

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:



onelink.to/syyvc6



Access Teams on a Personal Computer:

1. Access the Microsoft Teams download website via the QR code or 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.



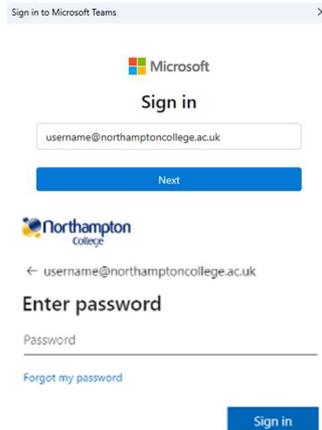
4. In the device's downloads folder, open the file Microsoft Teams file.



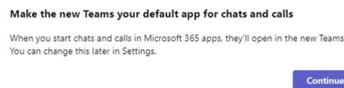
5. On Windows, in the following pop-up, select 'Install Teams'. On MacOS, follow the setup window. This may ask you to enter your MacBook sign-in details.



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'.

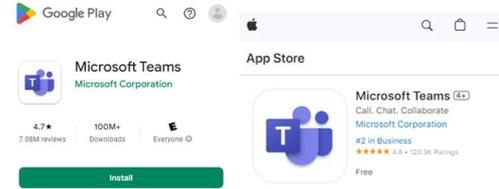


8. On Windows you may be asked for administrator approval to use Teams. Ensure you are an administrator and allow app access in the pop-up.

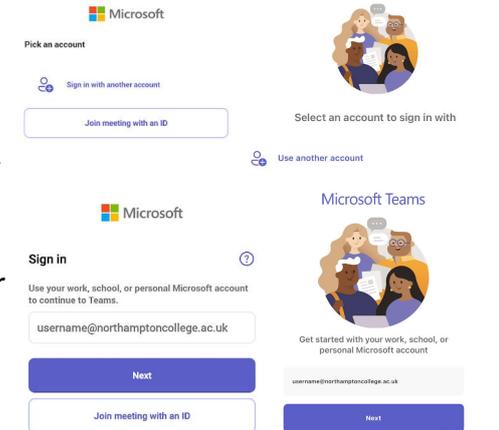
Your new Teams app is ready for use and can be found in the start menu as 'Microsoft Teams (work or school)'.

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'.



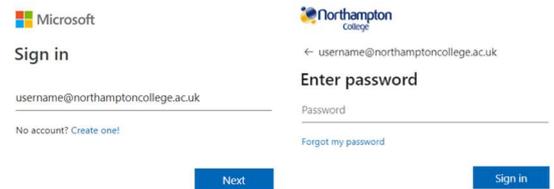
5. On an iPhone, setup a six-digit PIN to secure your sign-in. IOS Face ID can also be used.



Access Teams via the website:

1. Go to teams.microsoft.com 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'.

