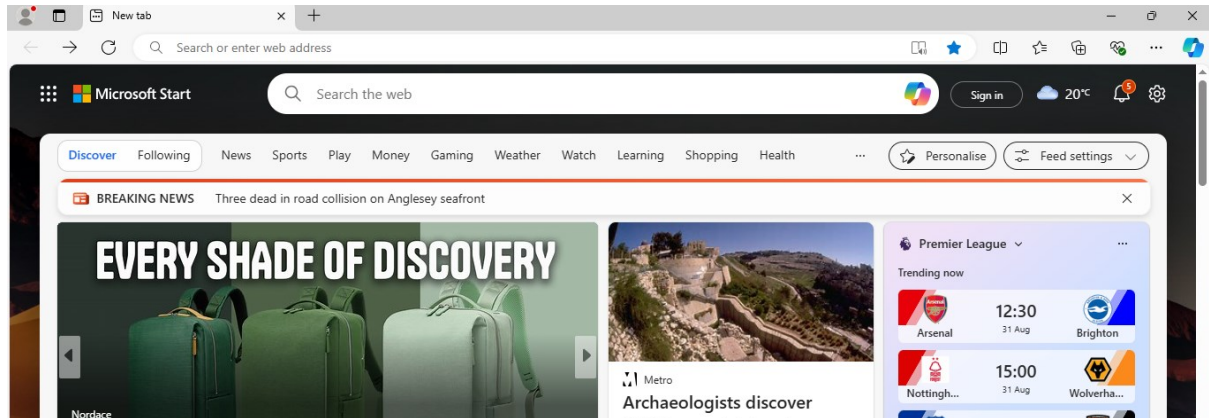
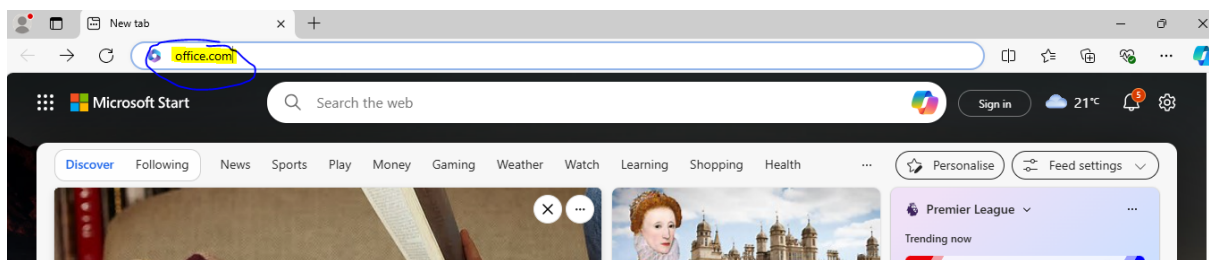


Accessing your course with Inspire Learning through Microsoft Teams

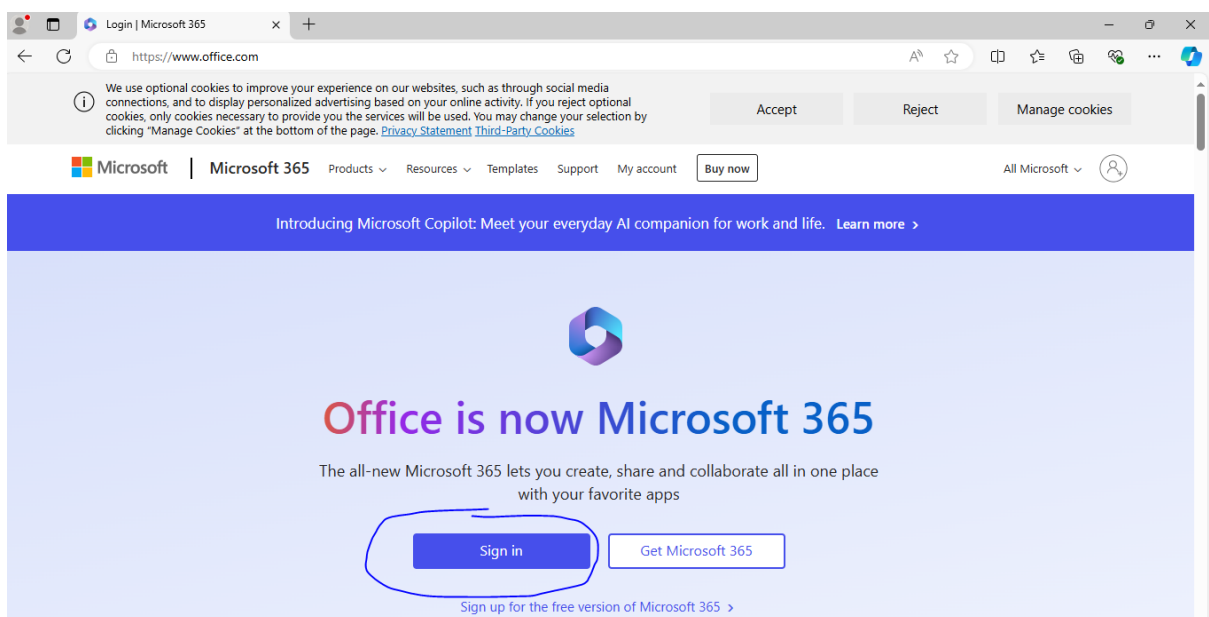
1. Start a browser (Edge, Google Chrome, Safari, etc)



