

# Get Microsoft Teams to access your course resources and online lessons

Download the Microsoft Teams app to access your course resources on a personal device.

To setup access to Microsoft Teams on your device please follow the steps below:

## Access Teams on a Personal Computer:

1. Access the Microsoft Teams download website via the QR code or [onelink.to/syyvc6](https://onelink.to/syyvc6).

2. Go to the 'Download Microsoft Teams section, further down the website.



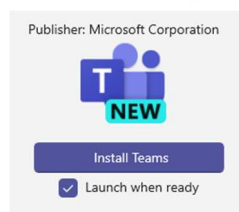
3. Under 'Teams for work or school', select '**Download the new Teams app**'. On Windows, select the preferred version in the drop-down box.



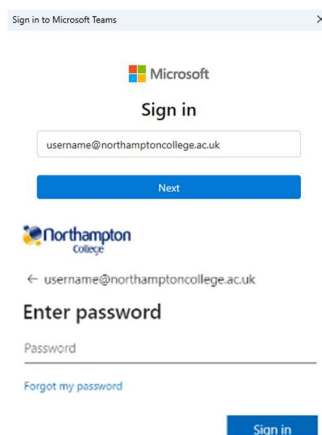
4. In the device's downloads folder, open the file Microsoft Teams file.



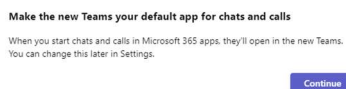
5. On Windows, in the following pop-up, select '**Install Teams**'. On MacOS, follow the setup window. This may ask you to enter your MacBook sign-in details.



6. Once Teams has installed, it will open automatically. Select '**Sign in**' and sign in with your Northampton College account.



7. After signing in, in the pop-up select '**Continue**'.

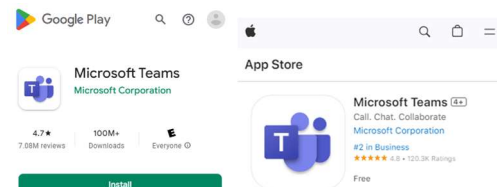


8. On Windows you may be asked for administrator approval to use Teams. Ensure you are an administrator and allow app access in the pop-up.

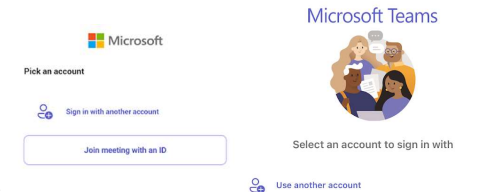
**Your new Teams app is ready for use and can be found in the start menu as 'Microsoft Teams (work or school)'.**

## Access Teams on a mobile device:

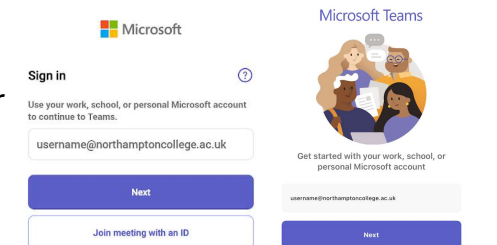
1. Scan the QR code or search '**Teams**' in your phone's app store.



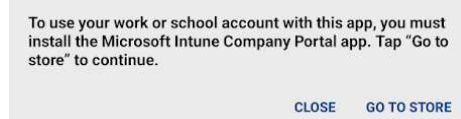
2. Open Teams and select '**Sign in with another account**' or '**Use another account**'.



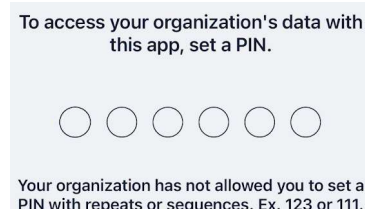
3. Sign in with your Northampton College account.



4. On an Android device, select '**Go to store**' in the pop-up and install 'Intune Company Portal'.



5. On an iPhone, setup a six-digit PIN to secure your sign-in. IOS Face ID can also be used.



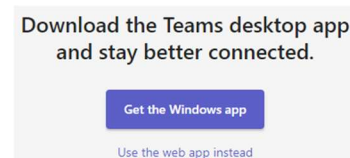
## Access Teams via the website:

1. Go to [teams.microsoft.com](https://teams.microsoft.com) in your browser.

2. Sign in to Teams using your Northampton College account. This may require MFA authentication.



3. In the following window, select '**Use the web app instead**'.



onelink.to/syyvc6

