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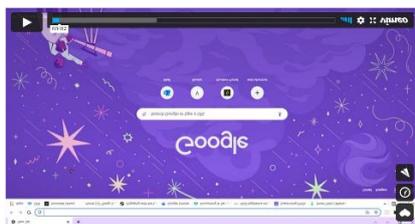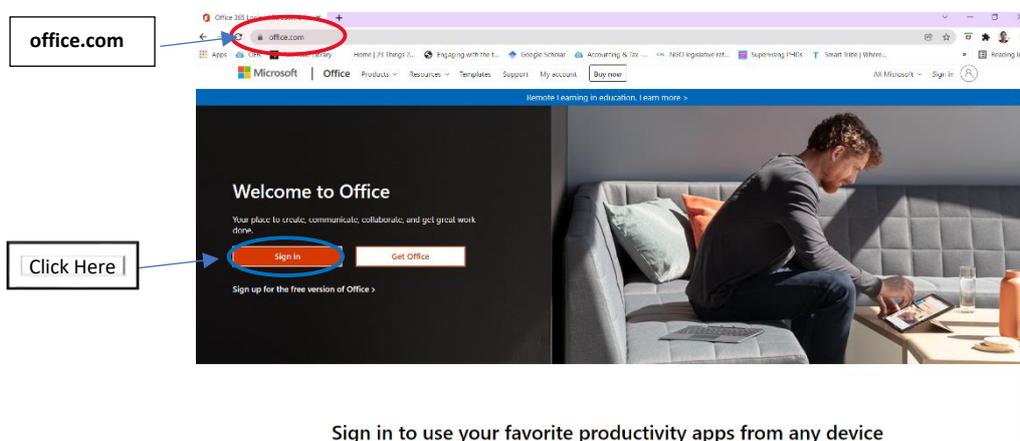
Watch how to access Microsoft Teams by clicking on the image below
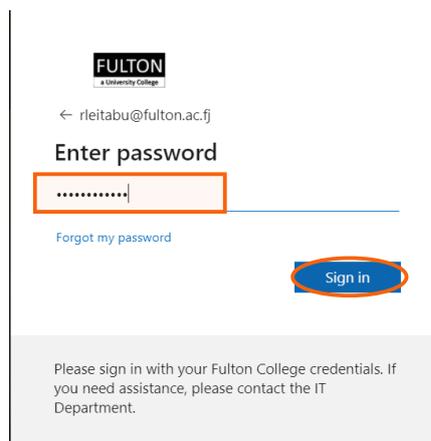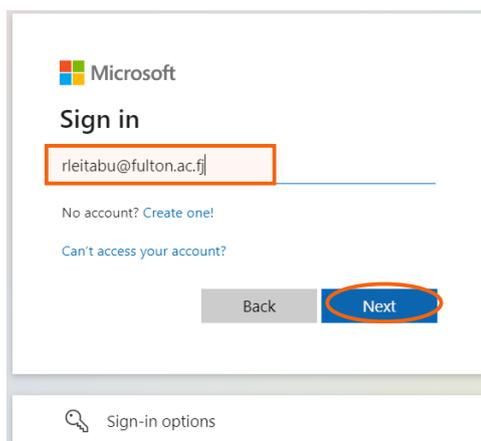

Step 1: Go to your internet browser and type: **office.com** (press enter and the window below should appear) and click on **Sign in**.
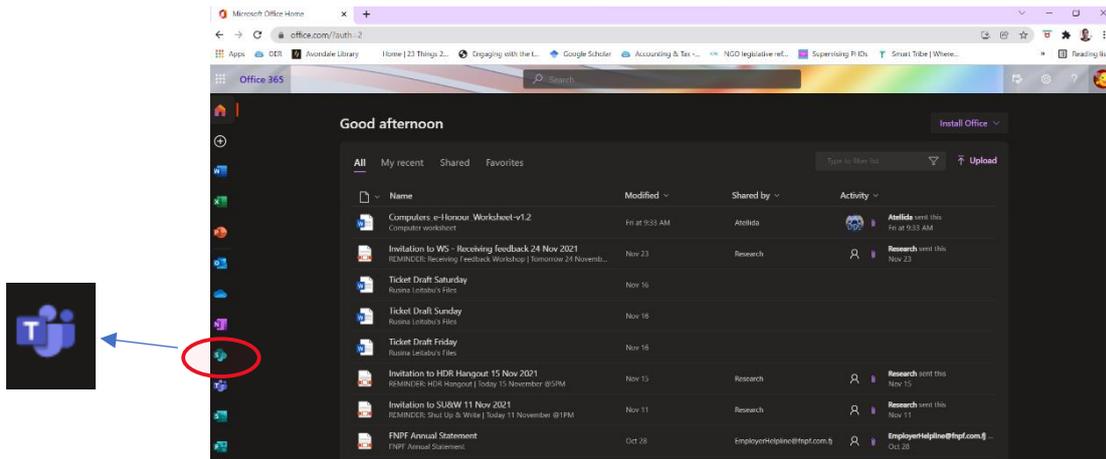