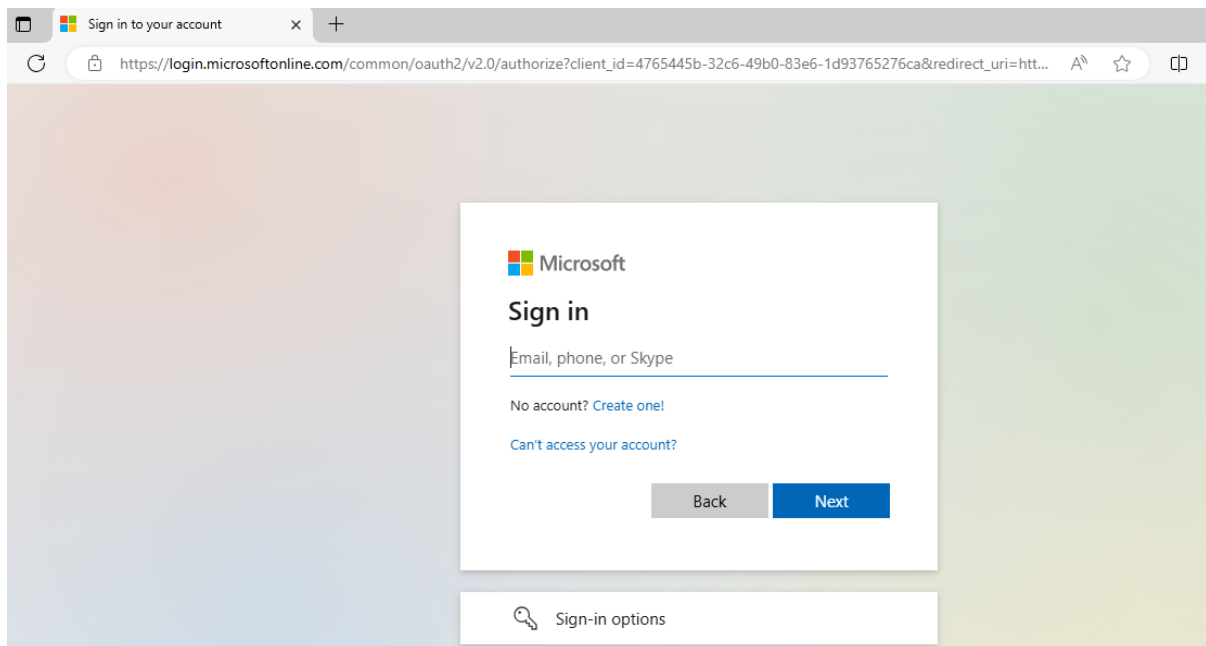
2. Type office.com into the address bar:



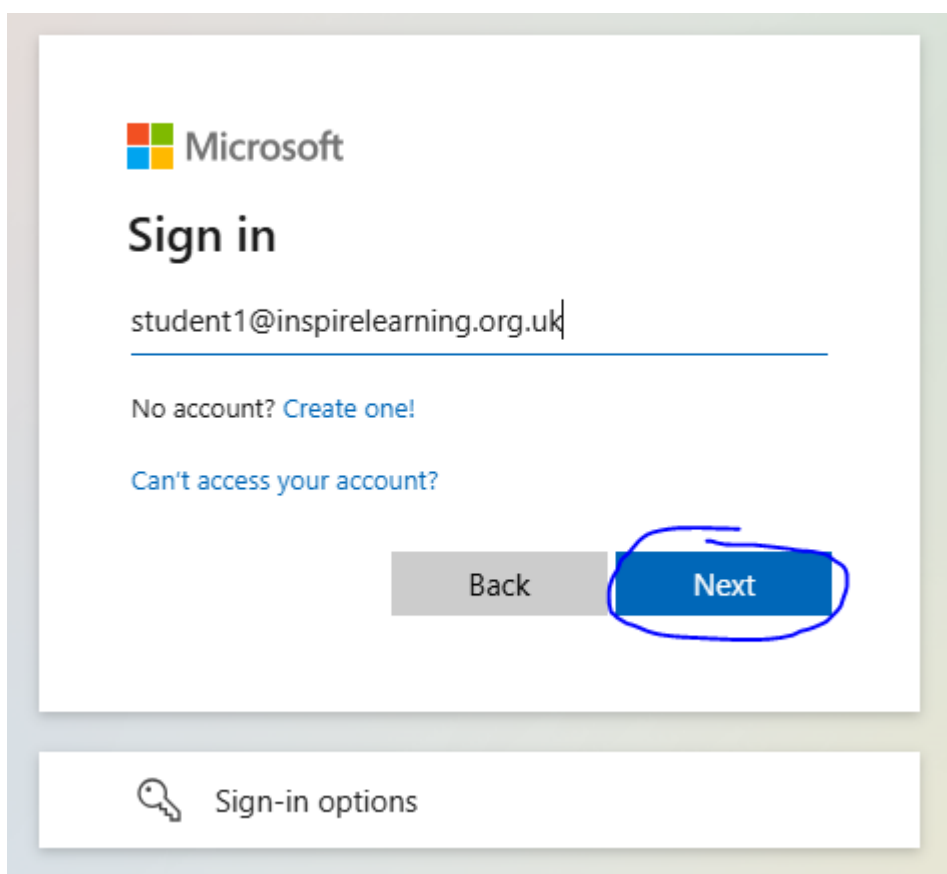
3. Press enter which will take you to this page:



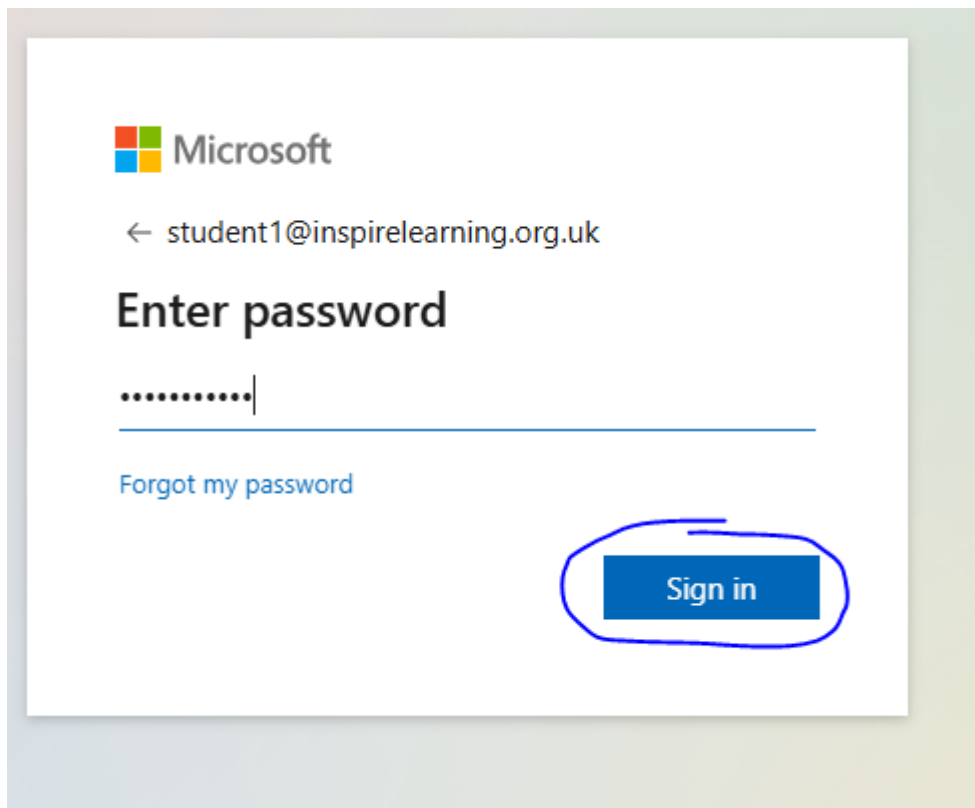
- Click on 'Sign in' (if you do not go to a page like this, see troubleshooting guide at the end):



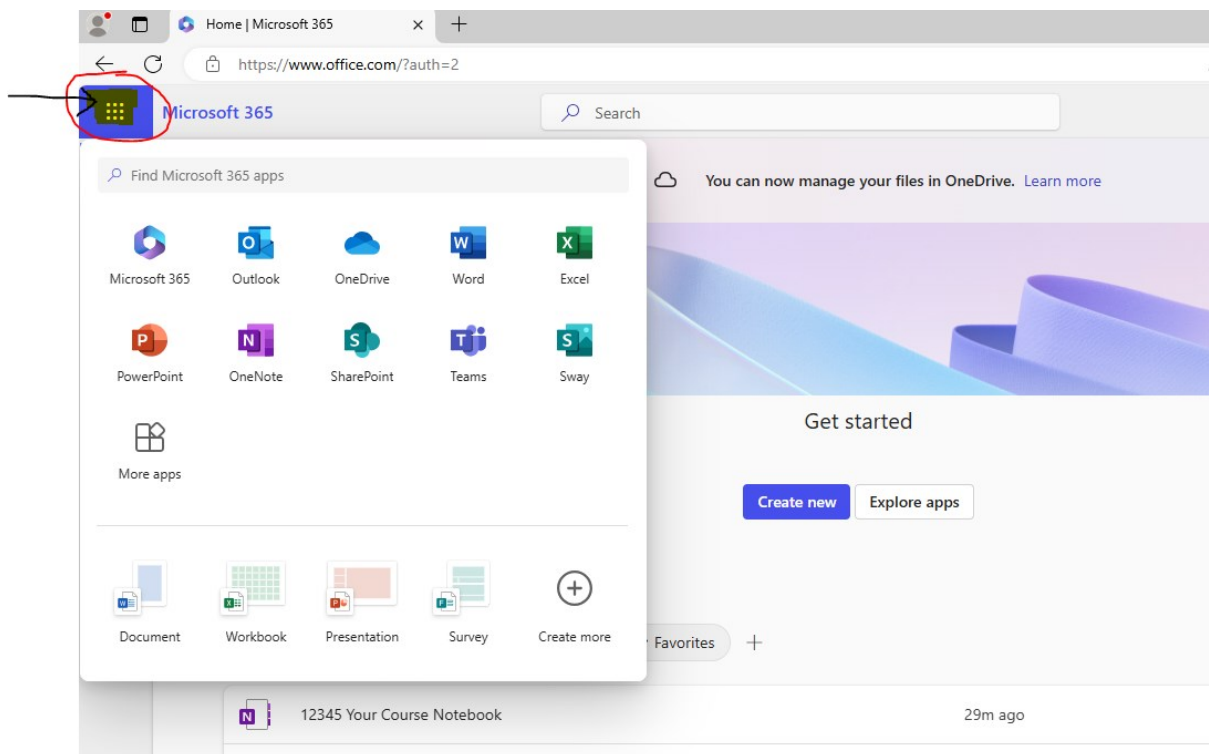
- Enter your login (found in the email containing your