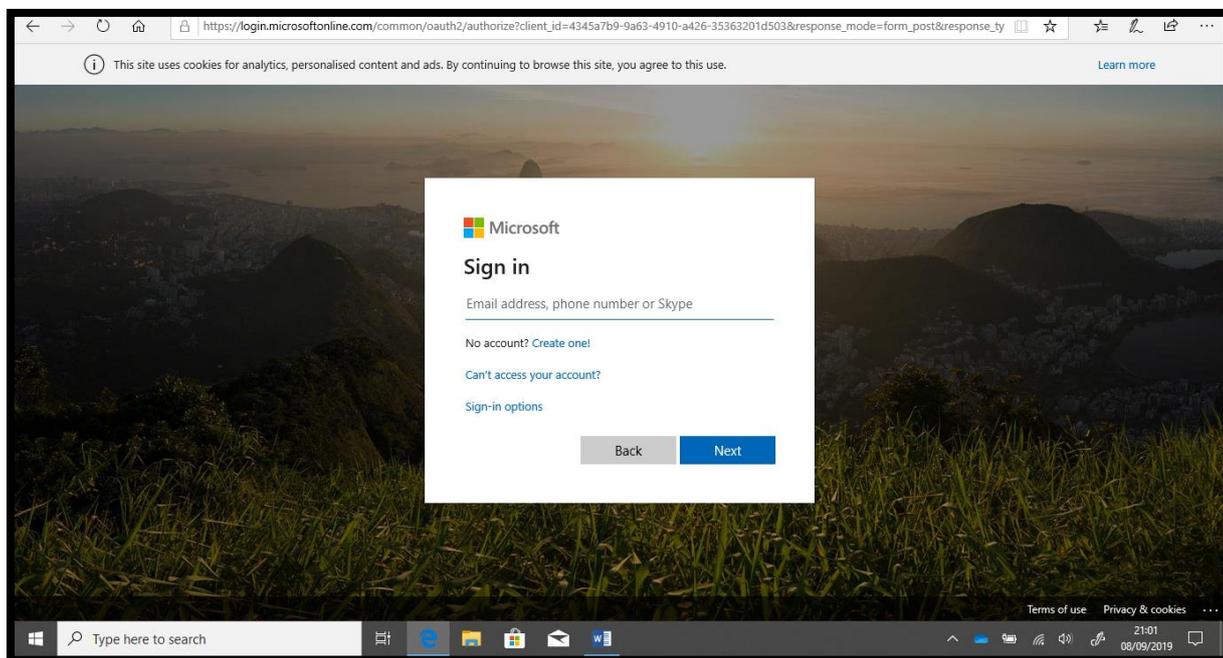
Guidance for Learners: Accessing Office365 and Teams from a personal device or external computer

You will be given an Office365 login and password to enable you to access your personal account from any device with internet access.

To log in to your personal Office365 account from a personal device or on a computer outside of a Skills & Learning venue, go to www.office.com, select 'Sign in' and enter your Office365 login and password (image 1). You may find this works best using Chrome or Edge if you have the option.

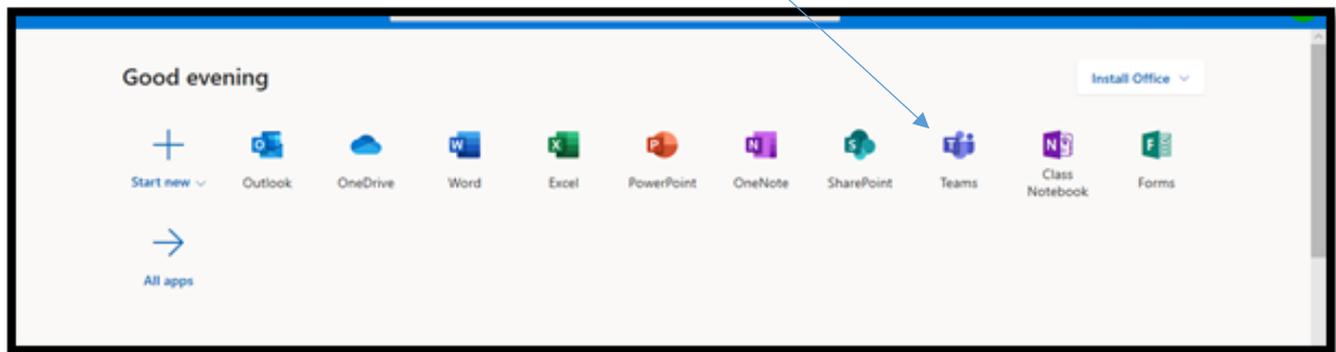
Video - [Logging into a S&L Office 365 account](#)

