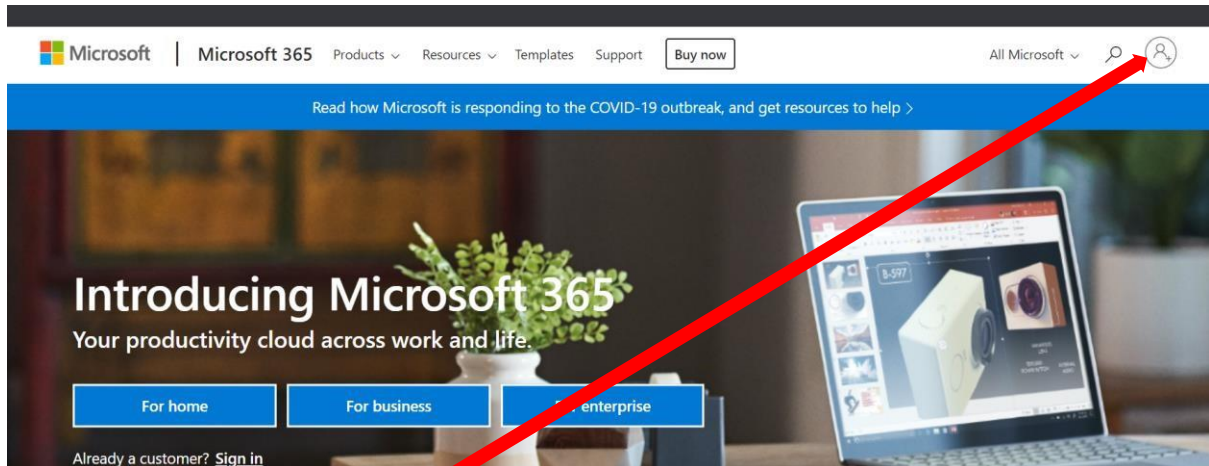


# Guide to E-Learning

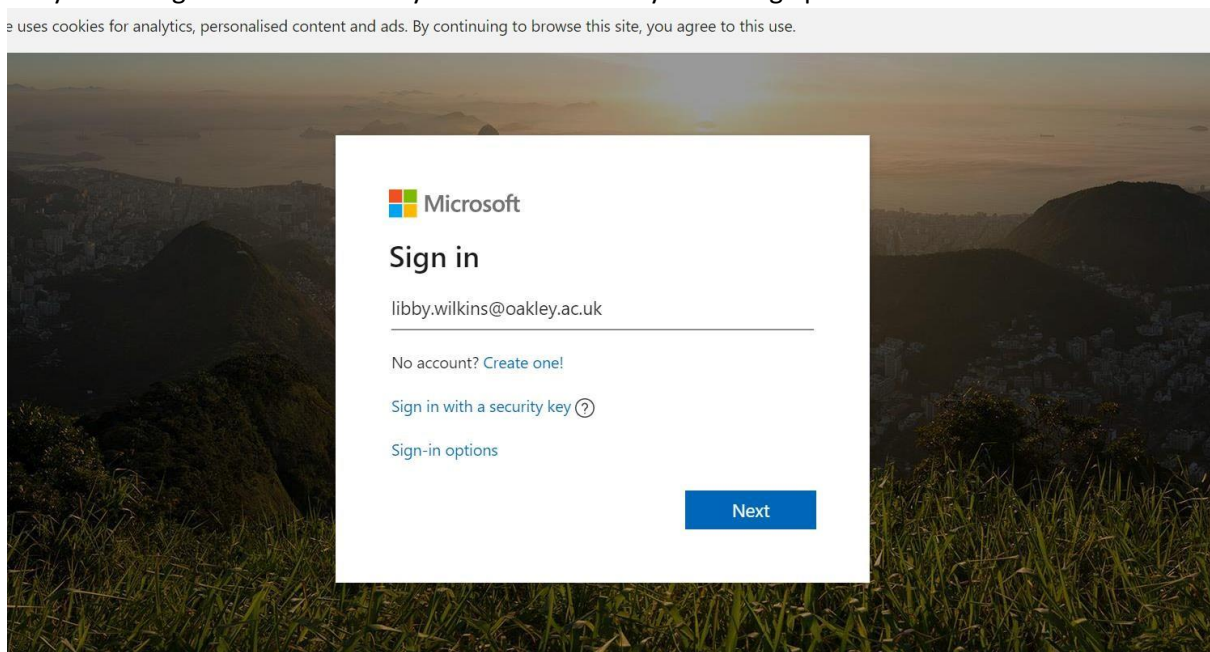
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## How to Log on to your College emails at home