joining instructions) and click next:



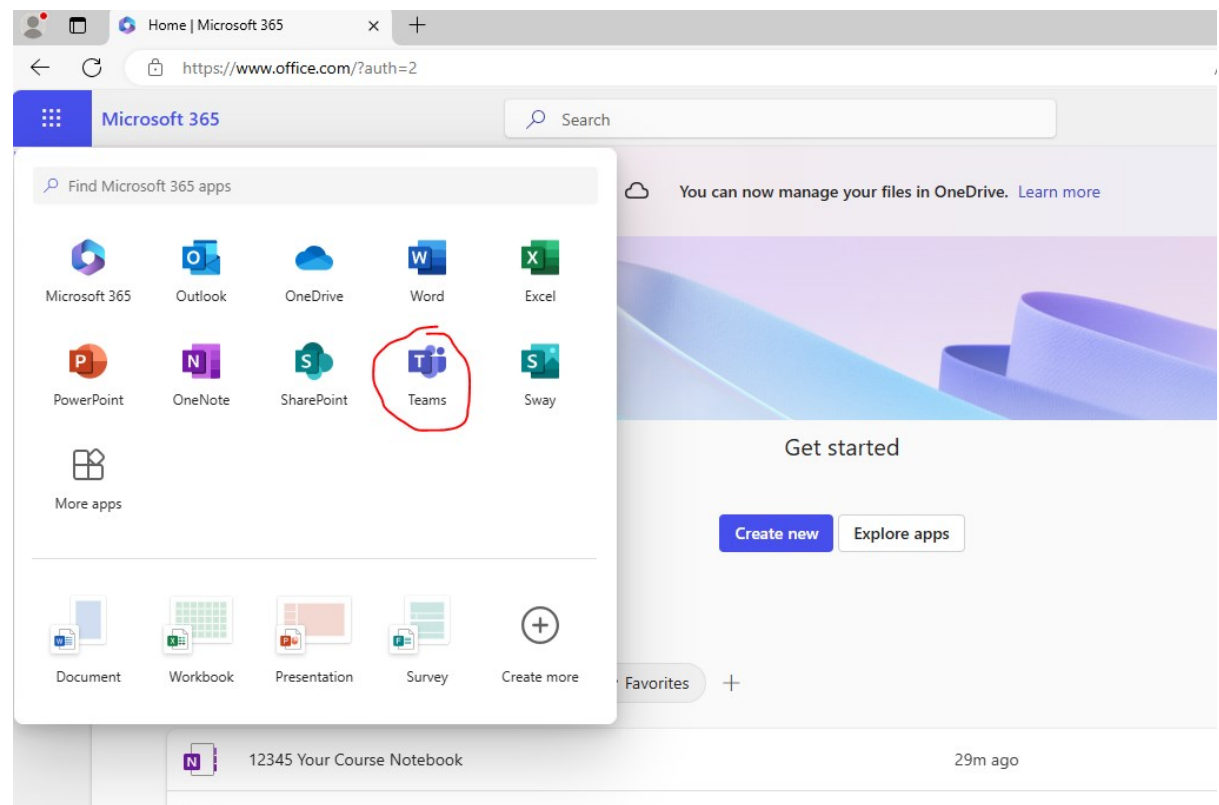
6. Enter your password and click on 'Sign in':



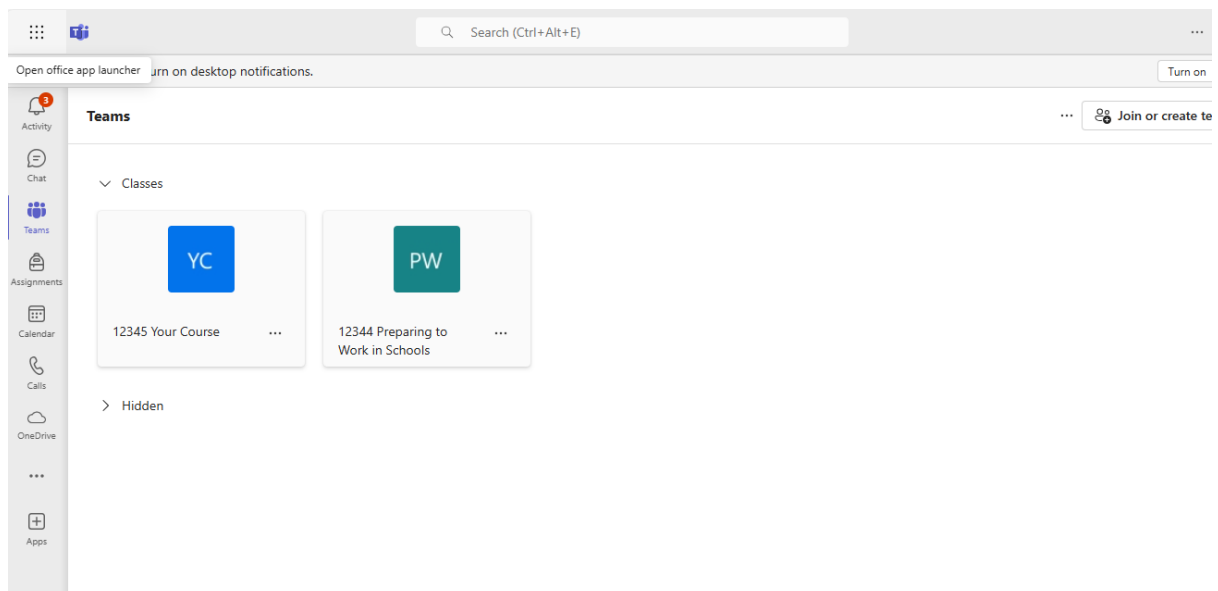
7. Click on the 'app launcher' (nine dots) in the top left hand corner:



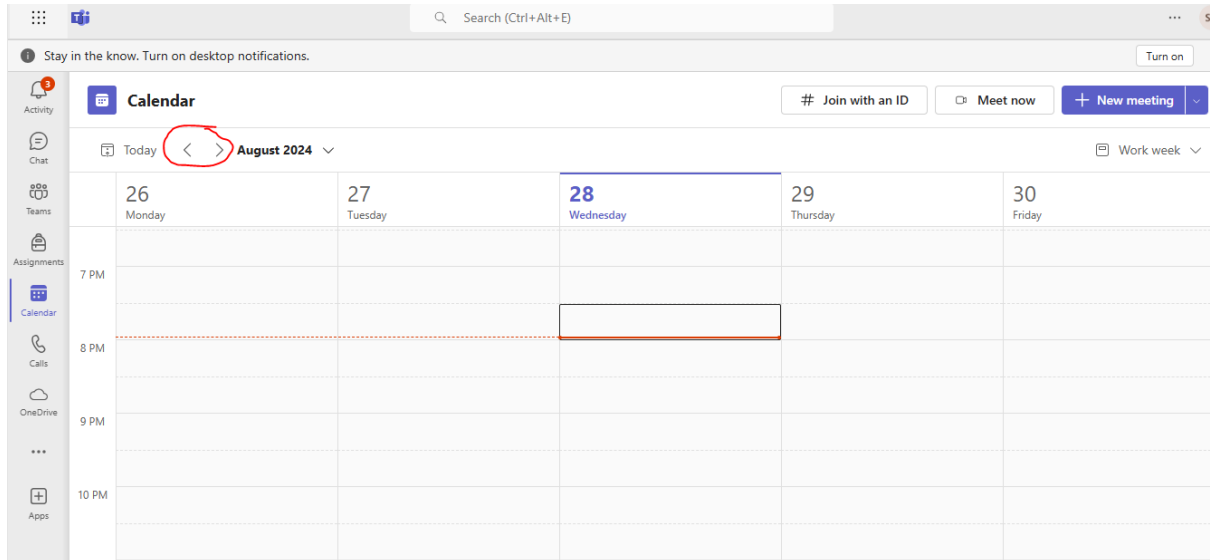
8. Then click on 'Teams':



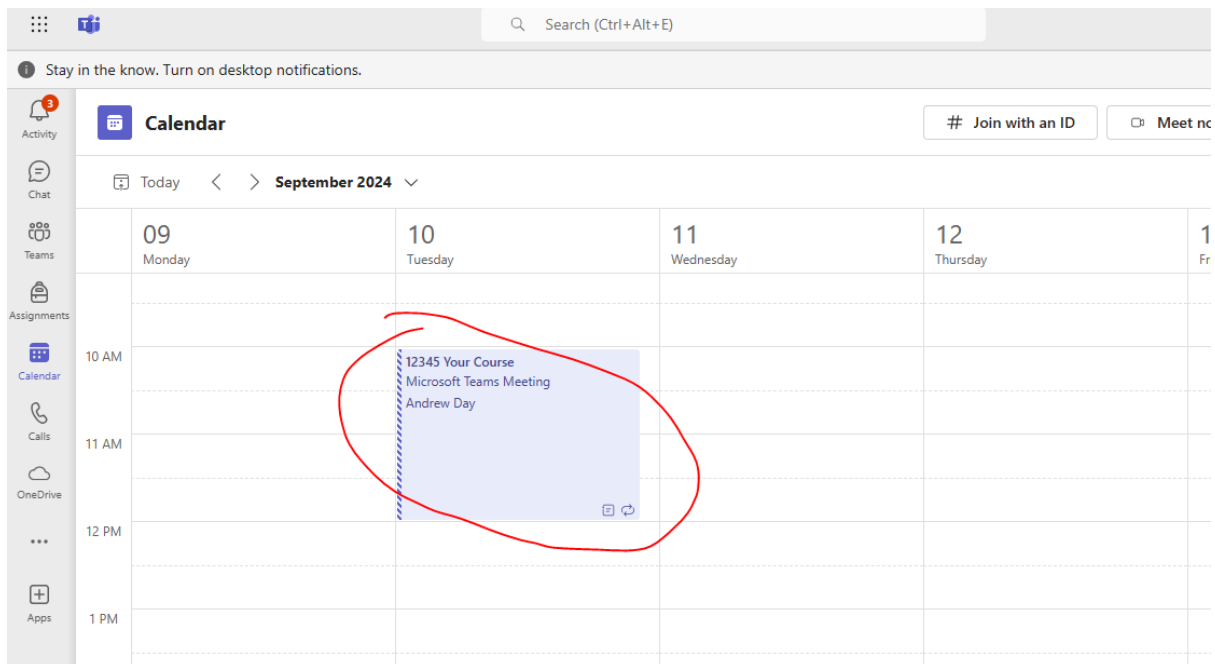
9. Be patient while it loads (it might take some time) – you do not need to download the app