

LOGGING INTO THE COLLEGE SYSTEM AND OPENING APPLICATIONS

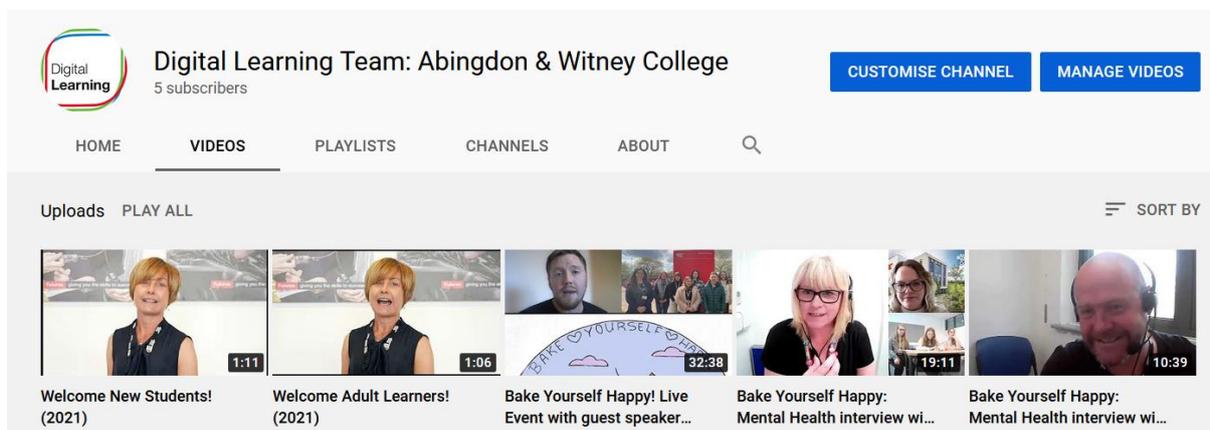


This guide covers the following topics:

- Devices for accessing your course
- Log into the system from your own device
- Locate the main College applications
- Open Teams
- Open Outlook
- Open Word

This guide was last updated in August 2021. If this guide is more than six months old, please check with your tutor if there are newer support materials available.

A video explainer version of this guide is available on the Digital Learning Team YouTube channel:



Welcome Adult Learners!

To fully participate in your course, you will need to be able to log into the College website and use a number of applications. This guide will get you started.

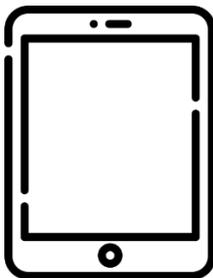
Devices for accessing your course

There are three main types of device students use to access College systems. You will need at least one of the following...



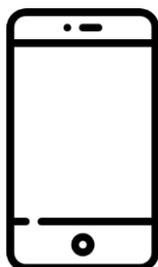
A **LAPTOP** (or desktop computer) usually provides **the best learning experience** as it has a large screen, a 'proper' keyboard and a built-in web camera. These can be useful when you are creating documents or participating in TEAMS lessons or meetings.

A WINDOWS laptop or Google Chromebook is recommended. Apps also work on Macs but the College is not able to provide technical support for Apple products.



A **TABLET** (including an iPad) can be used to access the College website and applications. You may find it difficult to type using a tablet, and cheaper tablets can run apps slowly. TEAMS will work on most tablets.

Note that TEAMS and other Microsoft apps do NOT work on KINDLE FIRE devices. For this reason Kindle devices are not recommended.



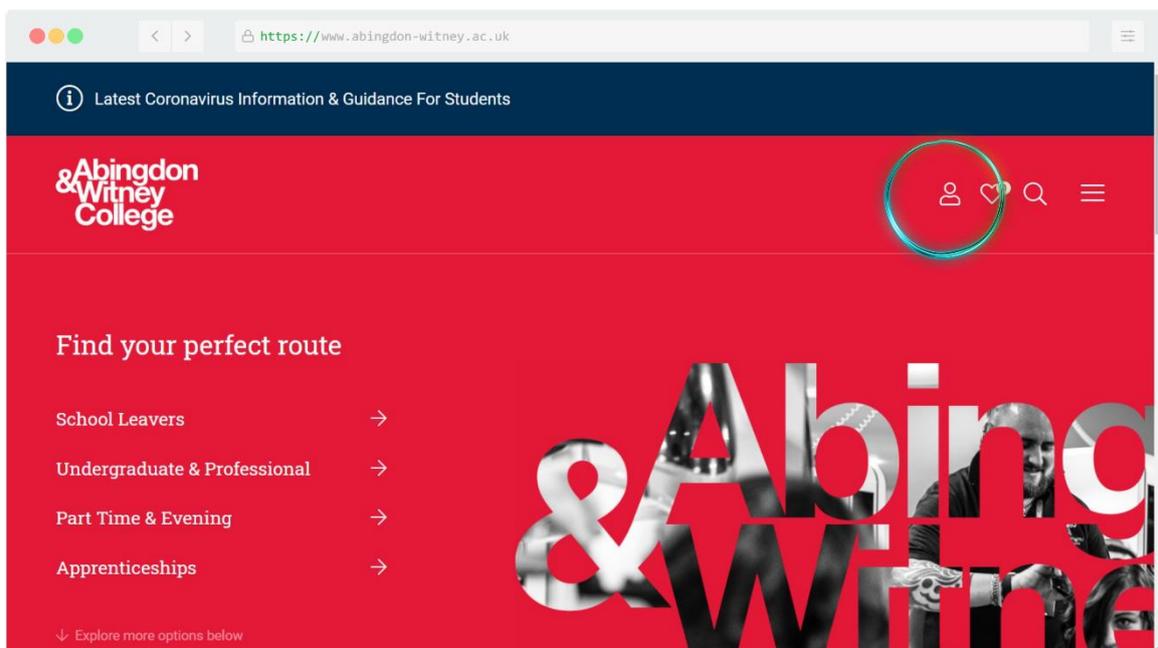
A mobile **PHONE** can be used. You will need an iPhone or ANDROID phone to be able to download current apps. It is recommended you use a phone that is less than 3 years old to avoid issues with running the latest versions of apps. Some older phones which are still receiving updates may work.