1. Go to this website: <https://www.microsoft.com/>



2. Click the person outline to log in.
3. Use your College email address as your username and your College password.

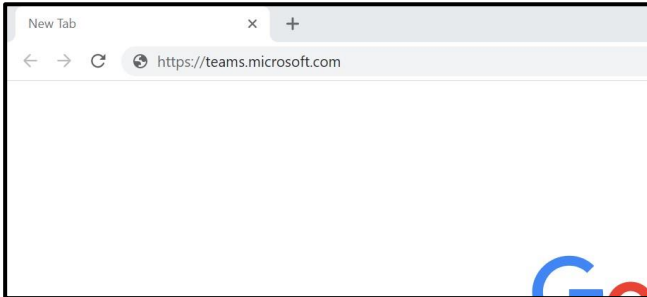


4. Click on the Outlook button. It will take you straight to your College emails!

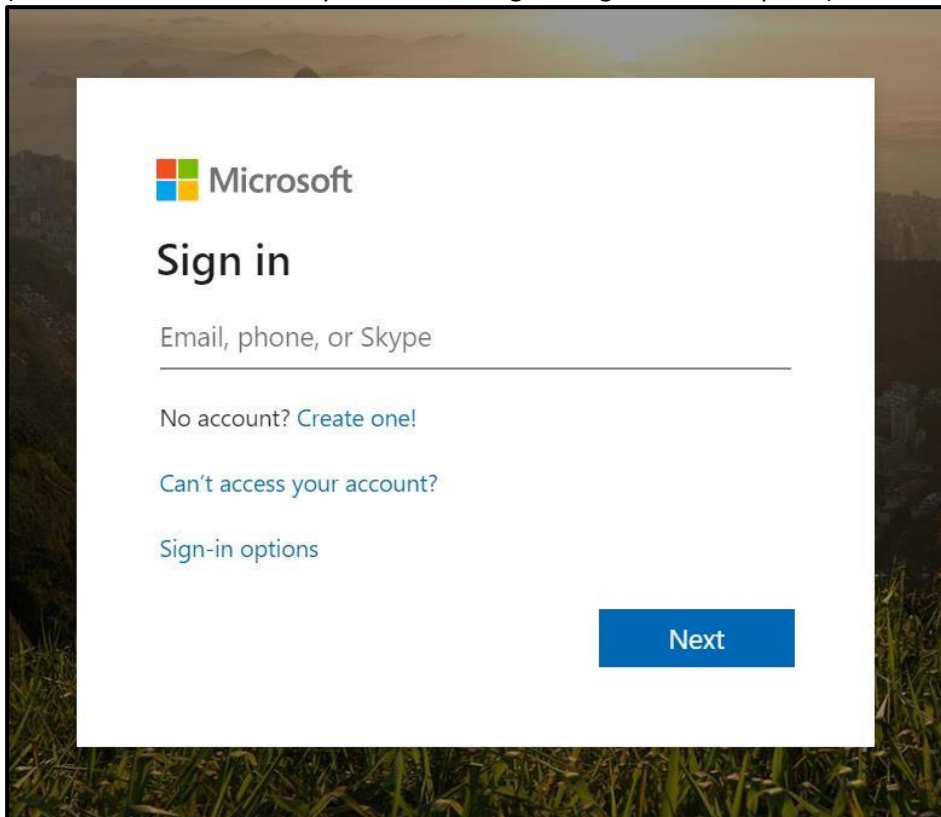


## How to Access Work on Microsoft Teams via a Web Browser

1. Open your internet browser (Chrome works best for Teams) on your computer or tablet. *Do not use: Safari or Microsoft Edge for Teams. If you have an Apple you can download Chrome-trust me!*
2. Type the following in your address bar <https://teams.microsoft.com>