unless you want to. After a couple of minutes, you should arrive at a page that looks like this:



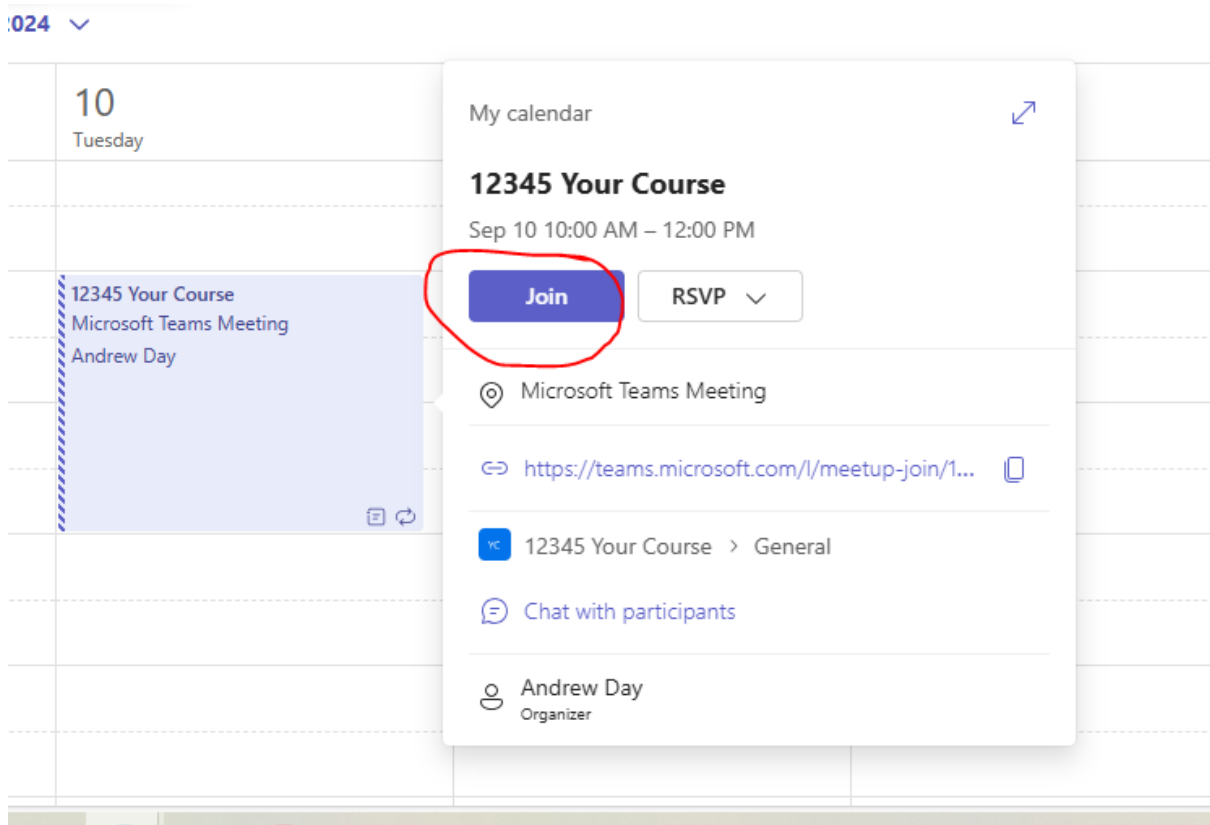
10. Click on Calendar and use the arrows to navigate to the start of the course to