

How to access Microsoft Teams

Web Version

1. Open your preferred web browser.
2. Go to Student Moodle. You will find the link at the bottom of our website (<https://www.askham-bryan.ac.uk/>).
3. Click on 'Office 365' (right-hand side of the page).



4. Click on the Teams icon.



*You can also access the web version by going into 'office.com' and typing your credentials (sudentid@my.askham-bryan.ac.uk or studentid@newtonrigg.ac.uk) and password.

Mobile/Tablet App

For iOS (iPhones and iPads)

1. Go to the App Store.



2. Search for 'Microsoft Teams' and install it.



3. Open the app and login with your credentials (sudentid@my.askham-bryan.ac.uk or sudentid@newtonrigg.ac.uk) and password.

For Android

1. Go to the Google Play Store.



Google Play

2. Search for 'Microsoft Teams' and install it.



3. Open the app and login with your credentials (sudentid@my.askham-bryan.ac.uk or sudentid@newtonrigg.ac.uk) and password.