Installing Microsoft Teams

Step 1
If you wish to use Microsoft Teams you'll need an Office 365 account, if you haven't already got one e-mail Your Tutor and request one and they will set one up for you. You can download Microsoft Teams from https://teams.microsoft.com/downloads and you will then need to install it on your PC. You can install Microsoft Teams on devices just visit your App Store and Install it, just click on the links below.

Step 2
Log into Teams with your College email address (IDnumber@wmc.ac.uk) and your Password (DOB 08112002 or your changed password).

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Team Web Browser Login
Teams can be installed as an App or can be used as a Webpage. If you have an old PC sometimes your video will appear sideways. This is because the App is struggling on your PC, in this situation please use teh Team Web Browser Software.

Teams Web Browser Login >>

How to Join a Lesson
You can join a meeting in Teams in many ways for example by a link, in a chat, from the calendar, etc. Your lesson / meeting will be in your calendar.

How to join a lesson - short Instructions

1. Click on your Calendar icon.
2. Select the meeting you wish to join. Note: The meeting will say Join 5 minutes before the meeting starts and during the meeting.
3. Once in your meeting you may need to mute your sound or not please follow instructions from your tutor.

Join a meeting / lesson in Teams (Desktop) >>

Useful Links:

Microsoft Teams Virtual Campus Help >>

Microsoft Teams Quick Start Guide Students >>

Teams for Dummies e-book >>