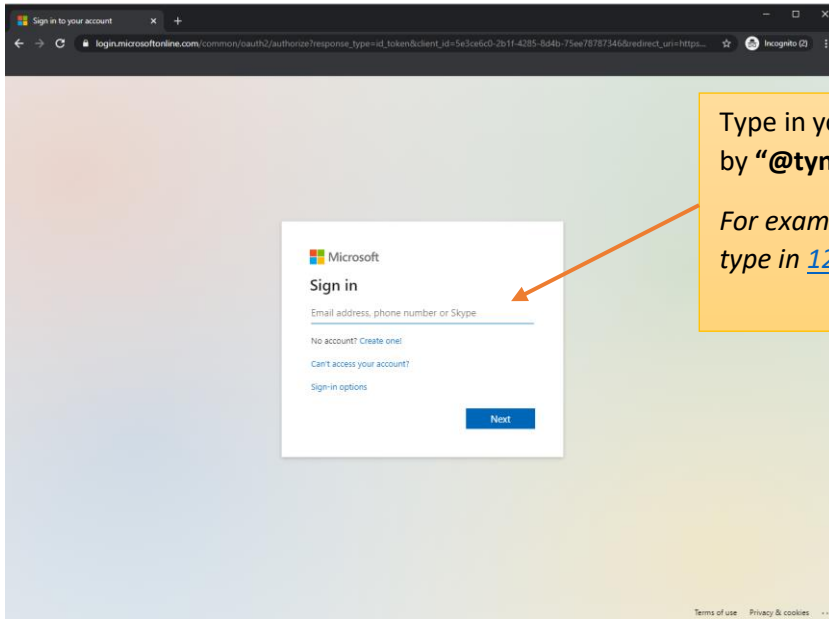


Logging in to Microsoft Teams

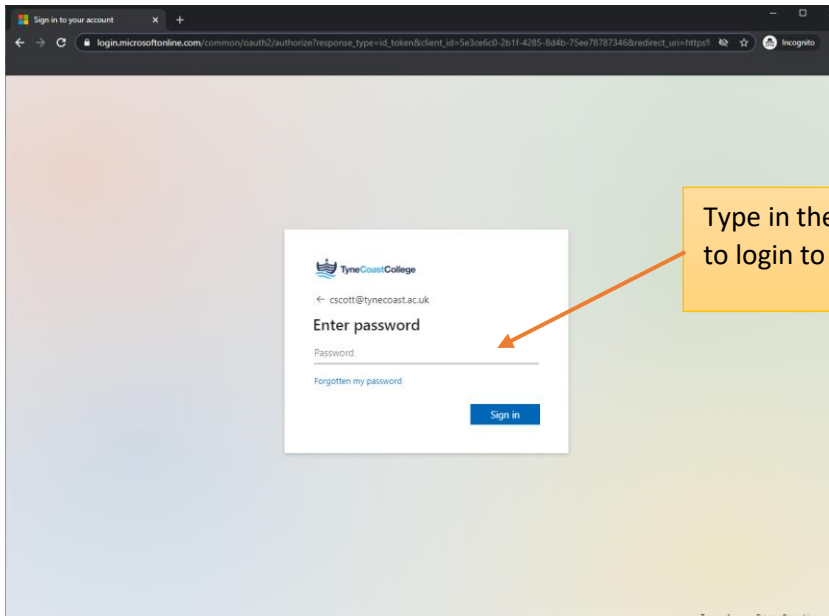
1. Open your web browser and type <https://teams.microsoft.com> in the address bar, you should be taken to the Teams sign in page.



Type in your college ID number followed by “@tynecoast.ac.uk”

For example: if your ID number is 1234 type in 1234@tynecoast.ac.uk

2. When asked type in your college password



Type in the password you normally use to login to computers in college

Handy hint

You will be asked if you want to stay signed in, if other people use the computer, laptop, or tablet that you're working at we recommend you click **No**

Congratulations you're now logged into Teams!

Microsoft Teams

Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

The screenshot shows the Microsoft Teams interface with several callout boxes providing instructions:

- Move around Teams:** Use these buttons to switch between Activity Feed, Chat, your Teams, Calendar & Files.
- View and organize teams:** Click to see your teams. In the teams list, drag a team name to reorder it.
- Find personal apps:** Click to find and manage your personal apps.
- Add apps:** Launch Apps to browse or search apps you can add to Teams.
- Every team has channels:** Click one to see the files and conversations about that topic, department, or project.
- Start a new chat:** Launch a one-on-one or small group conversation.
- Add tabs:** Highlight apps, services, and files at the top of a channel.
- Use the command box:** Search for specific items or people, take quick actions, and launch apps.
- Manage profile settings:** Change app settings, change your pic, or download the mobile app.
- Manage your team:** Add or remove members, create a new channel, or get a link to the team.
- Join or create a team:** Find the team you're looking for, join with a code, or make one of your own.
- Add files:** Let people view a file or work on it together.
- Reply:** Your message is attached to a specific conversation.
- Compose a message:** Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

Handy hint

Did you know you can access Teams on any device that has web browser, this includes Xbox One and PS4 consoles? You won't be able to use a webcam or upload files, but you will be able to take part in online lessons

Xbox

- **OPTIONAL** If you have one, connect either a wired or wireless keyboard to the Xbox
- Turn on your Xbox
- Go into 'My Games and Apps'
- Find 'Microsoft Edge' and open the app
- Enter <https://teams.microsoft.com> in the address bar

PS4

- Turn on your Xbox
- Identify the PlayStation browser (it is WWW with dots around it) and open the app
- Go to the library and find options for games and controllers.
- Go into applications and you will find the internet browser
- Enter <https://teams.microsoft.com> in the address bar

Problems logging in?

If you have you can contact our IT Helpdesk via e-mail (helpdesk@tynecoast.ac.uk) or phone (0191 427 3677).

It will help us to help you if you can tell us your student ID number and what is going wrong when you try to login. If you know how to take one, a screen shot would be helpful.