Step 2: Enter your student credentials (email address then **click Next** and password then **click Sign in**).
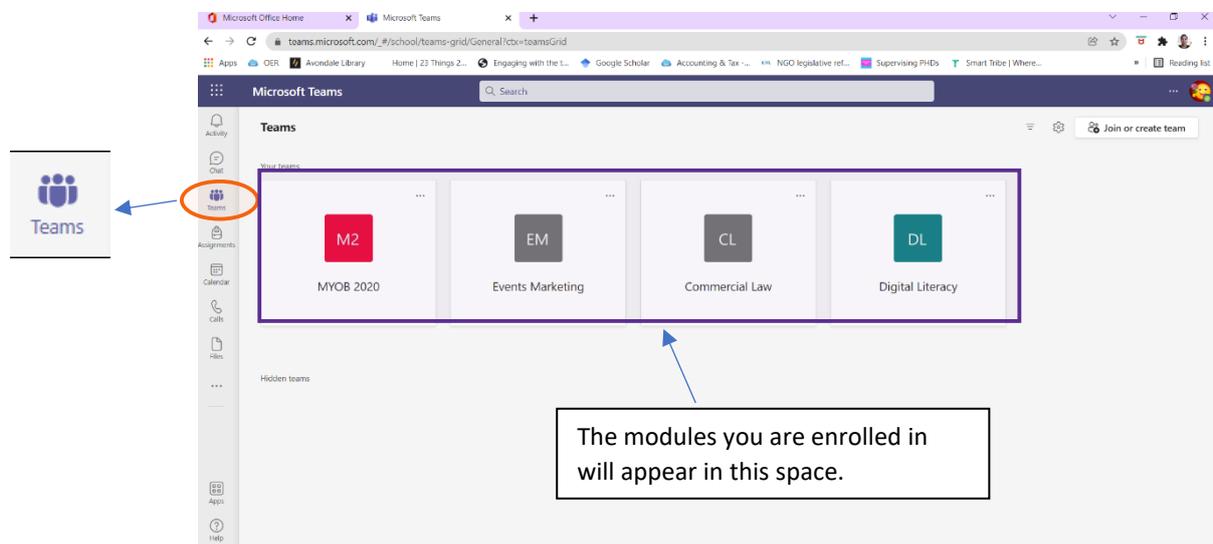
Example: ilia210678@fulton.ac.fj

Step 3: Select the **Teams icon**.

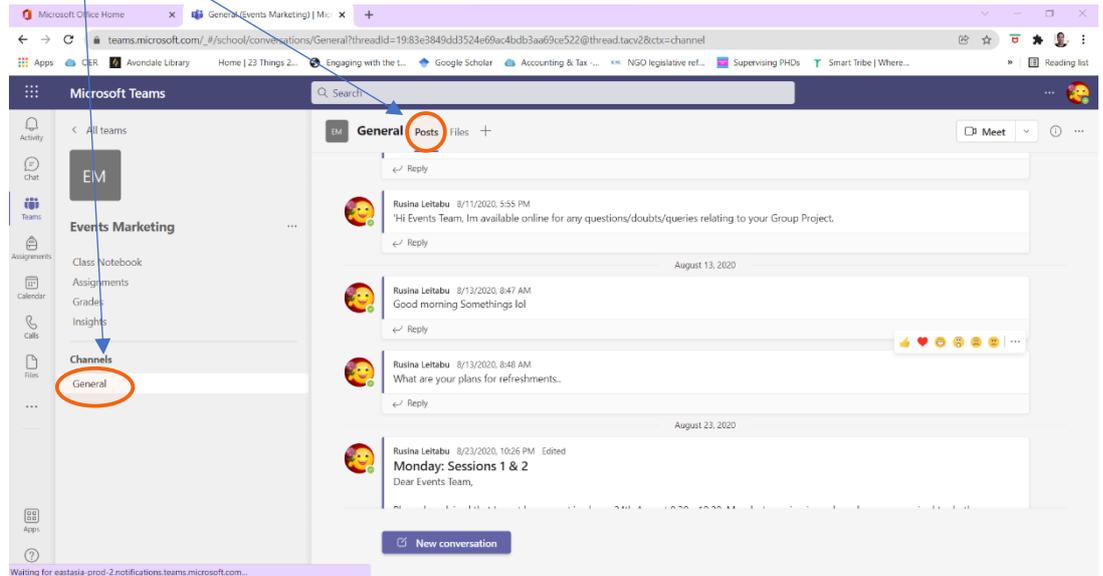**Step 4:** Select **Teams** to access the modules you are enrolled in.

