

How to use Microsoft Teams

- How to Sign in
- How to join a video conference
- How to submit an assignment

You will need your college email

- You already have a student email (your [student number](mailto:student_number@students.rhacc.ac.uk))@students.rhacc.ac.uk
- Your student number is the same as your learner ID. If you do not know this your tutor can help you.
- Your email **password** is your date of birth eg. 19/01/1965 would be 19011965.



Richmond and Hillcroft Adult and Community College

Sign in with your organizational account

14736@students.rhacc.ac.uk

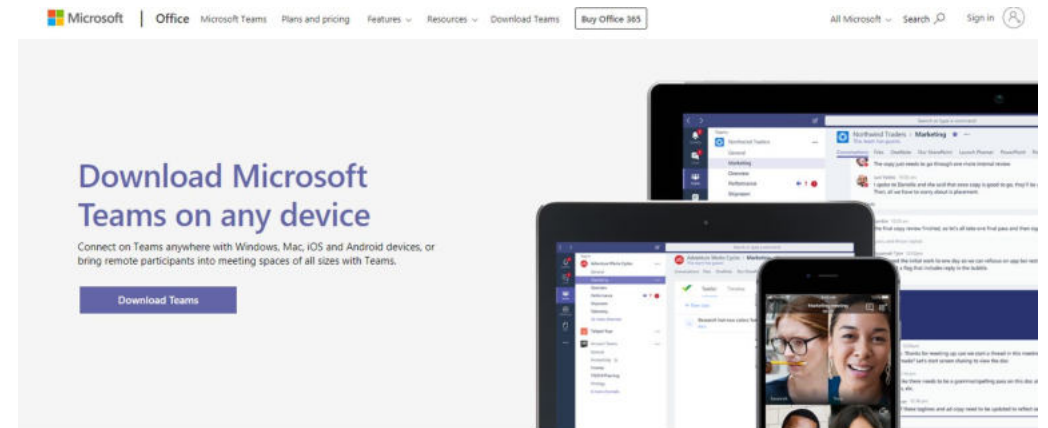
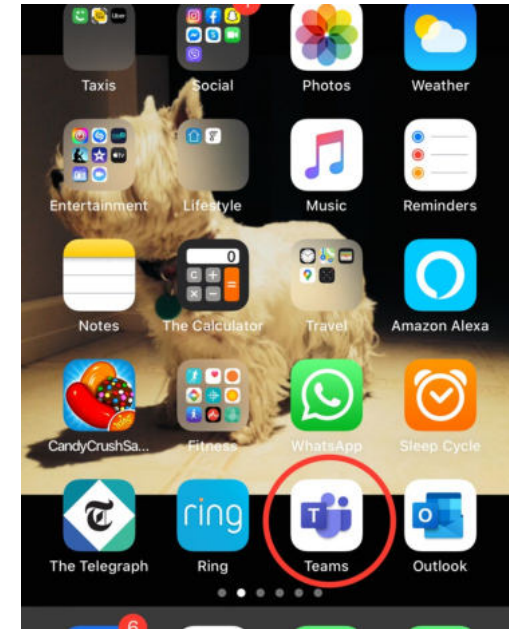
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Sign in