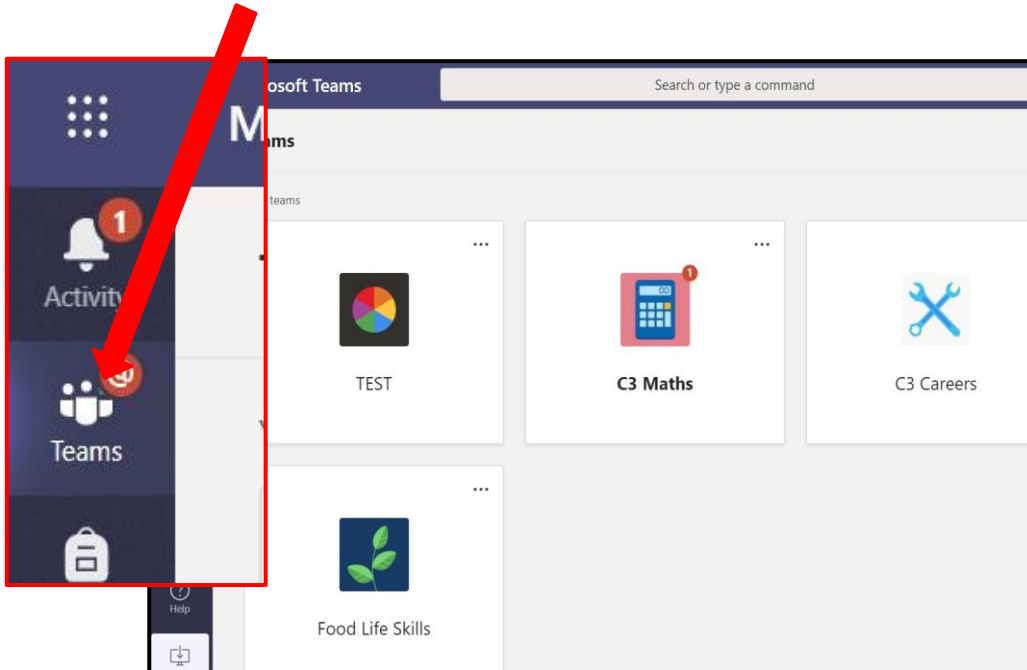


3. Type in your email address  
(this will be the username you use at College to log on to a computer).

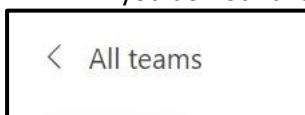


4. Use your College password to log on.

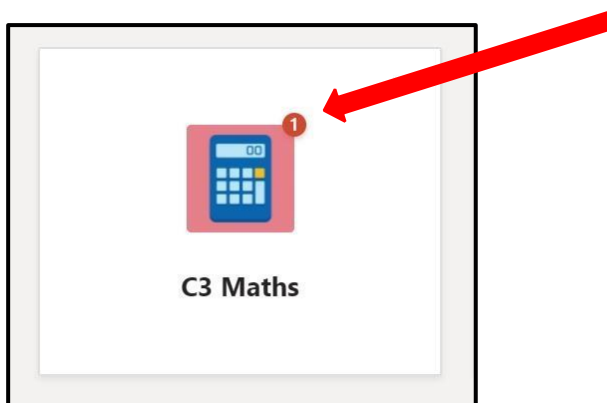
5. You will see all of your subjects/ classes. If you do not see all of your subjects/ classes click on the Teams button on the left hand side.



