

## How to access Microsoft Teams

## Teams on a laptop or PC

To access Microsoft teams on a laptop, open up any internet browser (chrome , edge , Firefox, etc) and go to <a href="https://www.citycollegepeterborough.ac.uk">www.citycollegepeterborough.ac.uk</a>



Click on the Teams login button in the top left hand corner of the web page

Or go to <u>https://www.microsoft.com/en-us/microsoft-teams/download-app</u> and download the Teams app

Web Browser	Teams app
	Microsoft Teams
Microsoft  Sign in  Email, phone, or Skype  No account? Create one!  Can't access your account?  Back Next	Enter your work, school, or Microsoft account.
S sign-in options	Sign-in address Sign in

Depending on how you log in to Teams you will see either of the above images

Here enter your college email address. This will be <u>FirstName.SecondName@ccpstudent.org.uk</u> so if your name is David john your email will be <u>David.John@ccpstudent.org.uk</u>

Your default password will be – College#1 On your first log in, you will be asked to reset your password

(Your password must contain at least 8 characters, a capital letter and a special character such as a "!")

teststu3@ccpstuder	nt.org.uk
Update you	r password
	your password because this i e signing in, or because your ed.
Current password	
New password	
Confirm password	

You will also be asked for more information like the image below.

- ALLER	
teststu3@ccpstud	ent.org.uk
More infor	mation required
Your organisation your account secu	needs more information to keep ire
Use a different acc	count
Learn more	

You Must complete **<u>ONE</u>** of the options on the screen below.

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[	Teststu3@ccpstudent.org.uk   ?			
	don't lose access to your account!			
	To make sure that you can reset your password, we need to collect some info so that we can verify who you are. We won't use this to spam you – we'll just use it to make your account more secure. You'll need to set up at least 1 of the options below.			
	Authentication Phone is not configured. Set it up now			
	Authentication Email Address is not configured. Set it up now			
	Security Questions have not been configured. Set them up now			
	Finish Cancel			
	©2020 Microsoft Legal   Privacy Your session will expire in 14:54	3		

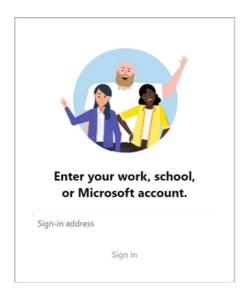
Once you have completed one, press finish to be taken to your account

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	©2021 Microsoft Legal   Privacy Your session will expire in 14:57			
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## Teams on a mobile Phone

Open the app store or play store depending on which phone you have and type in "Microsoft Teams" and press Get or install button





Here put in your college email address. This will be <u>FirstName.SecondName@ccpstudent.org.uk</u> so if your name is David john your email will be <u>David.John@ccpstudent.org.uk</u>

Your default password will be - College#1