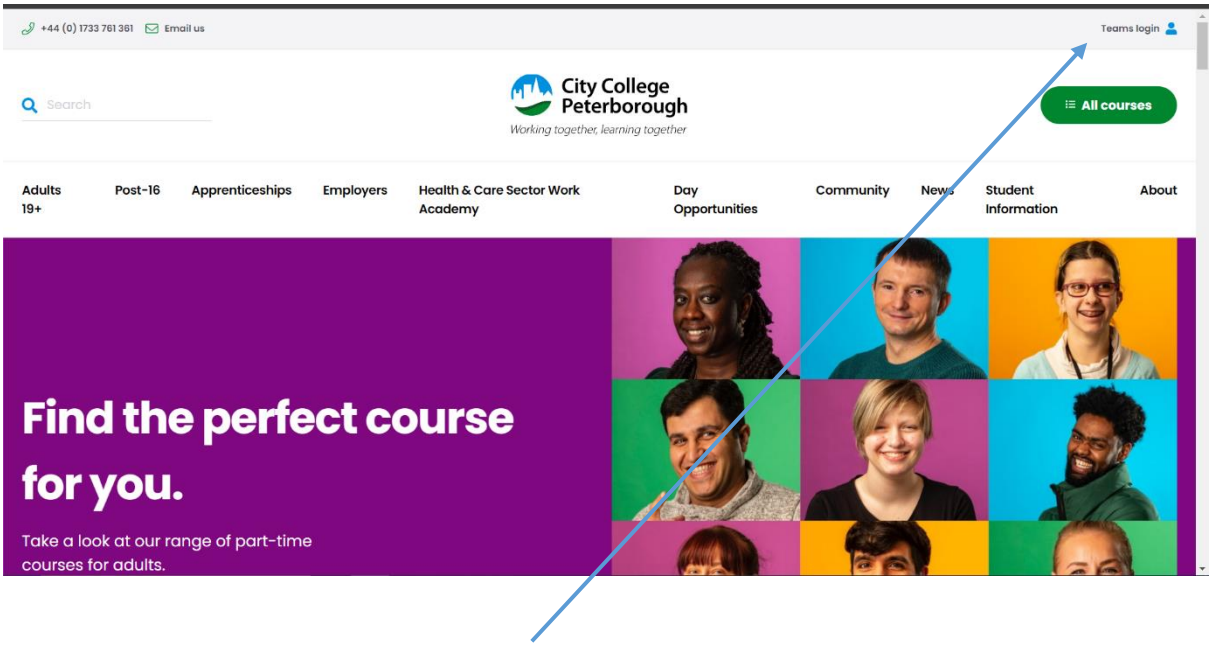
City College Peterborough

Working together, learning together

How to access Microsoft Teams

Teams on a laptop or PC

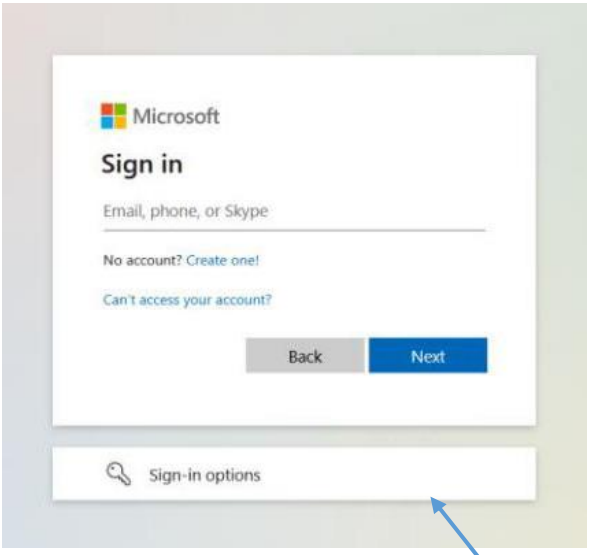
To access Microsoft teams on a laptop, open up any internet browser (chrome , edge , Firefox, etc) and go to www.citycollegepeterborough.ac.uk



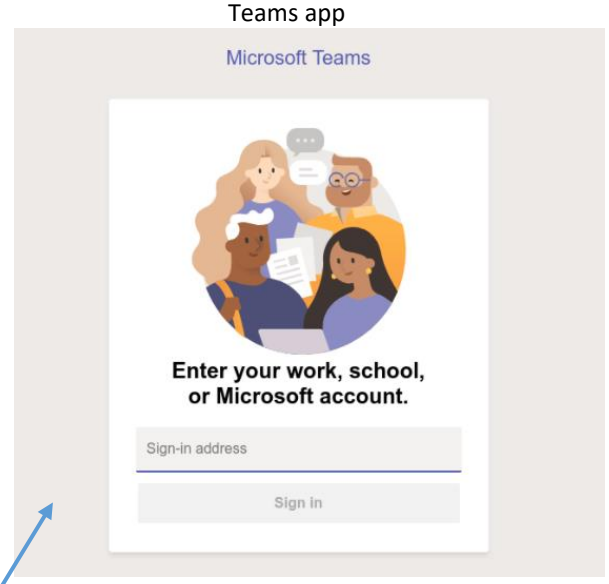
Click on the Teams login button in the top left hand corner of the web page

