



# Accessing MS Teams



MS Teams is a collaboration app that allows you to arrange and be part of online video conferencing meetings, and be part, of and contribute to, specified teams. Everyone (staff and learners) at Hopwood Hall College can access Teams with their Office 365 account:

## To access Teams:

There is more than one way to access Teams, usually depending on what kind of device you are using:

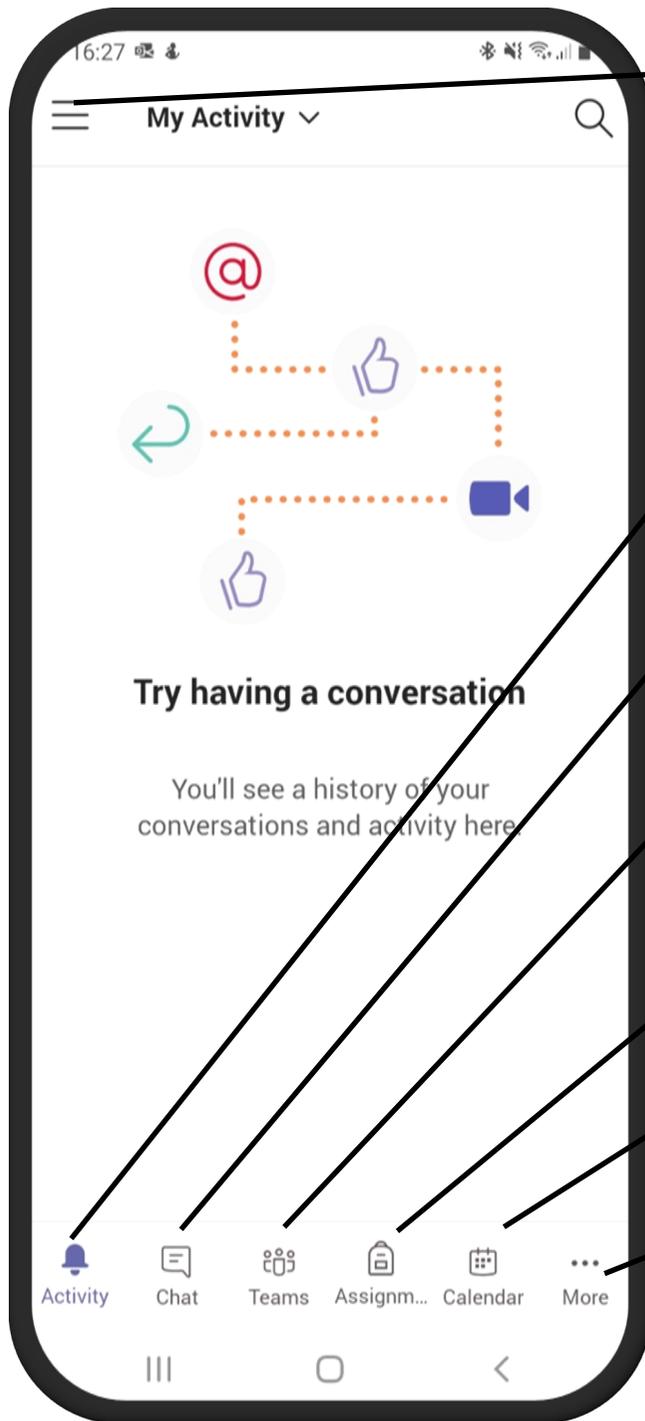
- If you are on a *laptop or desktop* computer you can access Teams by either:
  - Logging into your Office 365 account (via [www.office.com](http://www.office.com) - as described in additional guidance) and clicking the Teams app in there or
  - By downloading the **desktop app** from <https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
- If you are using a mobile device such as a *tablet or mobile* phone you can download the **mobile app** from your app store

2. Whether you are signing in through office.com, or are signing in through your mobile or desktop app, the login details are your login details for your Office 365 account, see table below for an example:

	Username	Password
<b>Learners</b>	123456@student.hopwood.ac.uk	Usual password for college computers
<b>Staff</b>	firstname.lastname@hopwood.ac.uk	Usual password for college computers

3. Please see below for an overview of the features of the Teams app for both the desktop and mobile version:

# MS Teams Mobile App Overview



Access items such as app setting and switch between different accounts and organisations

View a feed of your most recent activity

Start a chat with anyone else on Teams, view historical chats, view chats from meetings you have been part of

View and take part in any 'Teams' you have been assigned to. Also set up video meetings with your Teams in here

View assignments that have been set in class teams

View your calendar which syncs with your O365 calendar, set Teams video conferencing meetings through the calendar