access your scheduled sessions (the calendar will always open on today so if you log on to Teams on the day of your course, you should be able to see the session):



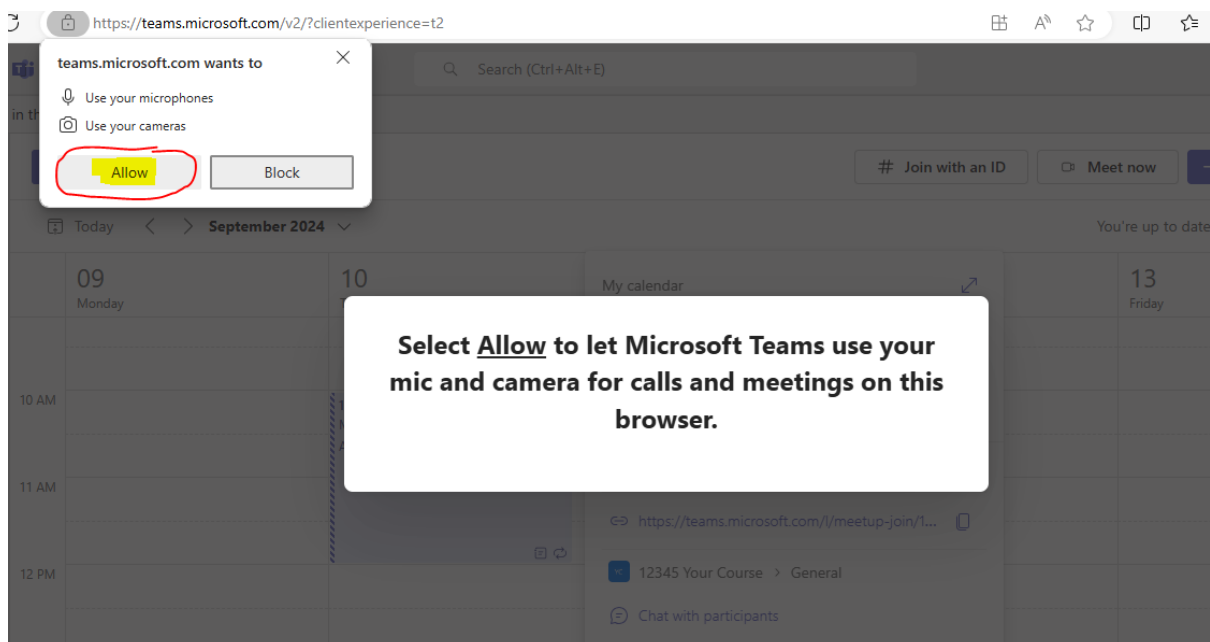