The modules you are enrolled in will appear in this space.

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

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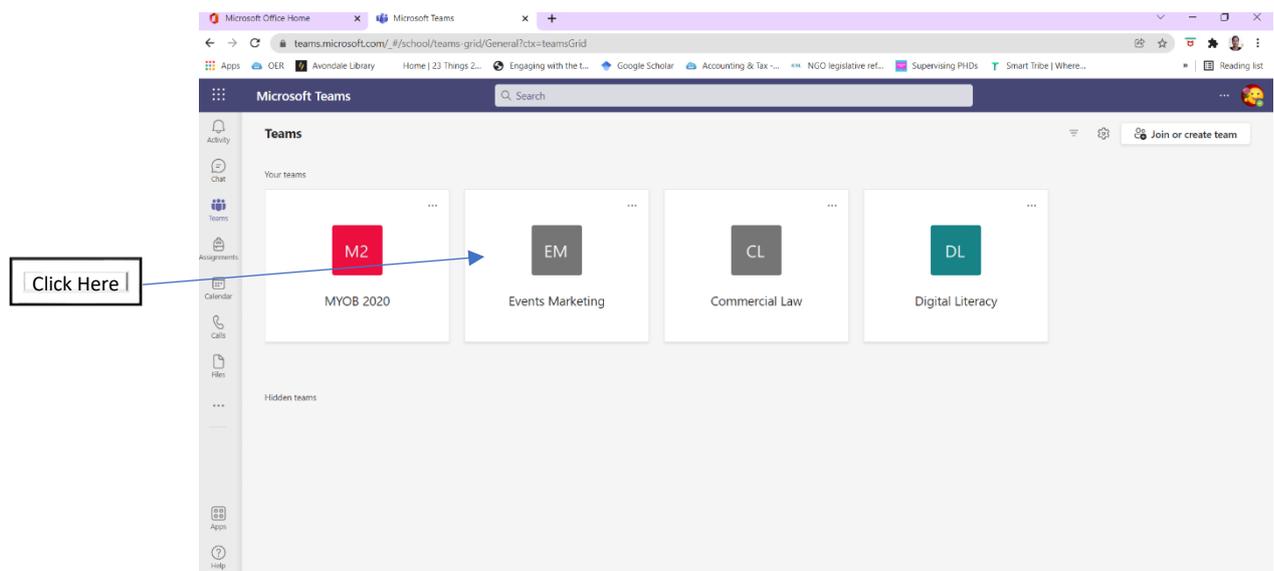
Step 6: Select the **General/Posts tabs** to view any module announcement from your Lecturer

Step 7: Select the **General/Files** tabs to view module resources or class materials.
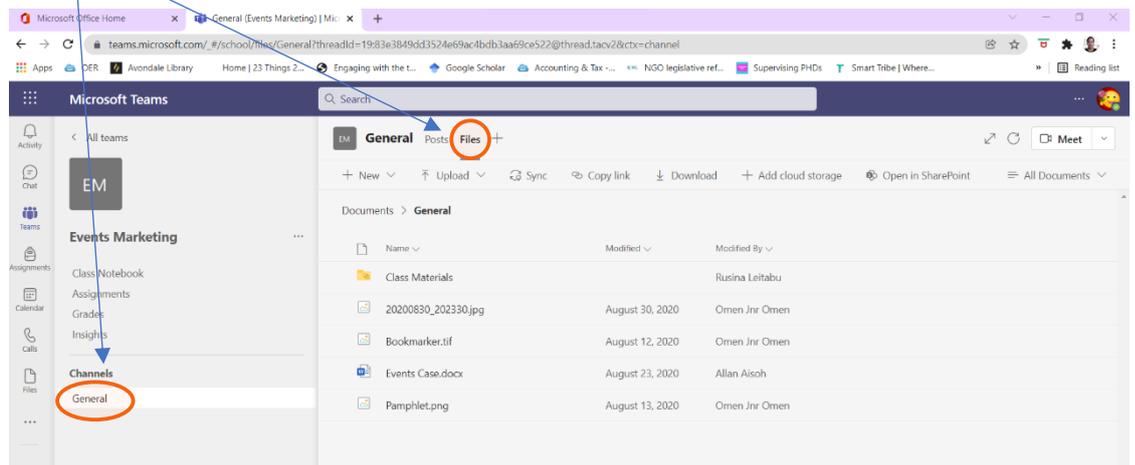
Other Tabs and their content

If made available by your lecturer, select this tab to access your module resources.

Select this tab to access your module assessments.

If made available by your lecturer, select this tab to access your assessment grades.

Other Tabs and their content

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