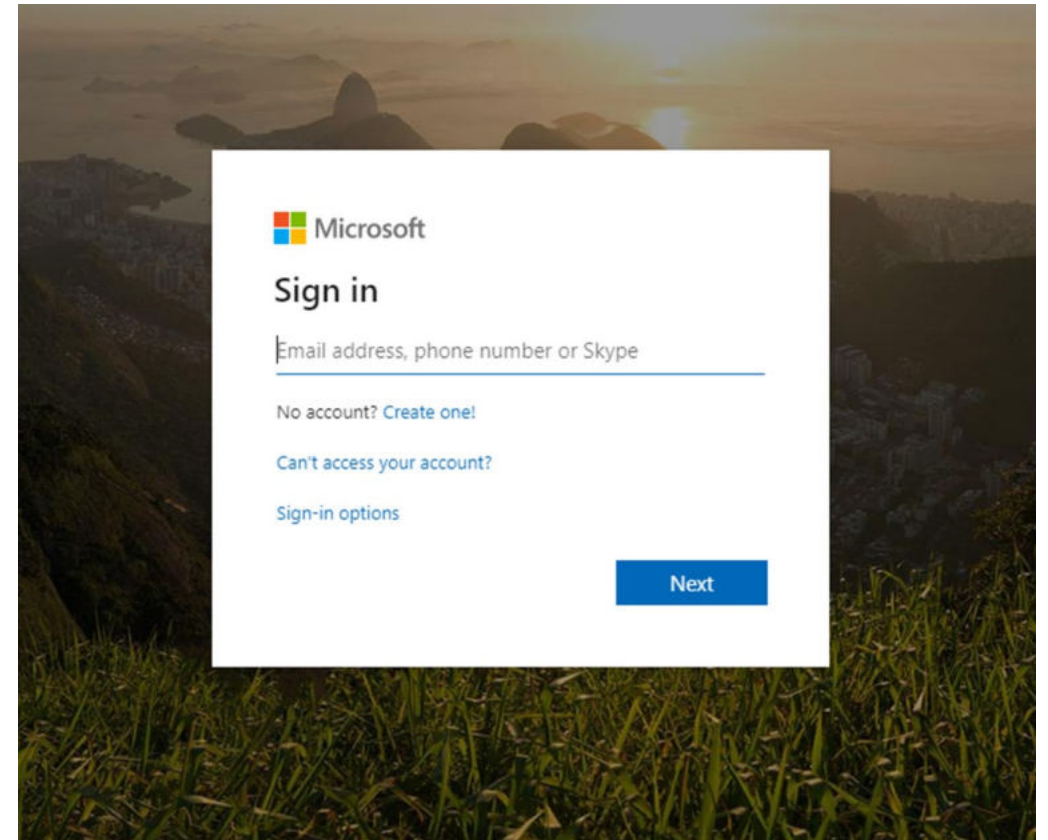
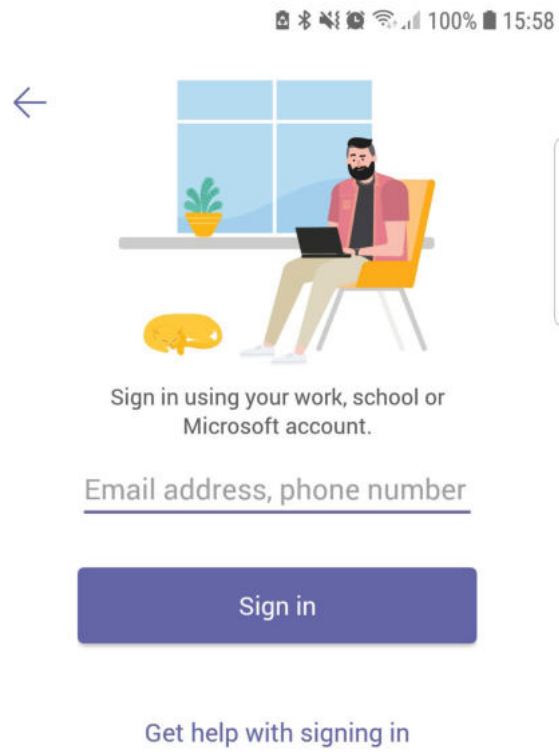


Download Teams on your PC / mobile device

- Teams will work best if you download the app. Download the app by [clicking here](#)
- Sign in using your college email
- Select the 'Teams' App.