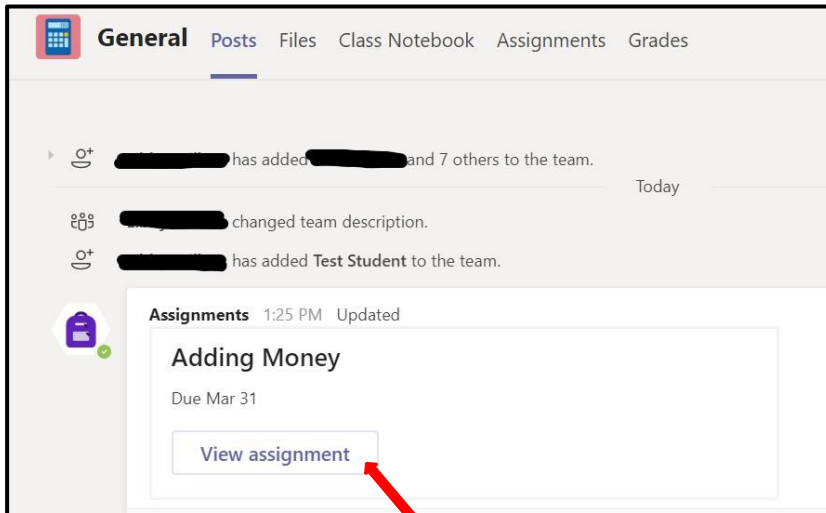
If you do not have all of your classes, try to click All teams at the top left hand corner.



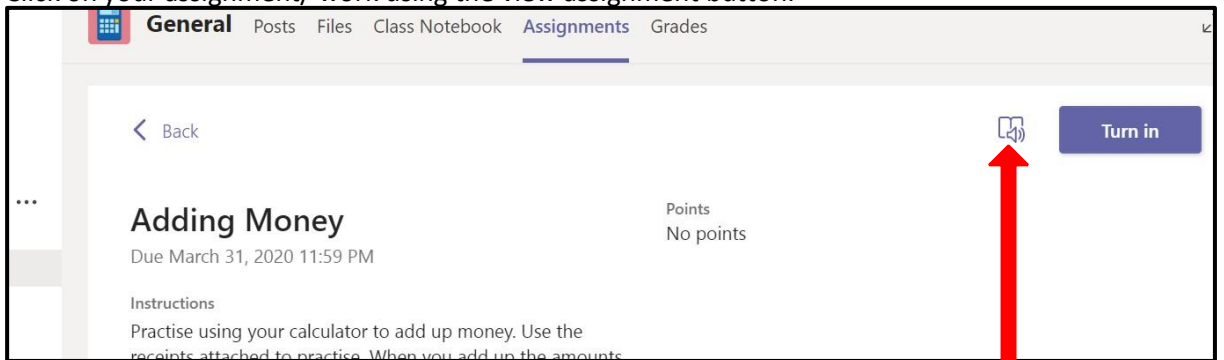
6. Any new assignments (lessons/ work) will show in a small red circle by the class icon. Click on the class icon to open up new work.



7. Your work will show in a newsfeed of things that have happened in your class. All of the assignments you need to complete will be on the newsfeed. The newest assignments will be at the bottom of the newsfeed (not the top like Social Media!).



8. Click on your assignment/ work using the view assignment button.



You will be able to see your task. If you find it difficult to read you can click on the immersive reader button and it will read the task for you when you click on the play button. To return to the normal view click on the back button on the top left of the window.

9. You may have some resources to help you with your task they will be after the written part of your task. Scroll down. You can click on these and they will open.



10. Remember to check Teams every day that you are not at College to make sure that you do not miss any important work. If you have any problems accessing your work please email your tutor.