View other MS apps that can be integrated within Teams

# MS Teams Desktop app overview (also similar to what you see on the web browser version)

View a feed of your most recent activity

Start a chat with anyone else on Teams, view historical chats, view chats from meetings you have been part of

View and take part in any 'Teams' you have been assigned to. Also set up video meetings with your Teams in here

View assignments that have been set in class teams

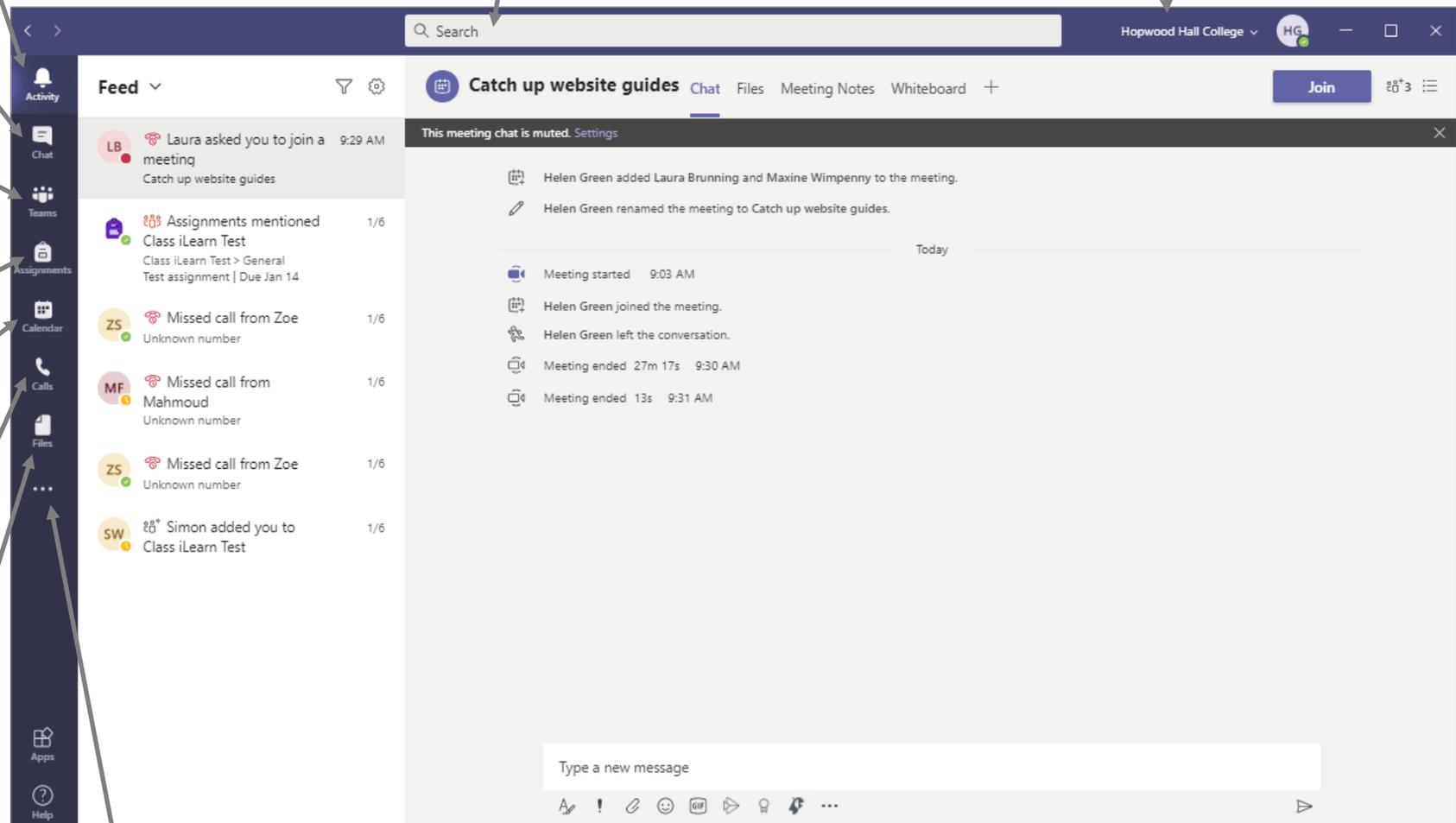
View your calendar which syncs with your O365 calendar, set Teams video conferencing meetings through the calendar

Make audio and video calls instantly with anyone else using Teams

View files uploaded on Teams and access your O365 OneDrive personal files

Search for anything contained within Teams

Switch between different accounts and organisations



View other MS apps that can be integrated within Teams