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

Web Browser



Teams app

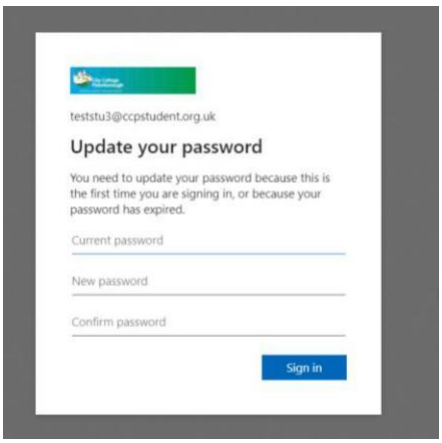


Depending on how you log in to Teams you will see either of the above images

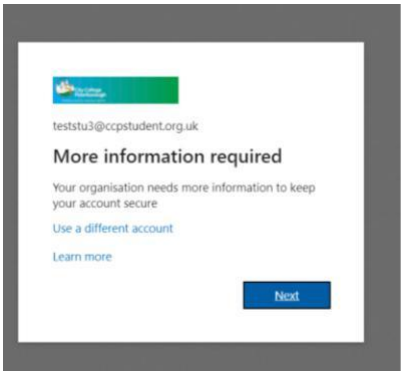
Here enter your college email address. This will be FirstName.SecondName@ccpstudent.org.uk so if your name is David john your email will be David.John@ccpstudent.org.uk

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

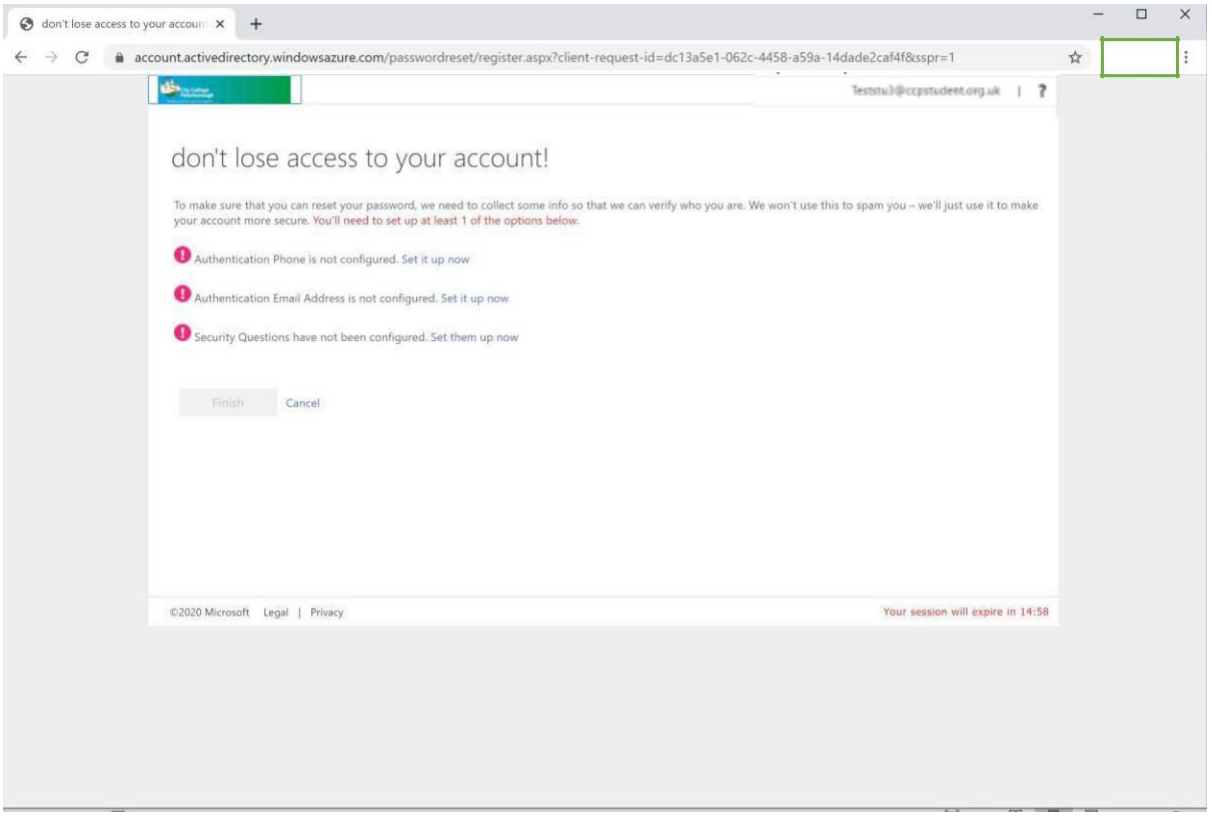
(Your password must contain at least 8 characters, a capital letter and a special character such as a "!")