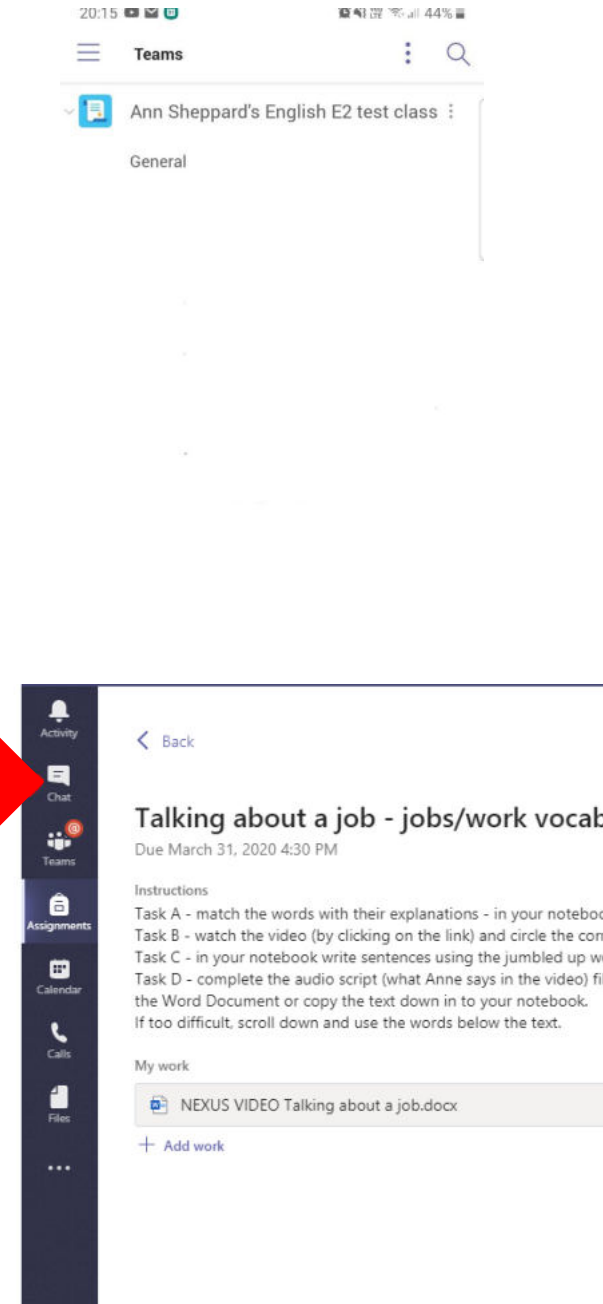


2. Enter your college email address then password.



Select your class and you're in! Here, you will be able to

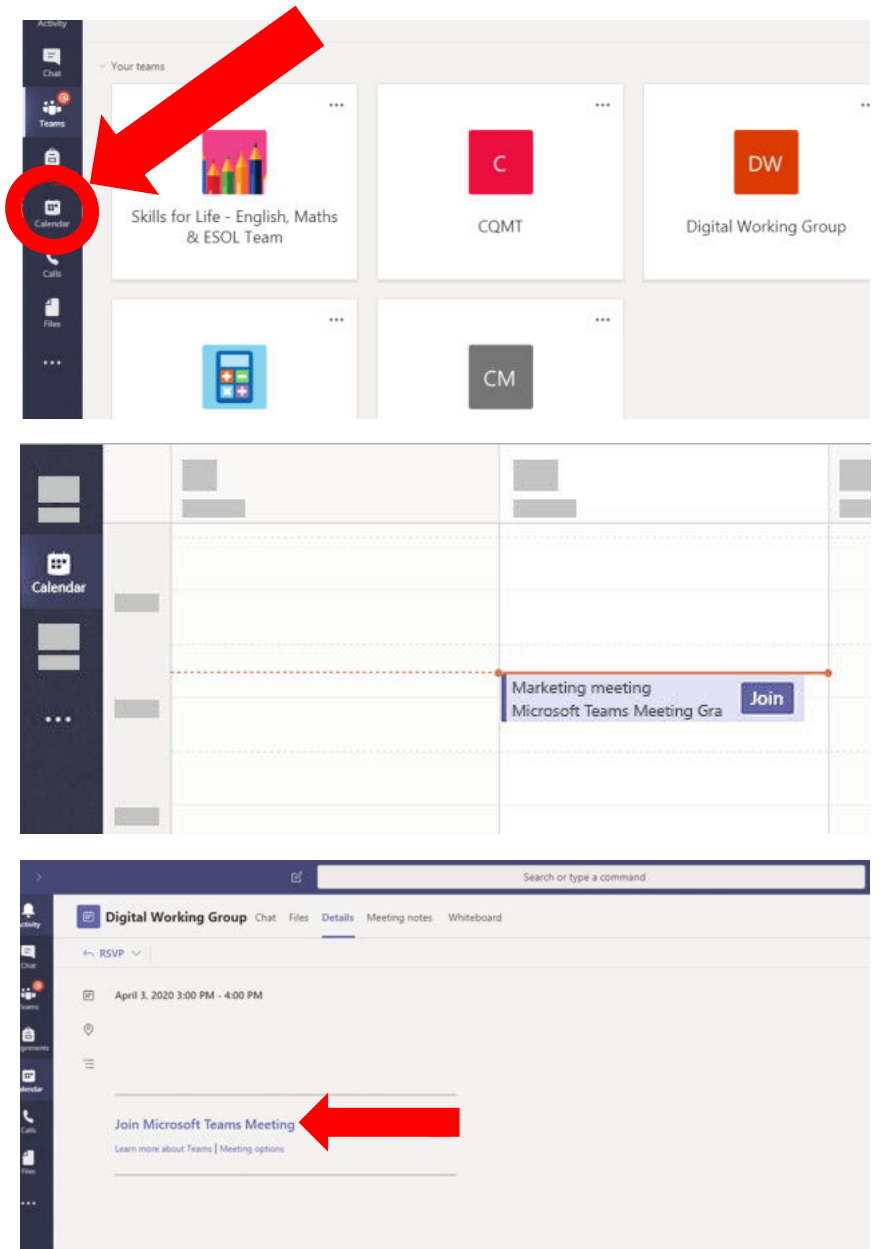
- See information about your class, e.g. class times
- Access class resources
- Attend your lesson via a video conference (live meeting)
- Communicate with your tutor and other students using 'chat'
- Submit homework
- [Click here to see what more you can do](#)