## How to open Microsoft Teams using an App

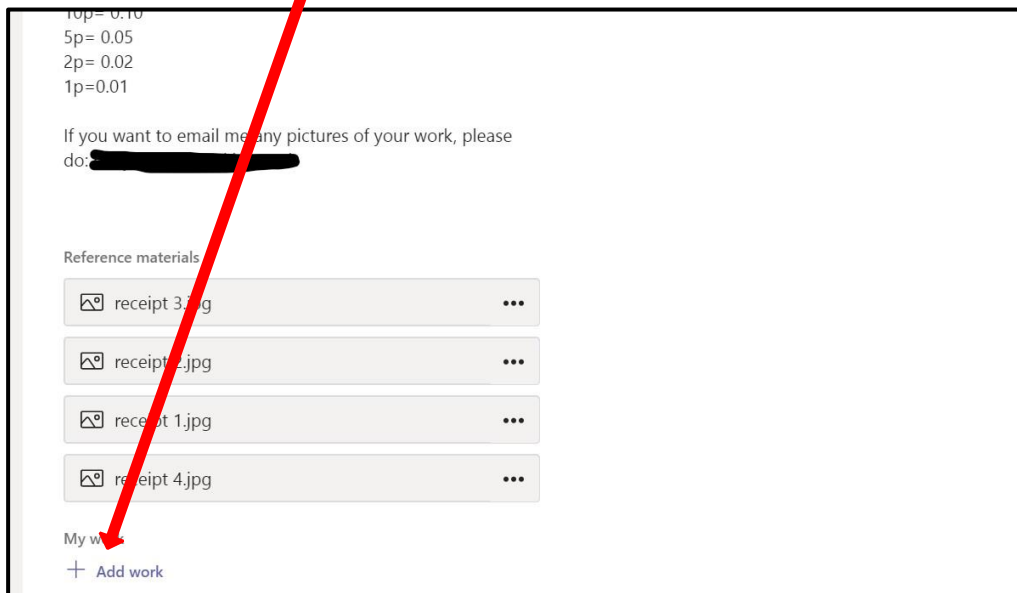
1. On your mobile phone, tablet or Chromebook go to the Play Store/ Apple Store/ relevant app downloading place.
2. Type in: Microsoft Teams
3. Download the app



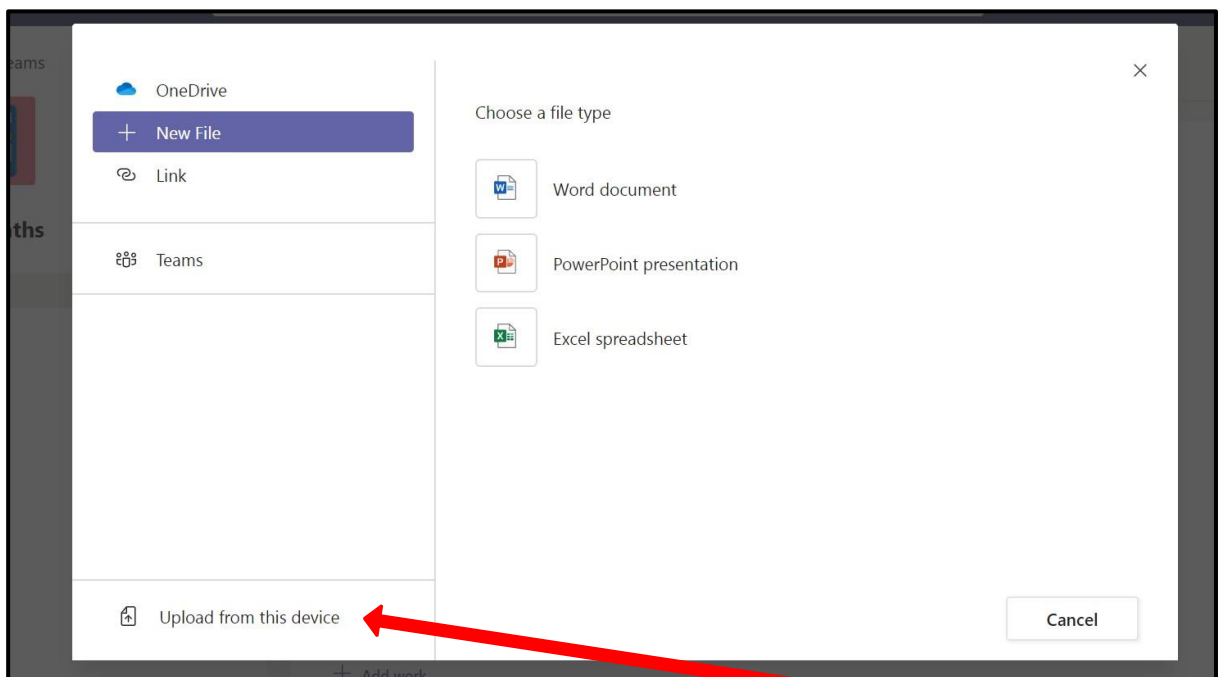
4. Sign in using your College email address as your username and your College Password.
5. You will see all of your classes listed in the Team button.