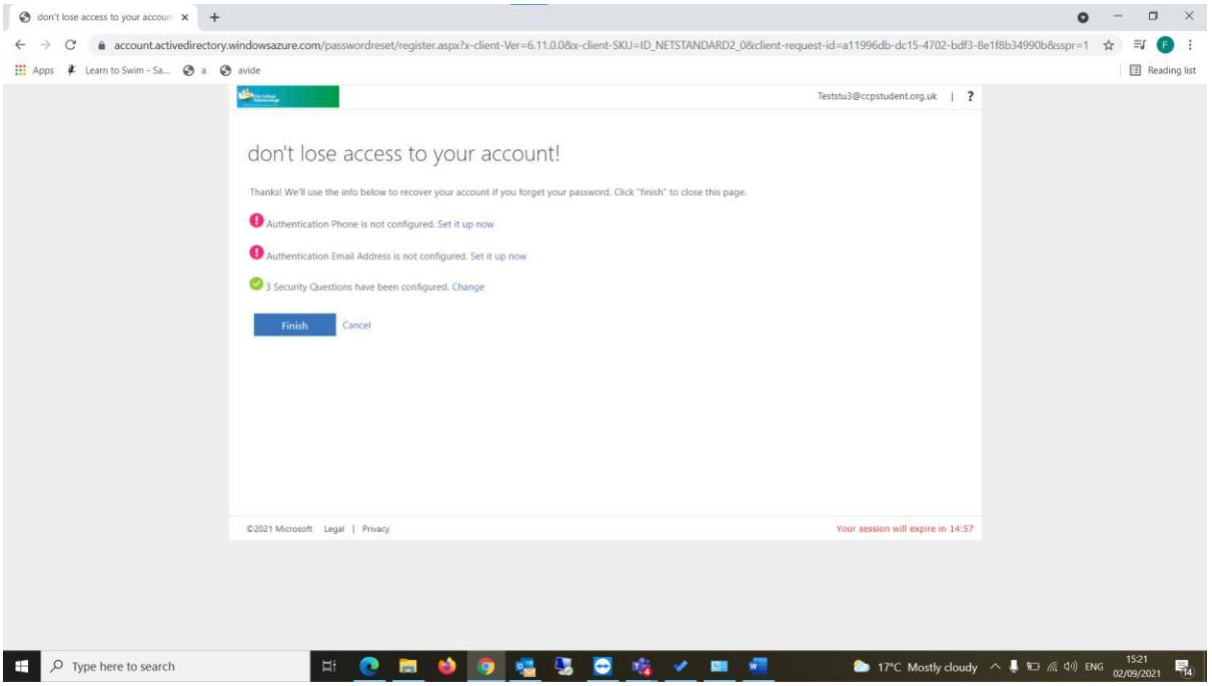
You will also be asked for more information like the image below.



You Must complete **ONE** of the options on the screen below.

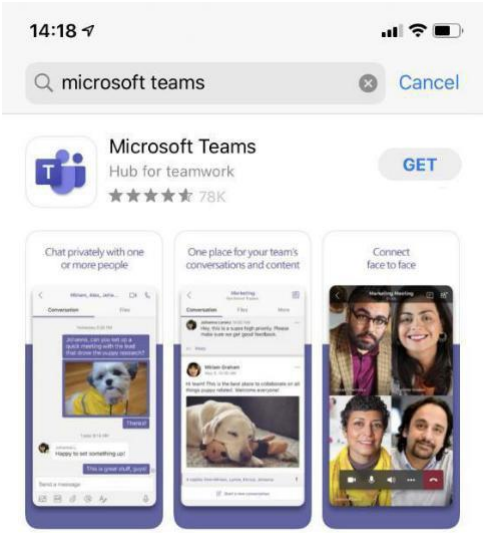


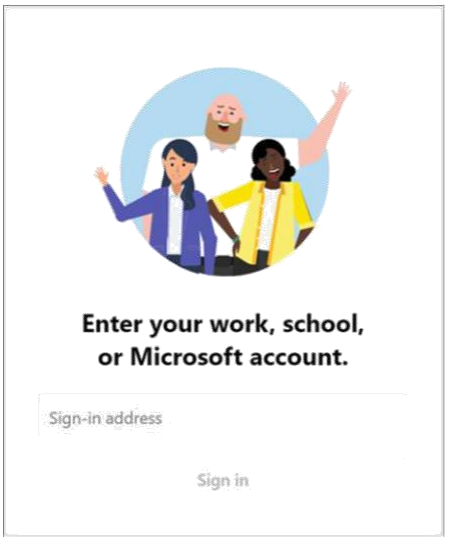
Once you have completed one, press finish to be taken to your account



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 FirstName.SecondName@ccpstudent.org.uk so if your name is David john your email will be David.John@ccpstudent.org.uk

Your default password will be – College#1