Log into the College system from your device

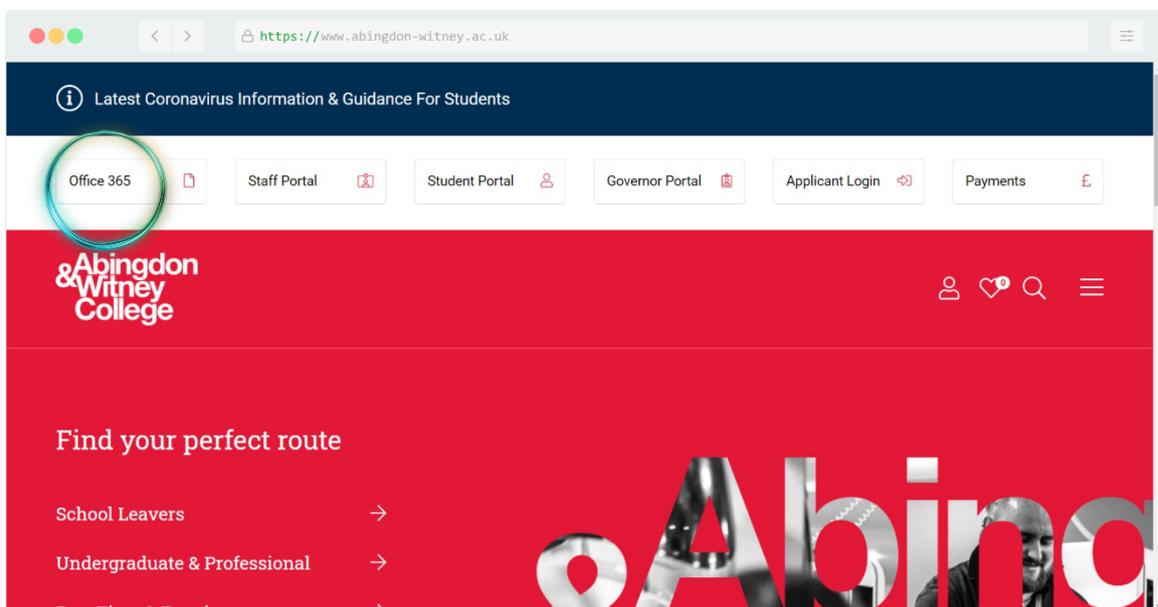
To log into the College system, go to the following web address in your browser: www.abingdon-witney.ac.uk

If you are using a laptop, it is recommended you use CHROME or EDGE as your browser as other browsers may not work correctly. On an Android device, by default you will be using Chrome. On an Apple device you will use the Safari browser by default. All screenshots in this guide are taken from a laptop.

1: Tap on the 'person' icon towards the top right of the window:

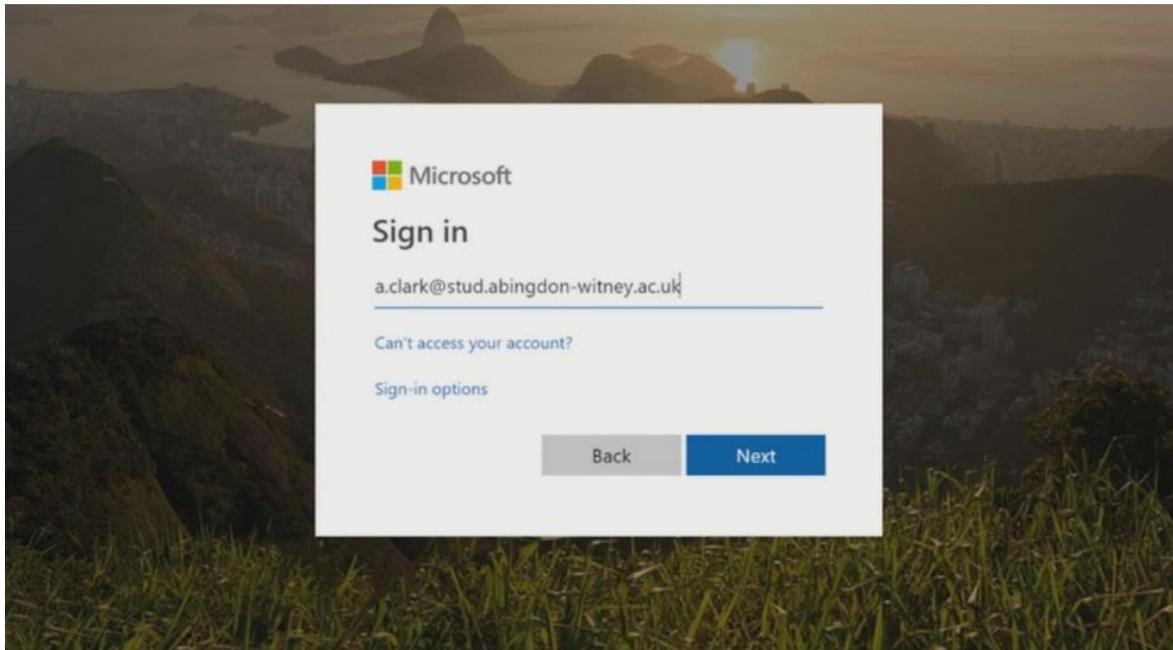


2: Tap on 'Office 365':

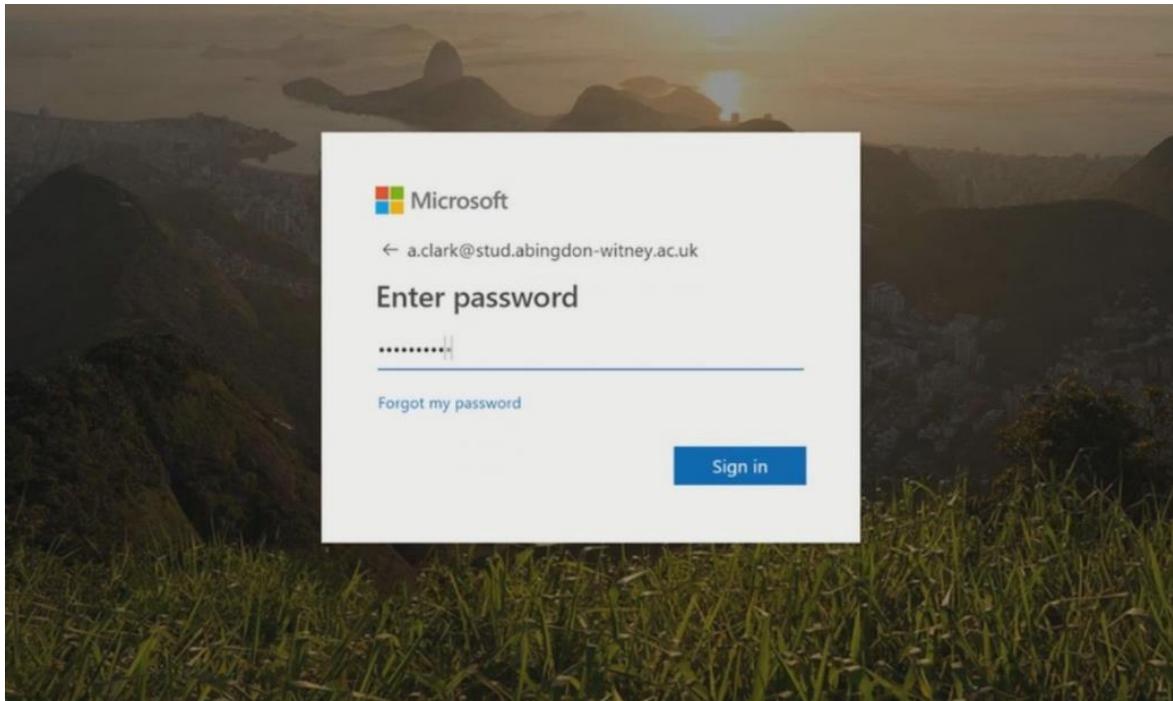


3: You will be asked to sign in.

