

## 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<br>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<br>e signing in, or because your<br>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<br>your account secu | needs more information to keep<br>ire |
| Use a different acc                    | count                                 |
| Learn more                             |                                       |

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

| odn't lose access to yo  | bur account x +   |   | - | × |
|--|---|---|---|---|
| $\leftrightarrow$ $\rightarrow$ $C$ $relation acceleration accelera$ | count.activedirectory.windowsazure.com/passwordreset/register.aspx?client-request-id=dc13a5e1-062c-4458-a59a-14dade2caf4f&sspr=1  |   |   | : |
| [  | 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 |   |   |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |
|  |   |   |   |   |

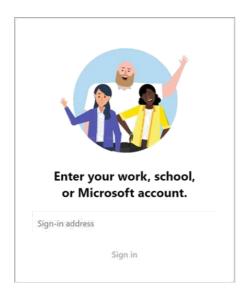
Once you have completed one, press finish to be taken to your account

| S don't lose access to your account x +  | 0  | -     | C                | x x         |
|--|--|-------|------------------|-------------|
| $\leftarrow \rightarrow \ \mathbf{C}$ $\ \mathbf{\hat{e}}$ account.activedirectory.win | dowsazure.com/passwordreset/register.aspx?x-client-Ver=6.11.0.08x-client-SKU=ID_NETSTANDARD2_08cclient-request-id=a11996db-dc15-4702-bdf3-8e1f8b34990b8xsspr=1 | \$    | ≡J               | 6           |
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|  | Cancel   |       |                  |             |
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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