## How to send work to your tutor

1. You can add your work as a file so that your teacher/tutor can mark it and give you feedback. This is at the bottom of any assignment. Click [+add work]:

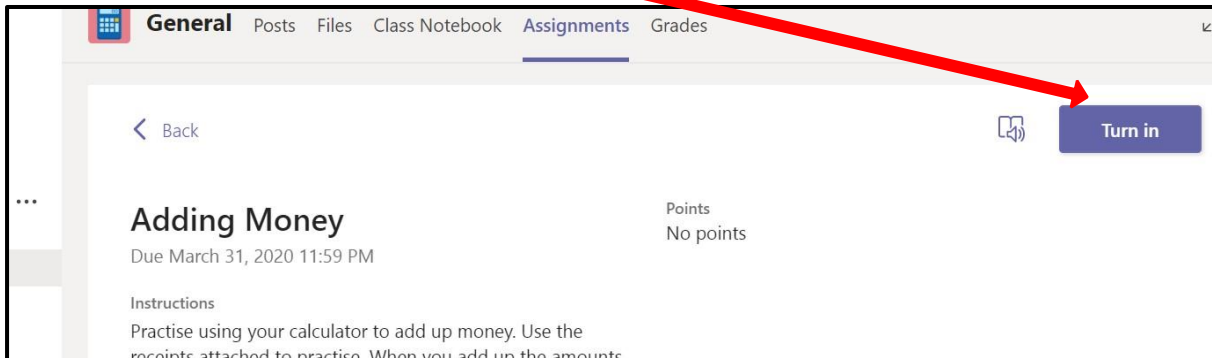


2. It'll open this page:



3. You can upload your work and send it to your teacher. Click on [upload from this device] and choose the work you want to send to your tutor/ teacher.