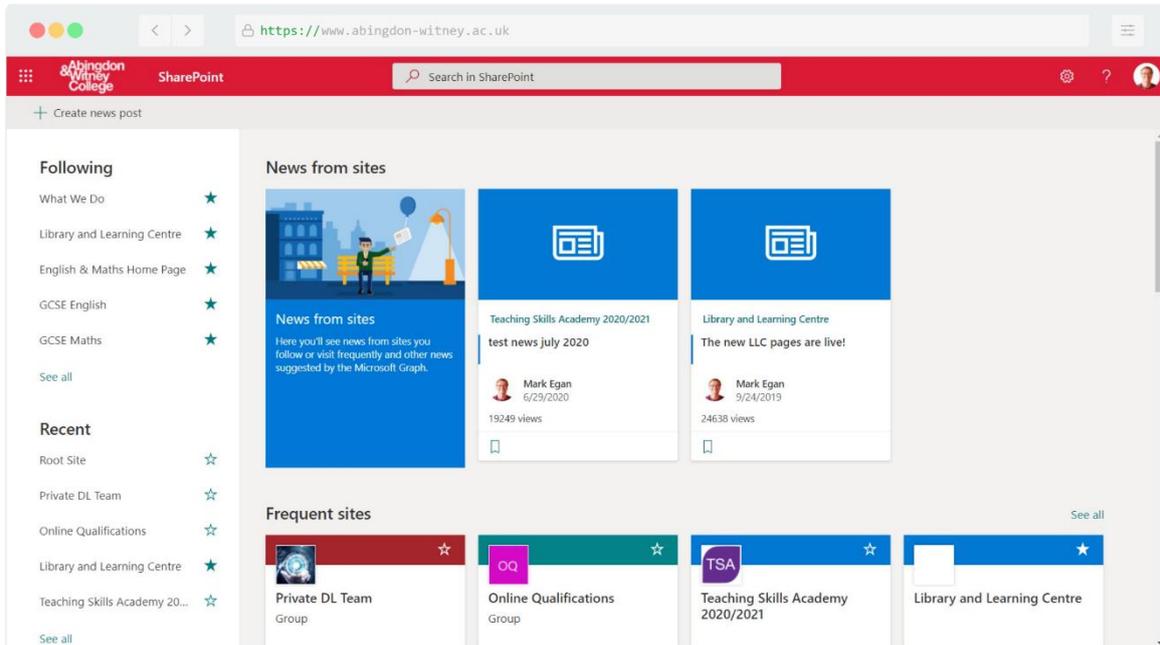
Start by entering your FULL College email address, then tap 'next':



4: Next enter your password then tap 'Sign in':

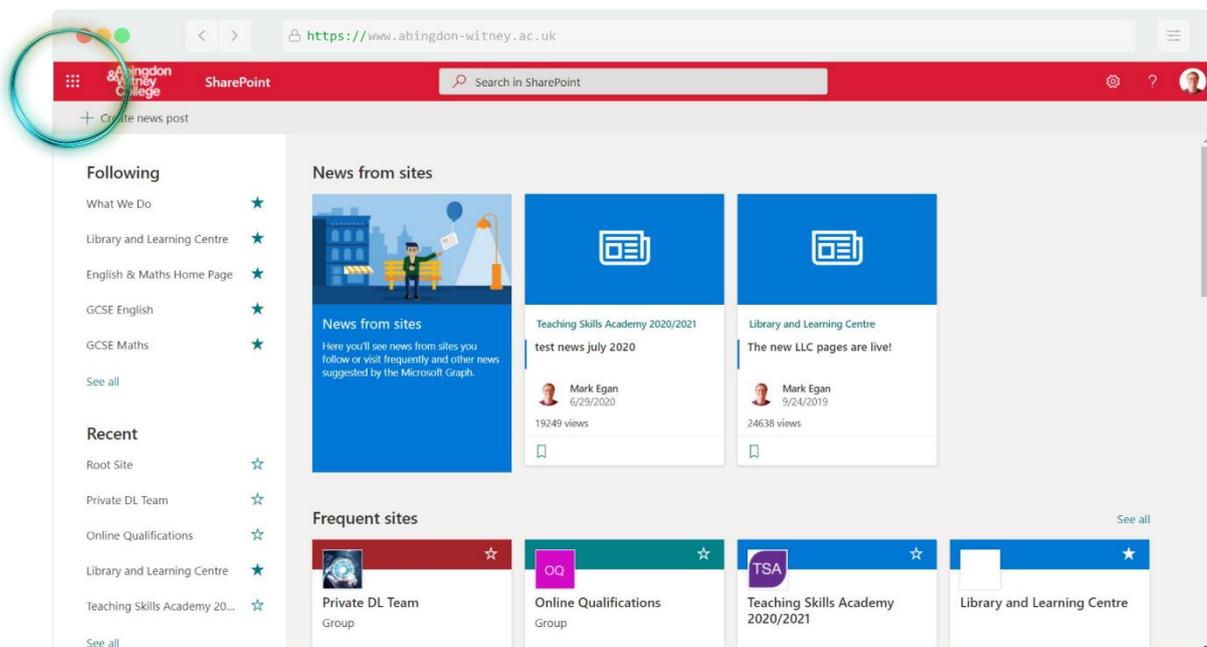


5: Once you have signed in successfully, your screen will look similar to this:

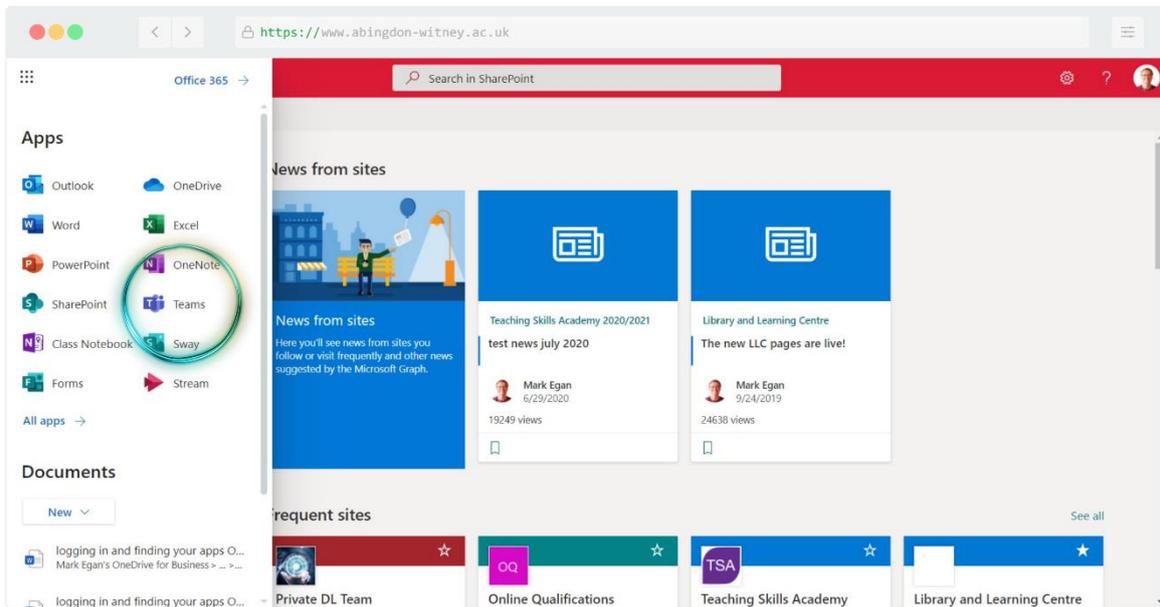


Locate and open the TEAMS app

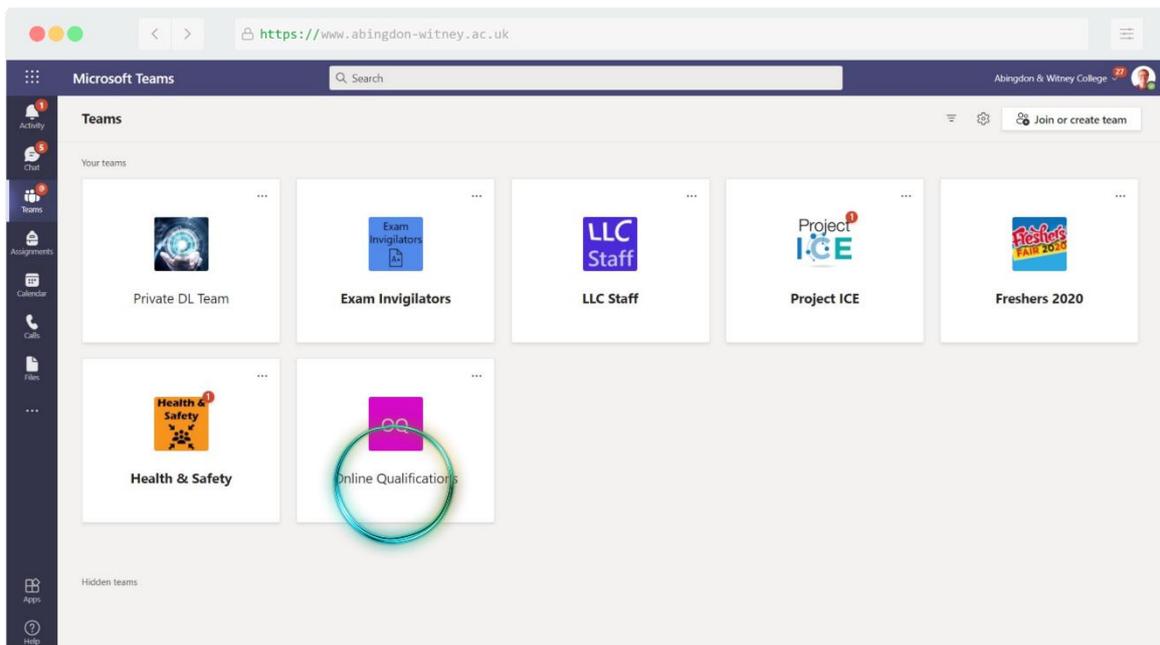
1: Tap the 'waffle' icon at the top left of the window. This icon looks like a square made up of 9 dots:



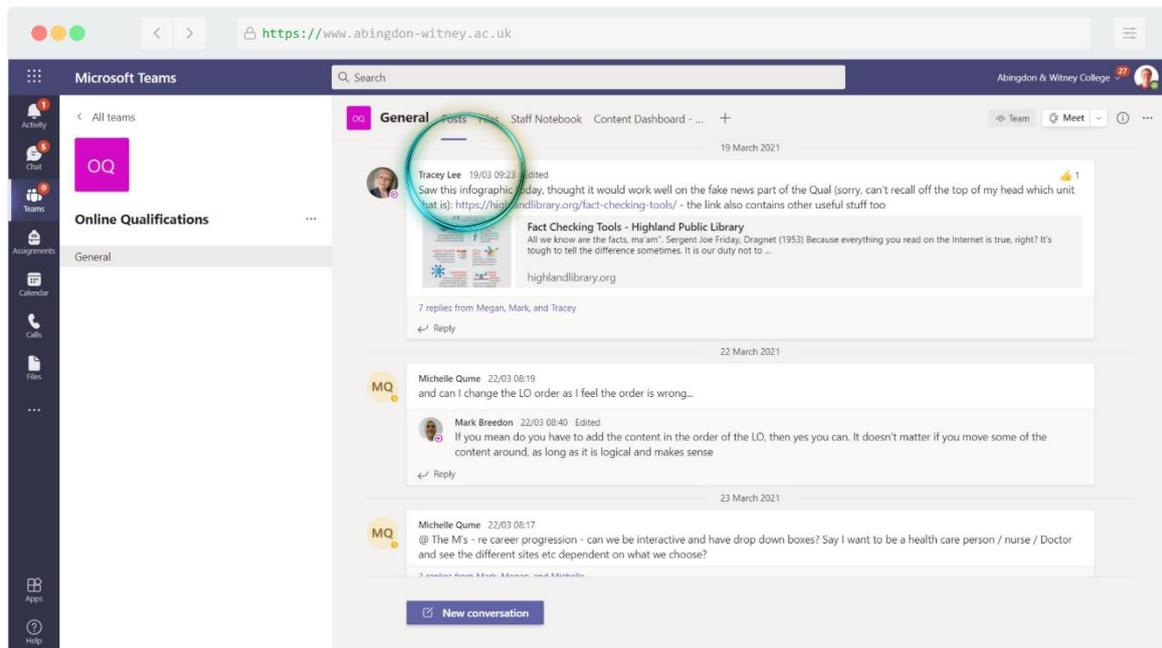
2: The list of available apps opens. To open an app, just tap on it. Below we are opening 'Teams', which is used for online teaching and contacting your tutor and other students. Nearly every course uses Teams:



3: If this is the first time you have opened Teams in your browser, it will show any teams you have been assigned to. Tap a logo to go into that team area:



4: Most team areas have tabs for posts (where you can enter messages for your tutor and other students) and files (where you can share files). Your team may have additional tabs which have been set up by your tutor:

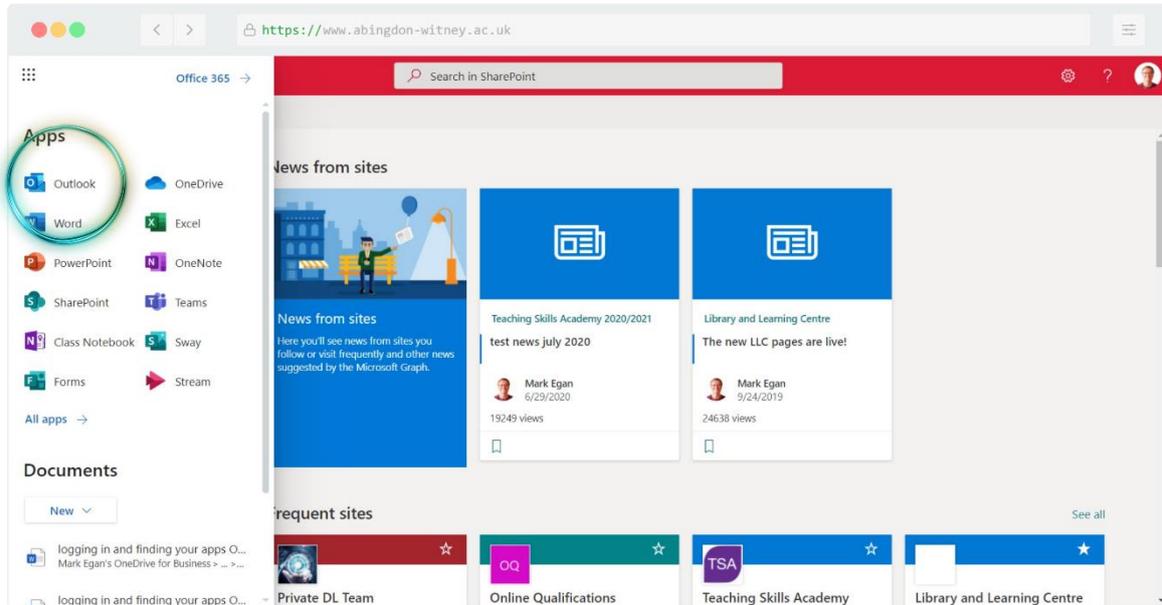


Video guides are available that demonstrate Teams functionality and how to participate in Teams meetings. Please see the adult learning welcome page.

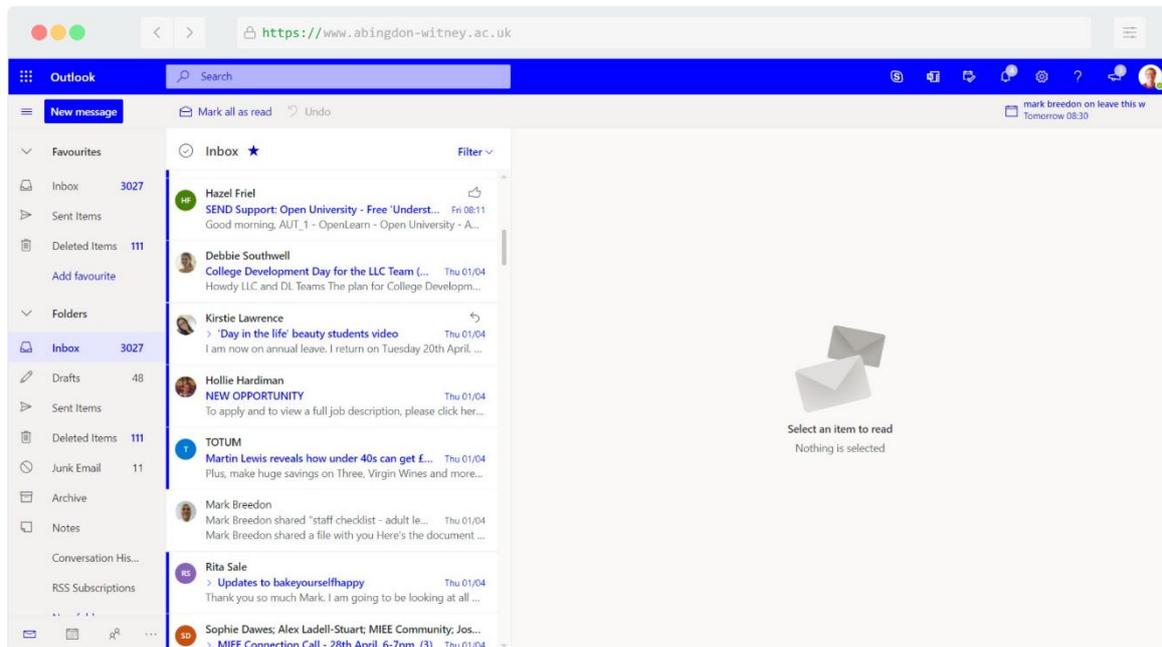
Locate and open the OUTLOOK app

The OUTLOOK app is where you send and receive email. You also have access to a calendar which can be used to view and join meetings.