How to join an online class

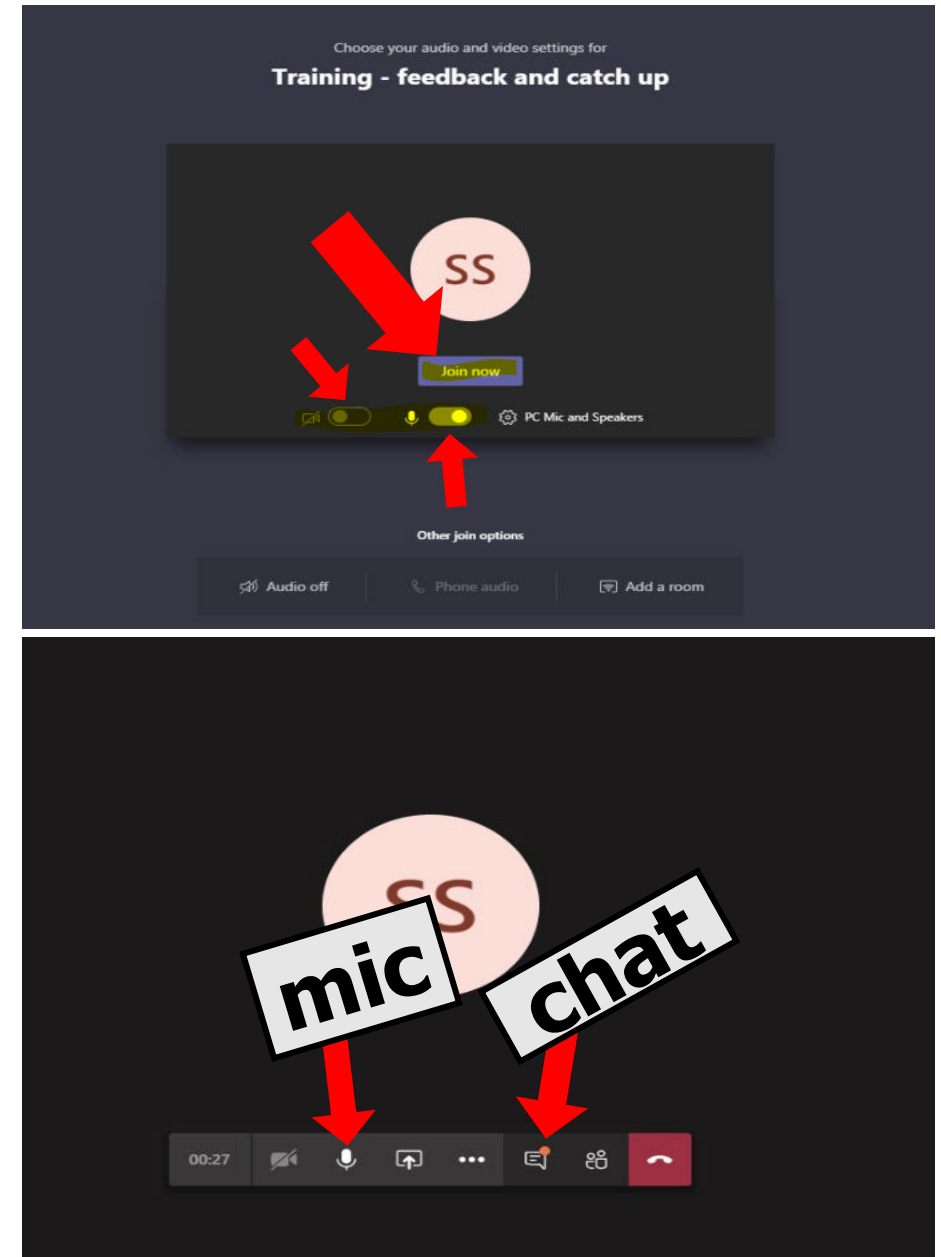
Your tutor will schedule a 'meeting' or class which will appear on your 'calendar'

