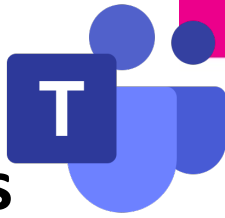


# How to access Microsoft Teams



## Android based phone or tablet

1, Open the App store on the device



2, Search for "Microsoft Teams"

3, Click the "Get" button



4, Teams will download and install onto your device

5, Once installed, locate the Teams app within the App Library

6, Open the app and log in using your college email address (e.g. [firstname.surname@derwen.ac.uk](mailto:firstname.surname@derwen.ac.uk))

We also recommend downloading  
"Microsoft Outlook"



using the same method as above. This will allow you to access your college emails and accept calendar invitations.