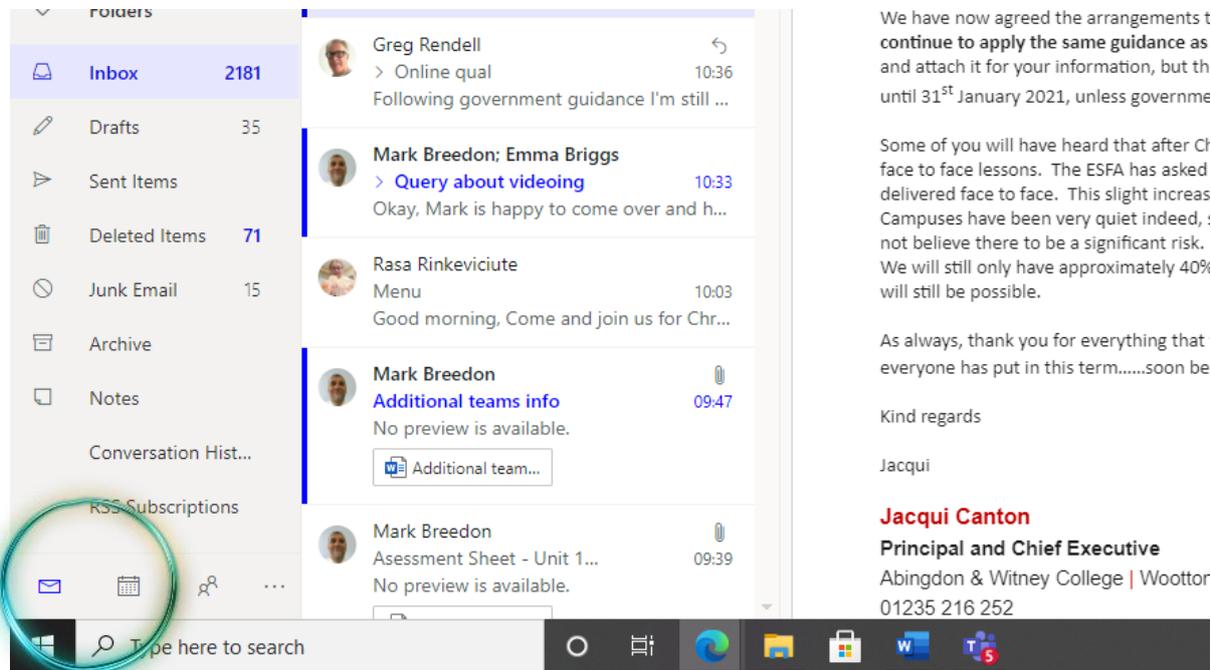
1: Outlook is opened from the Apps list:



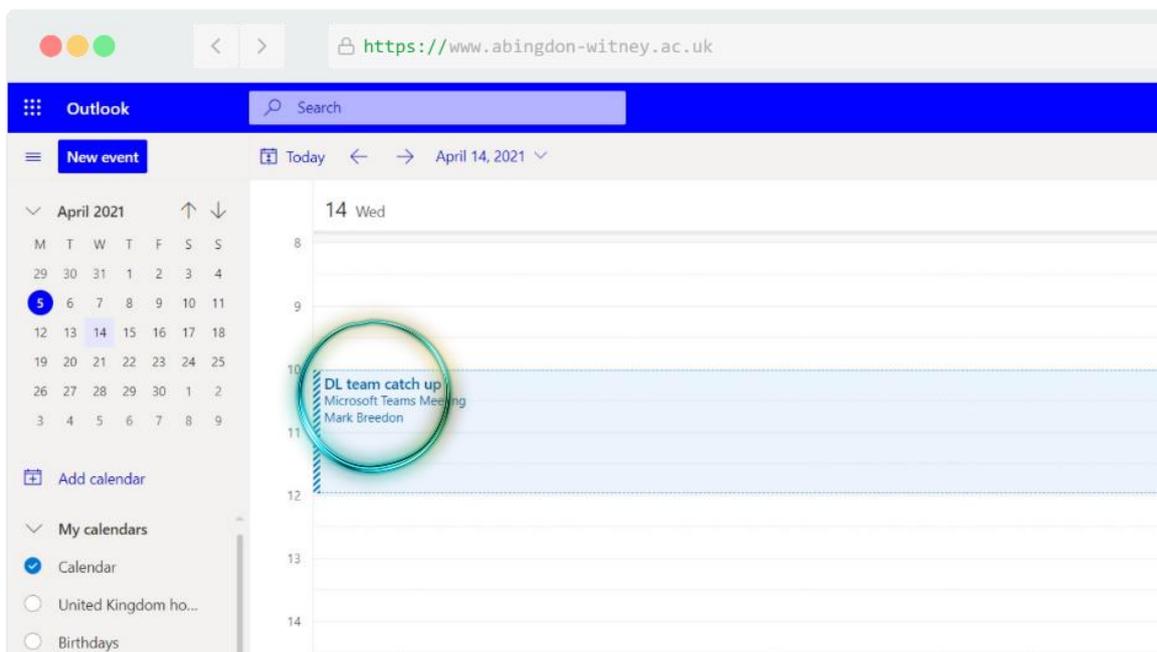
2: By default, Outlook will open your email inbox (Emails that have been sent to you). Tap on an email to view it in full:



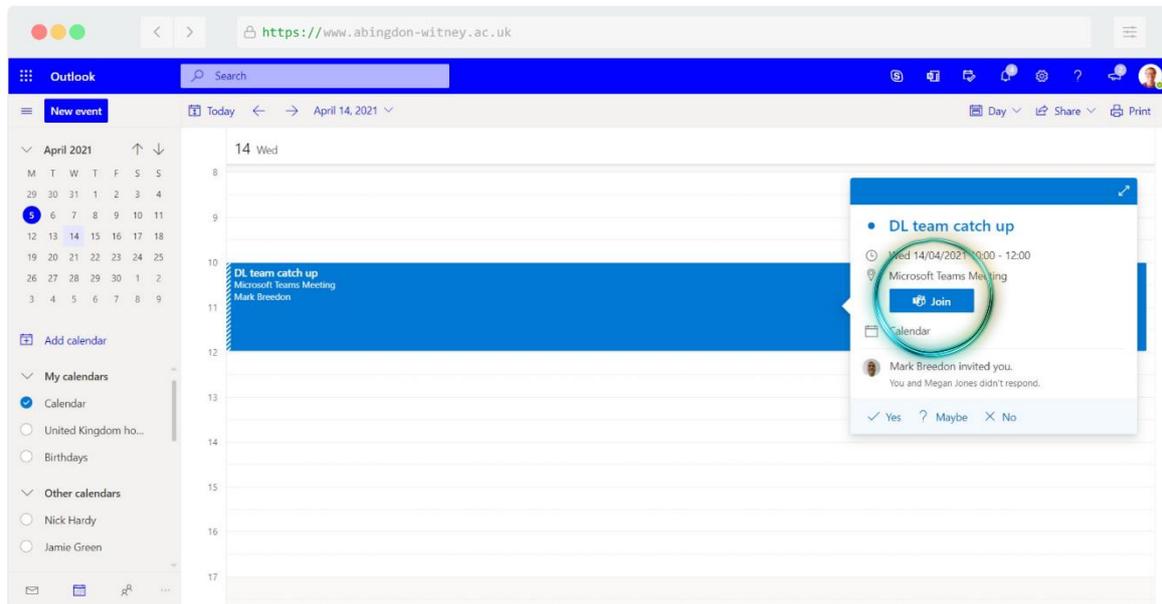
3: Switch between your EMAIL and your CALENDAR using the small icons at the bottom left of the window. (In some cases, these icons may appear running down the left side of the window instead).