- Click on to 'calendar'
- Find your meeting
- Click 'Join' or 'Join meeting'
- Click 'Join now'
- You'll also get a notification on your college email
- [Click here for a video demonstration](#)



During an online class

- Arrive early so you are set up
- Make sure your camera is on (if you have one)
- Better to use headphones with a mic (you should have one with your mobile)
- Keep your mic on 'mute' when you are not speaking
- Unmute your mic when you want to speak
- Make sure you are in a quiet environment so you can concentrate
- Make sure you have all your learning equipment with you so you are ready to learn
- You can use 'chat' to ask your teacher any questions or when your tutors want you to answer a question in writing



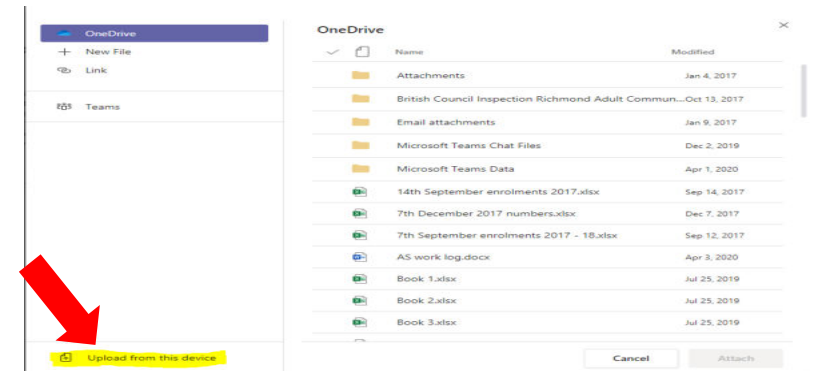
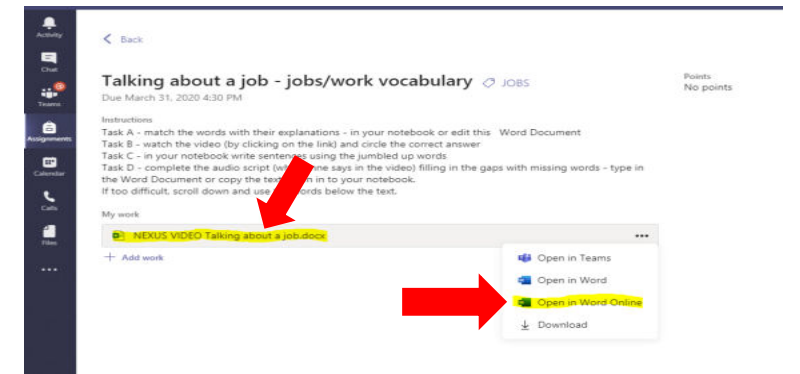
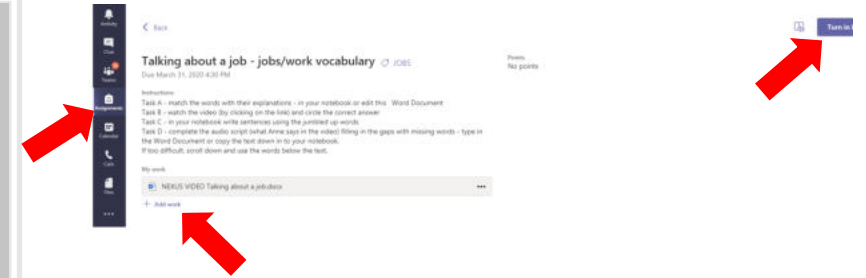
How to submit an assignment

You will need to:

- Click on 'Assignments'
- Read the task your tutor has set
- Click 'add work' and upload your homework

You can either:

- Edit a doc your tutor has already created by clicking on the document and selecting 'Open in Word Online'
- Upload a new doc or a picture by clicking 'upload from this device'
- Remember to click 'Turn in'
- [Click here for a video demonstration](#)



Dos and don'ts

- Do make sure you know your college email address, you won't be able to access Teams without this
- Do make sure you are ready to learn as you would in class: have all your learning equipment, make sure you are in a quiet place where you won't get disturbed for the duration of your class
- Do make sure you arrive early to your class