

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

2.	Scroll down to the bottom of the page and click on Students.	European Union European Structural Des European Union European Union European Union European Union Stodal Fund			
3.	On the Student links page, click on Email,Office365 .	Covers Bostons Student links			
		Search the Knowledge Base			
		Click the links below to access student resources while you are at Bradford College. Forgetten your College I.T. password? We've provided information on how to reset it using Access Manager. Foreiner Moodle Moo			
4.	Type in your college email address, which is your student ID number (found				
	on your Student ID badge) followed by bradfordcollege.ac.uk.	Microsoft Sign in			
	For example:	10123400 @bradfordcollege.ac.uk			
	101234000@bradfordcollege.ac.uk	No account? Create one! Sign in with a security key (?)			
	Then click on Next .	Sign-in options			
		Next			
5.	You should then see a screen like this $ ightarrow$	Bradford College			
	where you need to type in your password , then click Sign in .	Sgr in T T T T T T T T T T T T T T T T T T T			

?? 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	$\leftarrow \rightarrow $ 0		ok.office365.com/mail/inbox		
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9.	Click Join to continue.					
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	Please note, your screen will look different depending on your course and your teacher.	FP.	Fait htt: nve 95:	ESOL Adults	46f2a6a be5434	