Image 1



You will automatically be directed to your personal Office365 homepage (see Image 2). From here you can access the email we have set up for you via the Outlook app and can also access Teams where your course tutor has joined you to a class **Team**. You can also use online versions of Word, Excel and PowerPoint.

Image 2



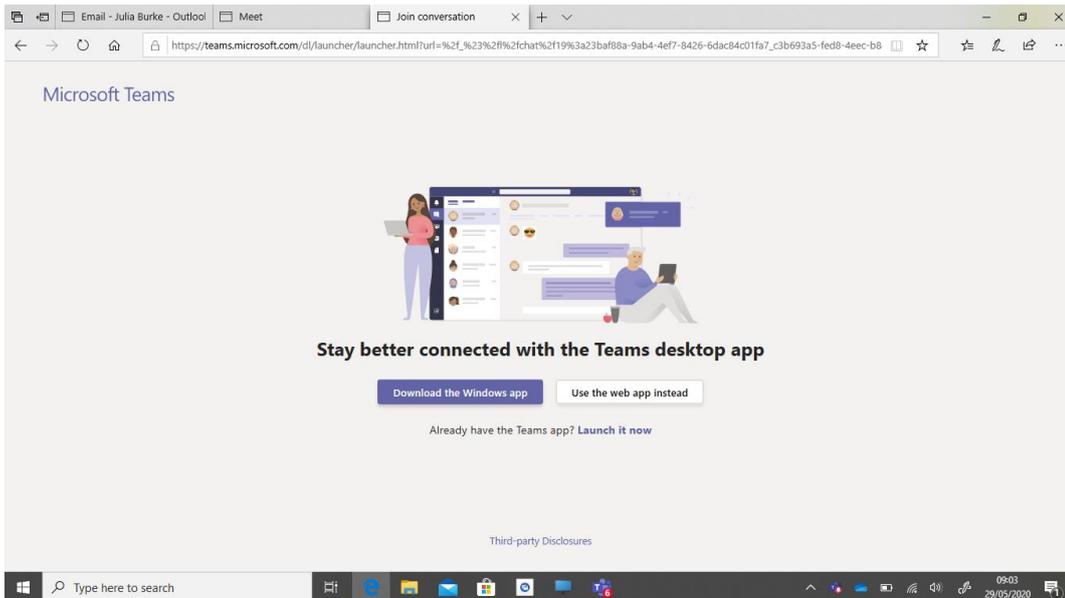
If you are prompted to confirm your language / time zone, please select:

Language: English (United Kingdom)

Time Zone (UTC +00:00) Dublin, Edinburgh, Lisbon London

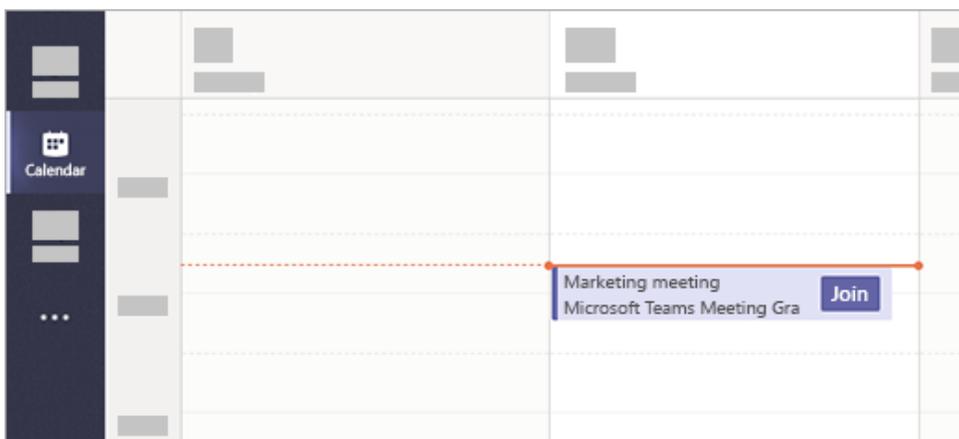
We recommend that you download the Teams desktop app for Windows – see instructions [here](#) or click on the link if you see the following prompt

