

# Getting Started Online

## Welcome

This is a guide to help you get started with the online technology you will be using as a part of your study at the college. We use **Microsoft Office 365** as a primary platform for delivering your 'online' lessons and completing most of your college work – it's safe, secure and has a wide range of apps that you will find very useful throughout your study programme and beyond. If you are new to this, please don't worry, there is plenty of help and support available.

## Let's get ready!

Before we start, here are some things you will need:

### Essential

- A personal computer (PC, Mac or laptop) with a keyboard and mouse.  
(OR a tablet/ mobile device is also good)!
- An internet connection (such as broadband)

### Desirable

- A webcam and microphone (this may be built into your computer or device)  
This will be useful during Teams calls!

## How to access Office 365

To access your office apps, you will first need to log into Office 365:

1. Open a **web browser** on your home computer or mobile device  
(we recommend using the **Chrome** browser for the best experience)
2. Go to <http://office.com>
3. Click '**Sign In**'
  - **Step 1** - Your **username** is your **student number** followed by **@newcollege.ac.uk**  
For example - **012345@newcollege.ac.uk**
  - **Step 2** – IF you are asked, then select '**Work or School Account**' (not 'Personal Account')
  - **Step 3** - Your **password** is your **date of birth in eight-digit format**  
For example - 1<sup>st</sup> January 1980 would be **01011980**
  - **Step 4** – You will be asked if you wish to 'Stay Signed In' – click 'Yes'

You should now be successfully logged into your college Office 365 Account!

If you have any trouble logging into Office 365, please email [ict.helpdesk@newcollege.ac.uk](mailto:ict.helpdesk@newcollege.ac.uk) quoting your name, student number and details of the issue.

## When logged into Office 365

You now have access to a wide range of 'apps' such as your email, Teams, OneDrive, Word Online and many more (These are currently listed down the left-hand side of the homepage). You can even install the desktop version of Office 365 on your home computer and mobile devices! To get started with the apps you will need to use straight away:

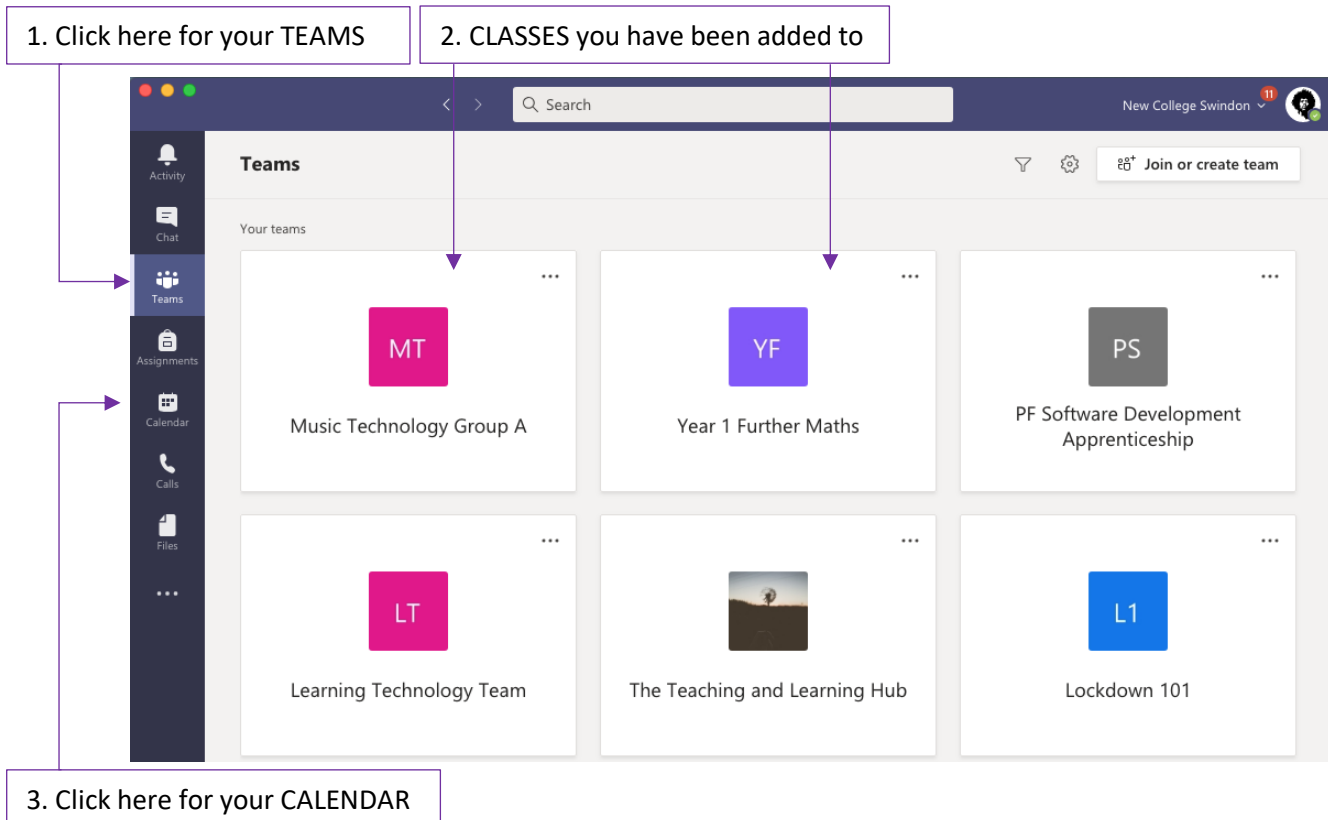


## Teams

**This is the primary platform that you will use when accessing lessons online**

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- Click on the **Teams** icon to access your class and course materials.
- You may have already been added to a **Team**<sup>1</sup>. If you have, it will be available for you to use straight away (**as shown below**<sup>2</sup>).
- We highly recommend that you use the Teams **desktop application** which you can download and install by clicking the following link:  
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/download-app>
- Remember to be ready for classes to begin at the times listed in your timetable. (If your lecturer has scheduled your lessons, they will appear in the calendar<sup>3</sup> where you can join your lesson)



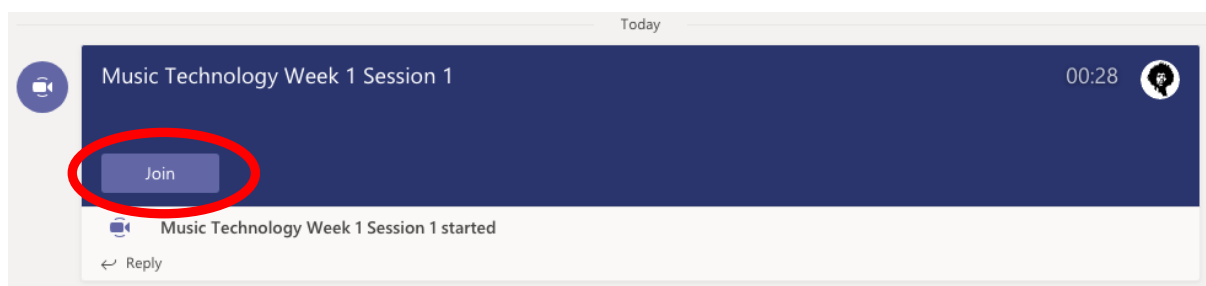
If you have any issues with TEAMS, please email [ict.helpdesk@newcollege.ac.uk](mailto:ict.helpdesk@newcollege.ac.uk) and we will be happy to help you get up and running!

## Getting ready for your first TEAMS call

If you are accessing your lesson online, this is what you'll need to do to be ready:

Step 1 – Have your computer or device ready and open your TEAMS app

Step 2 – You should receive a notification that your teams call has started with an option to 'Join':



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Finally – Please use your college email:



## Outlook (email)

This app is also available through your Office 365 account. Your **college email address** is your **primary point of contact**. Your lecturer (or the college) will use this to contact you, send you notifications and updates. Please familiarise yourself with this. You might even want to add this account to your phone. For information and support installing Outlook (email) and/or Office 365 on your mobile device, please follow this link - <https://support.microsoft.com/en-us/office/set-up-office-apps-and-email-on-a-mobile-device-7dabb6cb-0046-40b6-81fe-767e0b1f014f>

**Please note that the college will not communicate with learners via personal email**

## Thank you!

We hope this information has been enough to get you started. It doesn't stop there, though! Full training will be given throughout your induction and chosen study programme. We look forward to seeing you and please be assured that help and support is always available to you, should you need it.

If you have any issues accessing or using Office 365 then please do not hesitate to contact our support team via [ict.helpdesk@newcollege.ac.uk](mailto:ict.helpdesk@newcollege.ac.uk)