4. Now Click on the [hand in/ turn in] button:

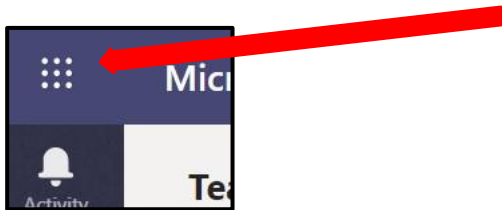




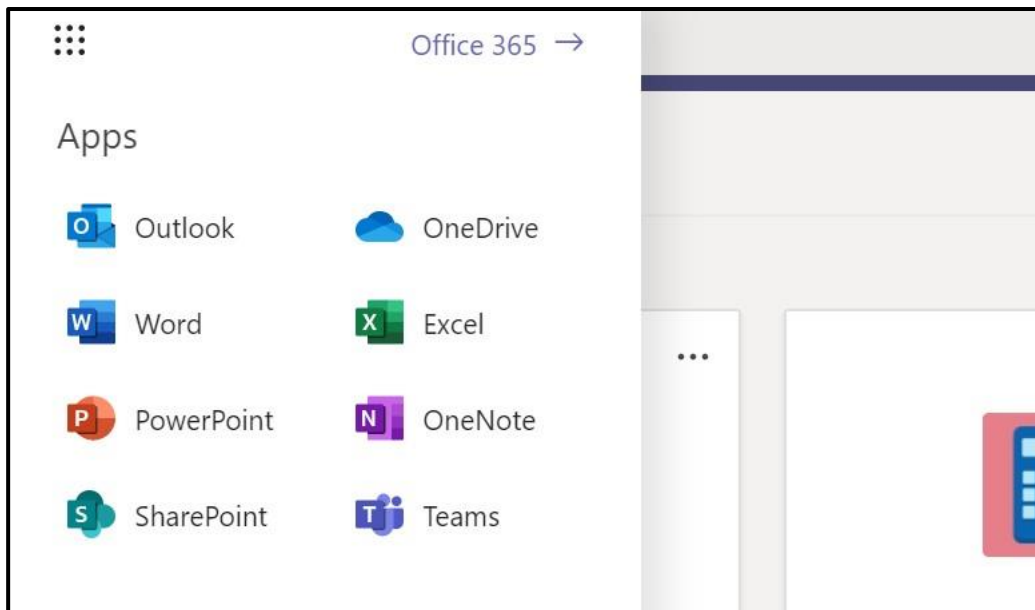
## How to Access Word, PowerPoint and other Microsoft Office 365 Programs

*There are two ways to access all of the programs. If you are already in Teams then follow the first set of steps (in Pink). If you can't do it this way then follow the second steps (in Blue).*

- If you need to use any Microsoft Office programs to complete your work you have access to them in the top left hand corner of Teams. Click on the nine dots at the top:



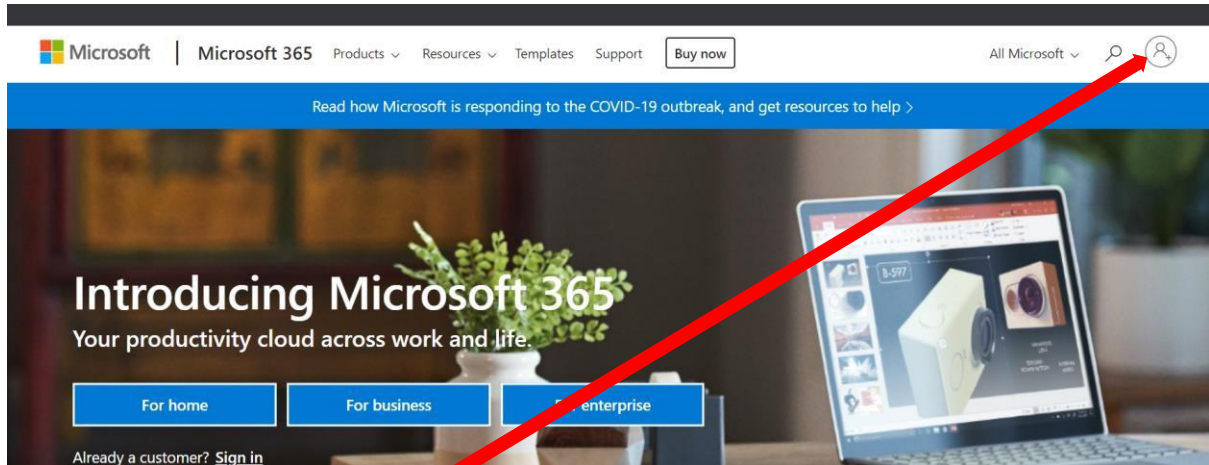
- It'll open the available programs for you to use.



- Click on the program you want to use and you will be able to use it even when you are not in College.