Video - <https://www.youtube.com/watch?v=Uxn3IfPIKMM>



Your class will be set up as a meeting by the tutor. Go into the Teams app.

Select **Calendar**  on the left side of the app to see your meetings. Find the meeting you want, and then at the scheduled time, select **Join**.



Or, if someone starts the meeting, you'll get a notification you can use to join.

Your tutor will explain more to you about how this will be used during your induction.

Video – [Joining instructions for a Teams online course](#)

Other useful information includes:

[How to upload documents to the Teams area](#)

Share a file

Sometimes words aren't enough, and you need to post a file to a channel conversation.

Tip: Teams works particularly well with [Microsoft Office documents](#).

In your channel conversation, click **Attach**  under the box where you type your message. Select from these options:

- **Recent**
- **Browse Teams and Channels**
- **OneDrive**
- **Upload from my computer**

Select a file > **Share a link**.

If you're uploading a file from your computer, select a file, click **Open**, and then **Send** . You can always see all the files you post to a channel by going to the **Files** tab.

[How to post a message in chat to your tutor](#)

Chat and share files in Teams

Start a new conversation...

...with the whole team

Click **Teams** , then pick a team and a channel.

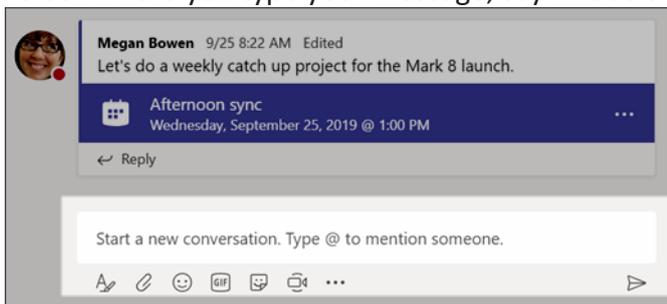
In the box where you type your message, say what's on your mind and click **Send** .

...with a person or group

At the top of the app, click **New chat** .

In the **To** field, type the name of the person or people you want to chat with.

In the box where you type your message, say what's on your mind and click **Send** .

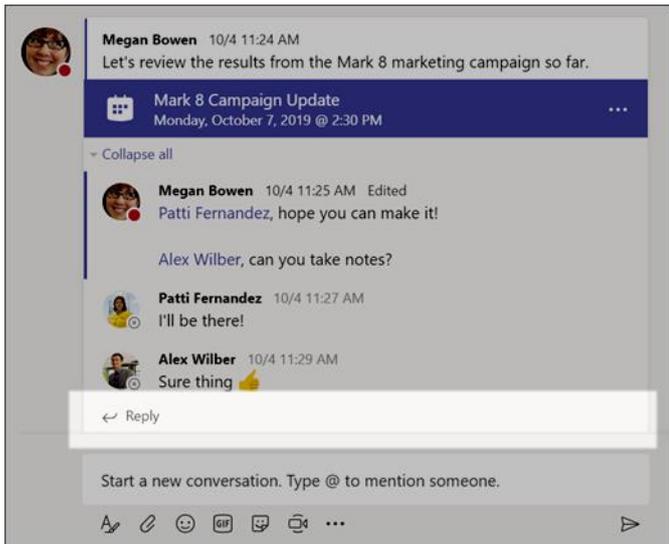


Reply to a conversation

Channel conversations are organized by date and then threaded. The replies in threads are organized under the initial post so it's easier to follow multiple conversations.

Find the conversation thread you want to reply to.

Click **Reply**, add your message, and click **Send** .



[How to share a screen](#)

[How to blur your background in Teams](#)