# Accessing Teams

Watch how to access Microsoft Teams by clicking on the image below



**Step 1**: Go to your internet browser and type: **office.com** (press enter and the window below should appear) and click on **Sign in**.

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Click Here		

Sign in to use your favorite productivity apps from any device

Step 2: Enter your student credentials (email address then click Next and password then click Sign in).

Microsoft	FULTON a University College
Sign in	← rleitabu@fulton.ac.fj
rleitabu@fulton.ac.fj	Enter password
No account? Create one!	
Can't access your account?	Forgot my password
Back	Sign i
	Please sign in with your Fulton College credenti
Sign-in options	you need assistance, please contact the IT Department.

Example: ilia210678@fulton.ac.fi

# Step 3: Select the Teams icon.

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Step 4: Select Teams to access the modules you are enrolled in.



**Step 5**: Select the module of your choice to view announcements, student resources, assessments.



## Step 6: Select the General/Posts tabs to view any module announcement from your Lecturer



## Step 7: Select the General/Files tabs to view module resources or class materials.

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## Other Tabs and their content



# Other Tabs and their content

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Catch up with all your unread messages, @mentions, replies and announcements.
Chat with your classmates or lecturer
Find channels you belong to have conversations and share files.
Find all module assessments
Scheduled dates/times for online presentations, or due dates for assessments or
meetings.
You can call anyone from Teams (classmates or lecturer)
Find all files