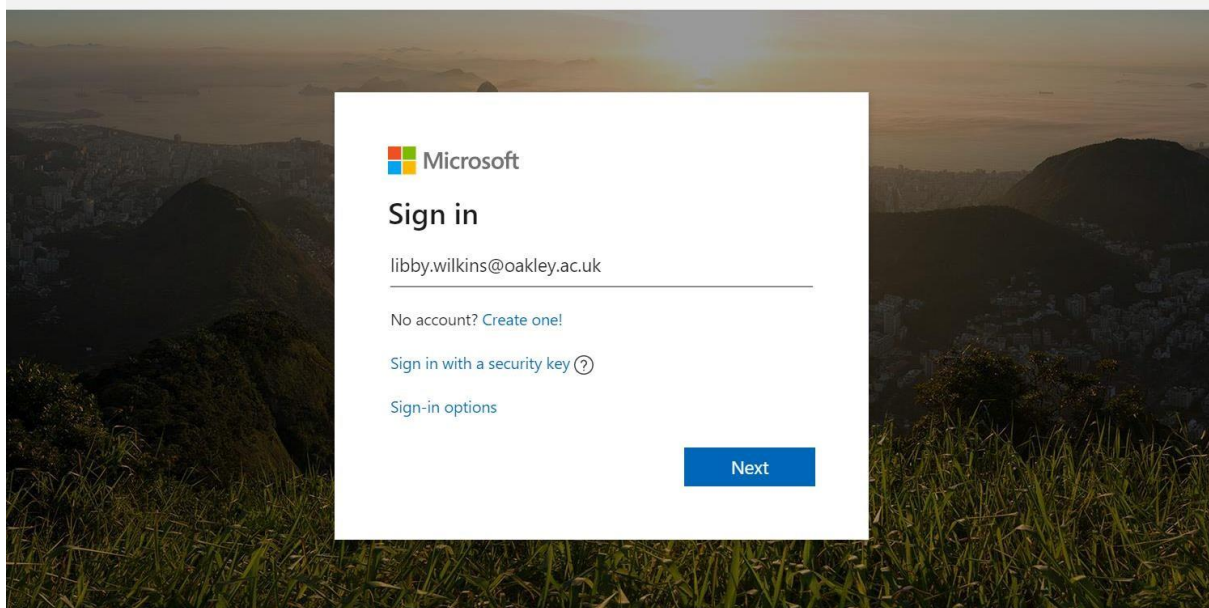
- If you are not already in Teams then go to this website:

<https://www.microsoft.com/>

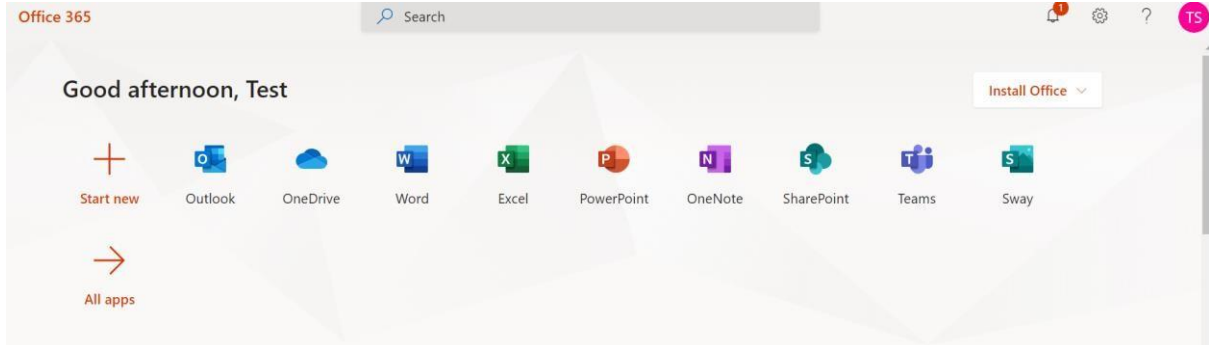


- Click the person outline to log in.
- Use your College email address as your username and your College password.

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- You will be able to see all of the different programs available to you.



- Click on the program you want to use and get working!