



Wycliffe

# Office 365 and Teams

## Office 365

Please type <https://portal.office.com> address bar.

Or from your Firefly homepage, click on the Office 365 link within General Links-students

You can also download a desktop application for Windows PC's and Macbooks from here: <https://teams.microsoft.com/downloads>

**General Links - Students**

- Office 365
- Wycliffe College Website
- Google
- IT Support Portal
- IT Helpsheets & Pupil User Guide
- Password Self Service Portal
- Wycliffe Email Online
- Library Web App
- Access your U; S; and T: drives Online
- Papercut Online (Internal Only)
- Mobile Device Printing (Internal Only)
- Remote Desktop (VDI)
- Copyright material in schools
- Sports Fixtures, Results & Team sheets

## Login

You will then see this appear. You need to enter your email address. This is whatever your usual username is @wycliffe.co.uk

Microsoft  
Sign in

[username@wycliffe.co.uk](#) → Email address, phone number or Skype

[No account? Create one!](#)  
[Can't access your account?](#)  
[Sign-in options](#)

Next

You will then need to enter the SAME password that you always login with.

## Teams

To open teams, click on the teams icon

Start new Outlook OneDrive Word Excel PowerPoint OneNote SharePoint Teams Class Notebook Sway Forms All apps

You can then see all of the teams/classes that you are a member of.

e.g.



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## Meeting

To join a scheduled meeting click on the calendar.

Click on a meeting on the date & time scheduled for you.

Click join.



### Microsoft Teams On the iPad/iPhone (iOS app)

1. Download the Microsoft Teams app from the app store.
2. Login using your full school email (username@wycliffe.co.uk) and school password.
3. To join a scheduled meeting, go to 'Calendar'. Click on a meeting on the date & time scheduled for you.
4. Click Join.

### Microsoft Teams On the Android tablets/phones

1. Download the Microsoft Teams app from Google Play store.
2. Login using your full school email (username@wycliffe.co.uk) and school password.
3. To join a scheduled meeting, go to 'Calendar'. Click on a meeting on the date & time scheduled for you.
4. Click Join.

**If you email a teacher, please only use your school email account**