

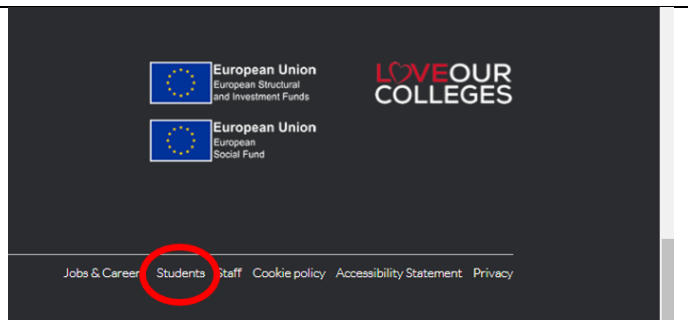
## A students' guide to accessing Microsoft Teams

The following instructions will tell you how to login to Microsoft Teams.

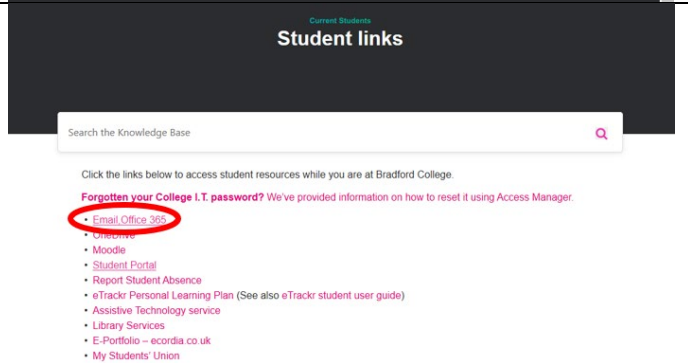
1. Go to the Bradford College website.

[www.bradfordcollege.ac.uk](http://www.bradfordcollege.ac.uk)

2. Scroll down to the bottom of the page and click on **Students**.



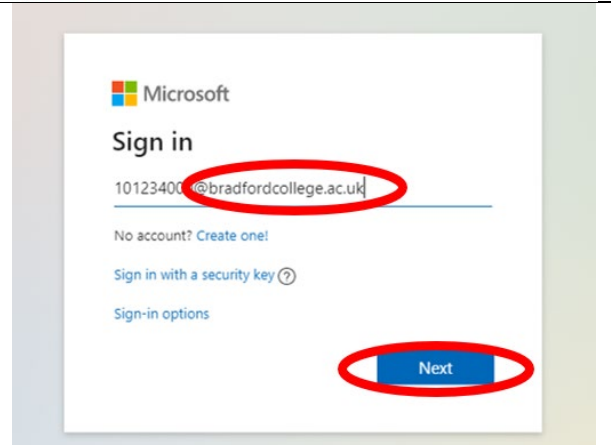
3. On the Student links page, click on **Email, Office 365**.



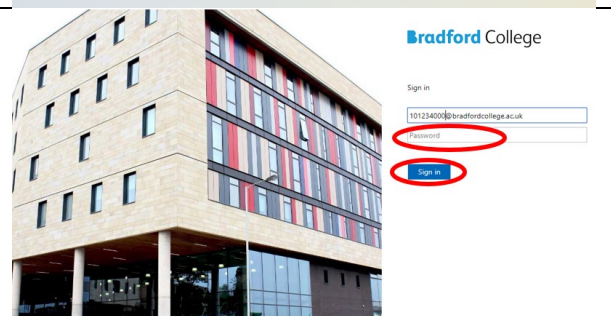
4. Type in your college email address, which is your student ID number (found on your Student ID badge) followed by [bradfordcollege.ac.uk](http://bradfordcollege.ac.uk).

For example:  
101234000@bradfordcollege.ac.uk

Then click on **Next**.



5. You should then see a screen like this → where you need to **type in your password**, then click **Sign in**.



?? **Don't know your password?**  
 If you've never used College email or Moodle before, then you can work out your password using the following:

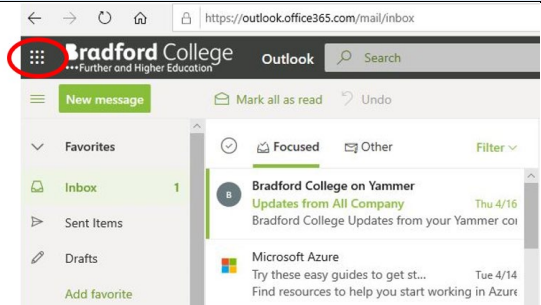
- First letter of your first name
- Date of birth (6-digits)
- First letter of your family/surname

**Password example for:**  
 Fred Purple, who was born on 3rd November 1976.

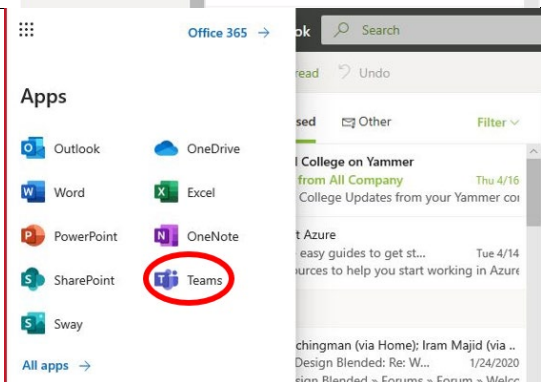
- First letter of first name = **f**
- Date of birth (6-digits) = **03/11/76**
- First letter of surname = **p**

So, Fred Purple's password is: **f031176p**

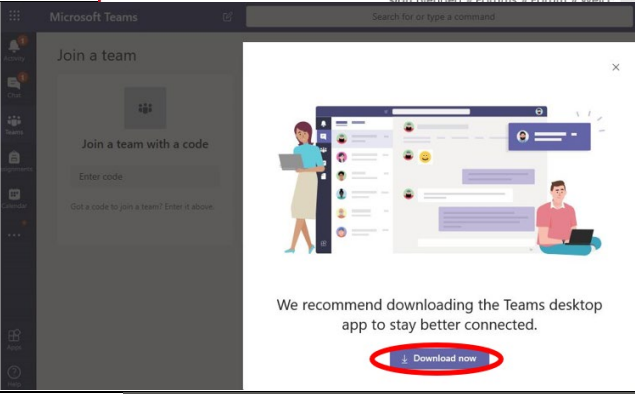
6. Click on the 9 dots in the top left-hand corner.



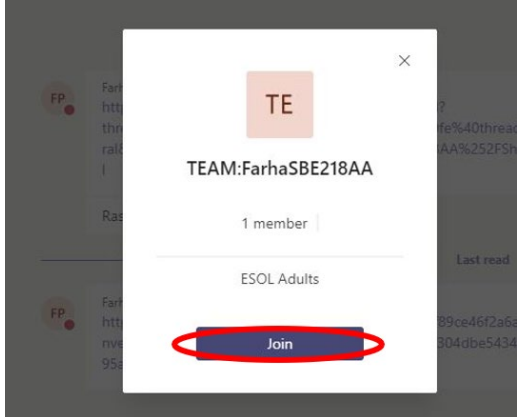
7. From the Apps list, click on **Teams**.



8. **Download the Teams app** and you will be automatically led to your course.



9. Click **Join** to continue.



*Please note, your screen will look different depending on your course and your teacher.*