4: You can use your calendar to view upcoming meetings, appointments and anything else added to it. If your tutor has added a meeting it will look similar to below:



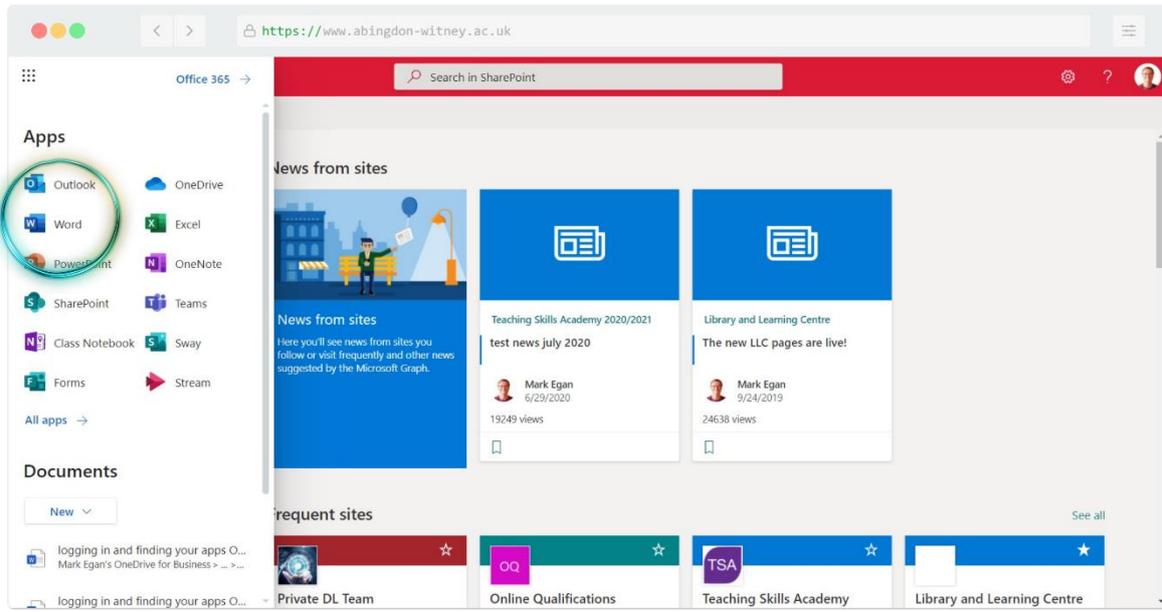
5: Hover over a meeting for more information. If a meeting is a TEAMS meeting (meaning you will meet online at that time in Teams), you'll see a JOIN button:



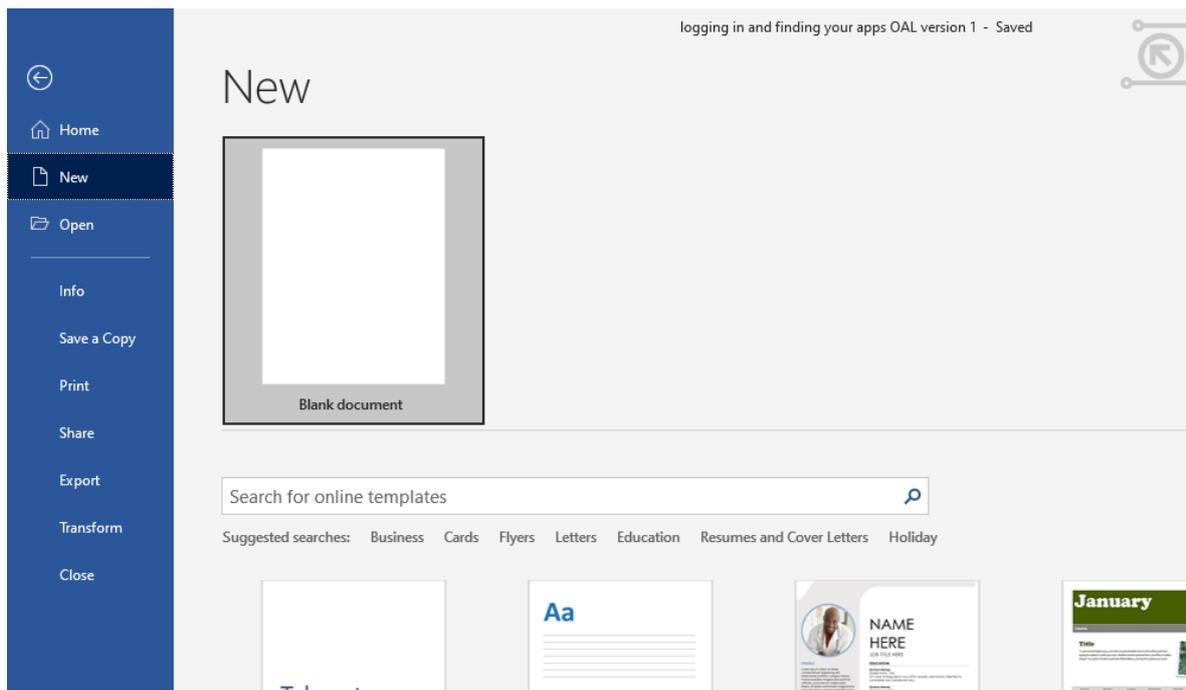
When it's time for the Teams meeting to start, just tap JOIN and Teams will open ready for the meeting. For more information on joining and participating in Teams meetings see the videos on the adult learning webpage.

Locate and open the WORD app

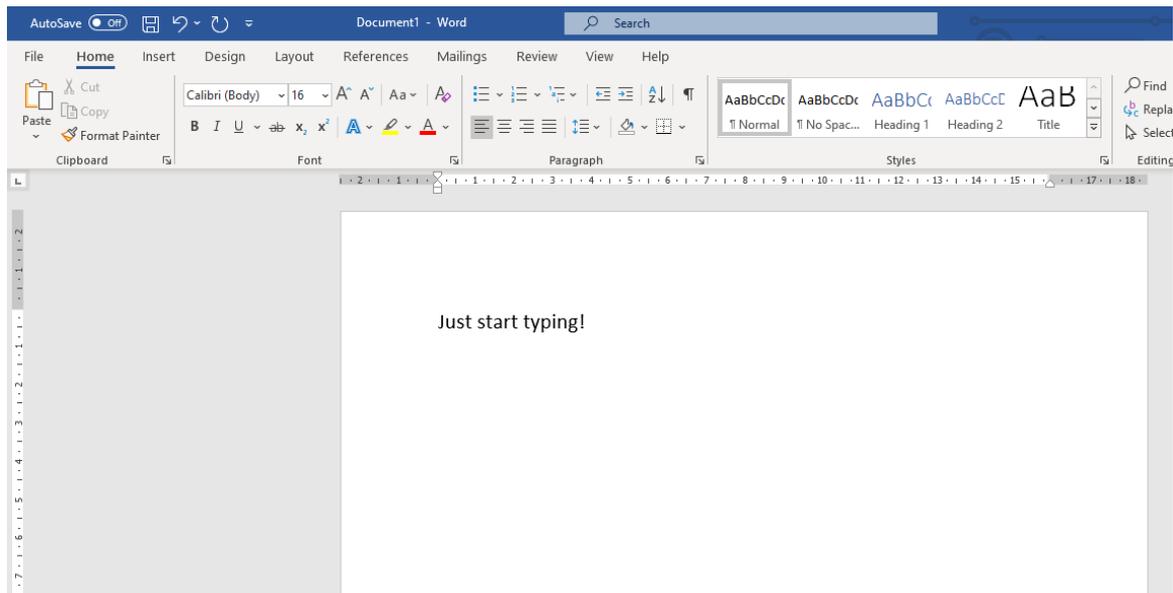
1: The WORD app is used to view documents and create your own. You may be sent links to Word documents from inside Teams. To open Word, just tap on it from the Apps list:



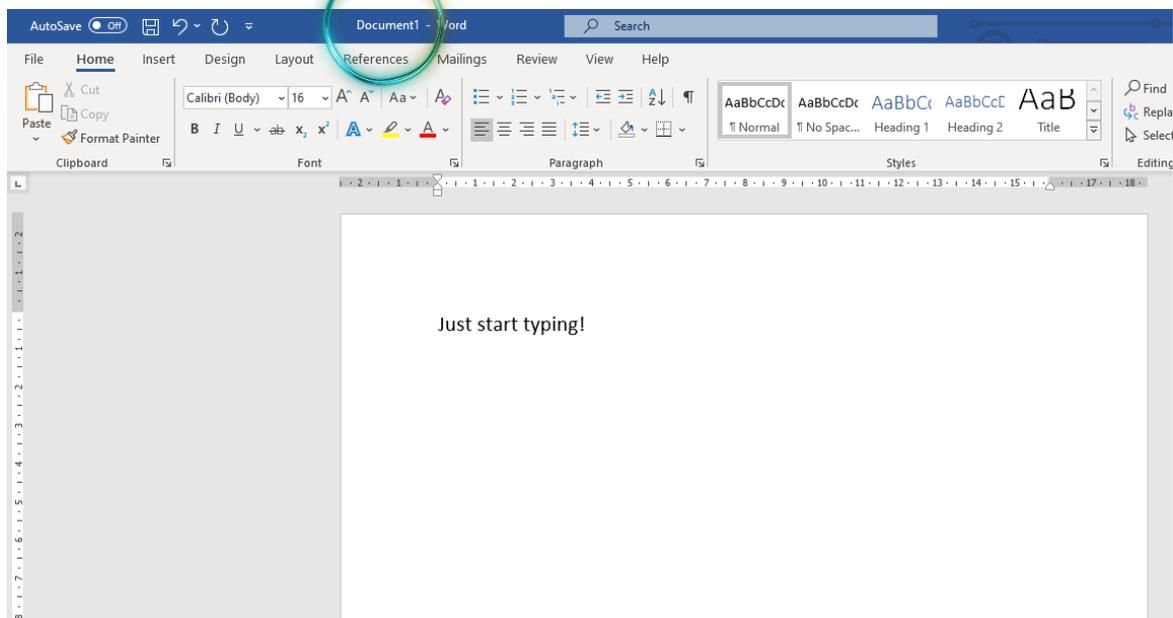
2: If you want to create a new document, tap 'blank document'. Alternatively this may also be labelled 'New blank document':



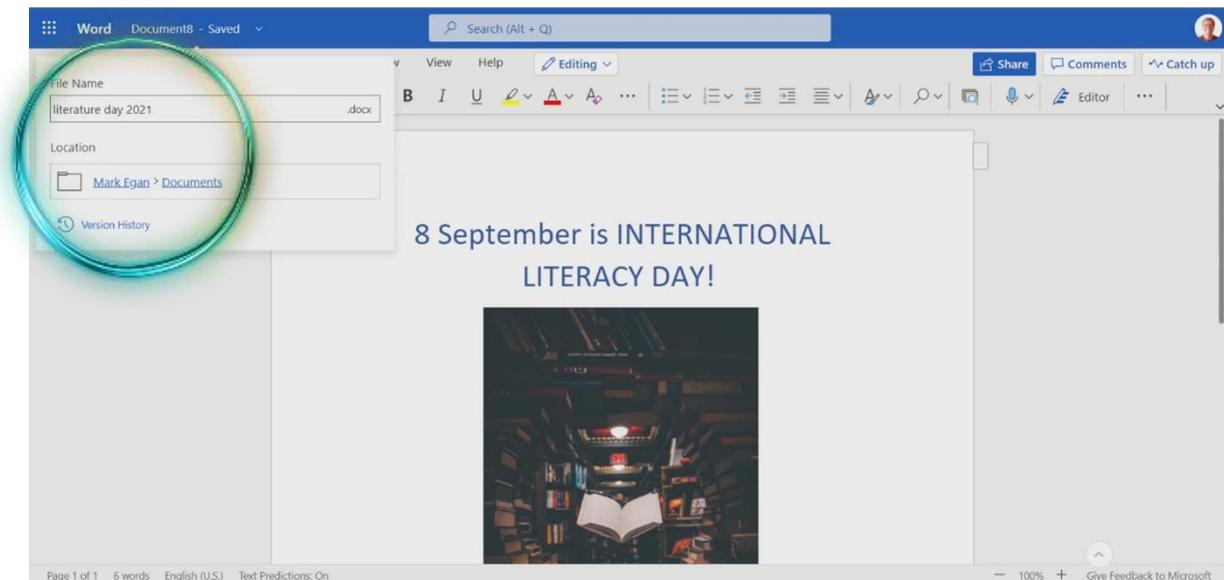
3: A new file is created. Just start typing!



4: Your document is automatically saved as you update it. It is given a default generic name such as 'Document1'. To change the name to something appropriate, tap on the default name as below:



5: Enter a descriptive name. By default, the file is saved in a folder called 'Documents':



This document folder is on your 'OneDrive', which is a file storage area private to you. If you will need to use your OneDrive regularly your tutor will provide guidance.

As you can see from the apps list, there are many apps available in addition to the ones mentioned in this guide. Your tutor will guide you if you need to use any of the other apps. If you would like help with the content of this guide, in the first instance please speak with your tutor. If you have a general question you can email the digital learning team: digital.learning@abingdon-witney.ac.uk