11. Once you can see your session, click on it:



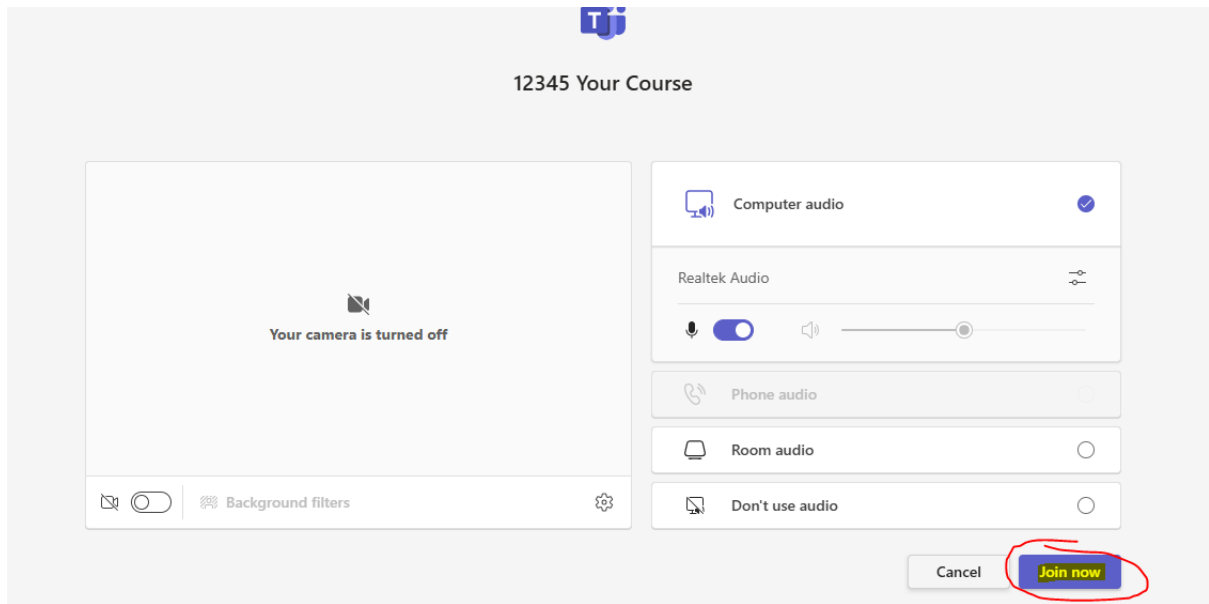
12. Then click on join:



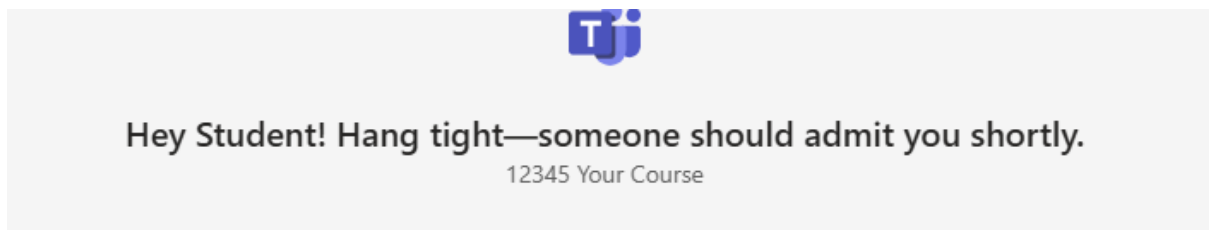
13. The first time you do this, you may get this message – click on ‘Allow’:



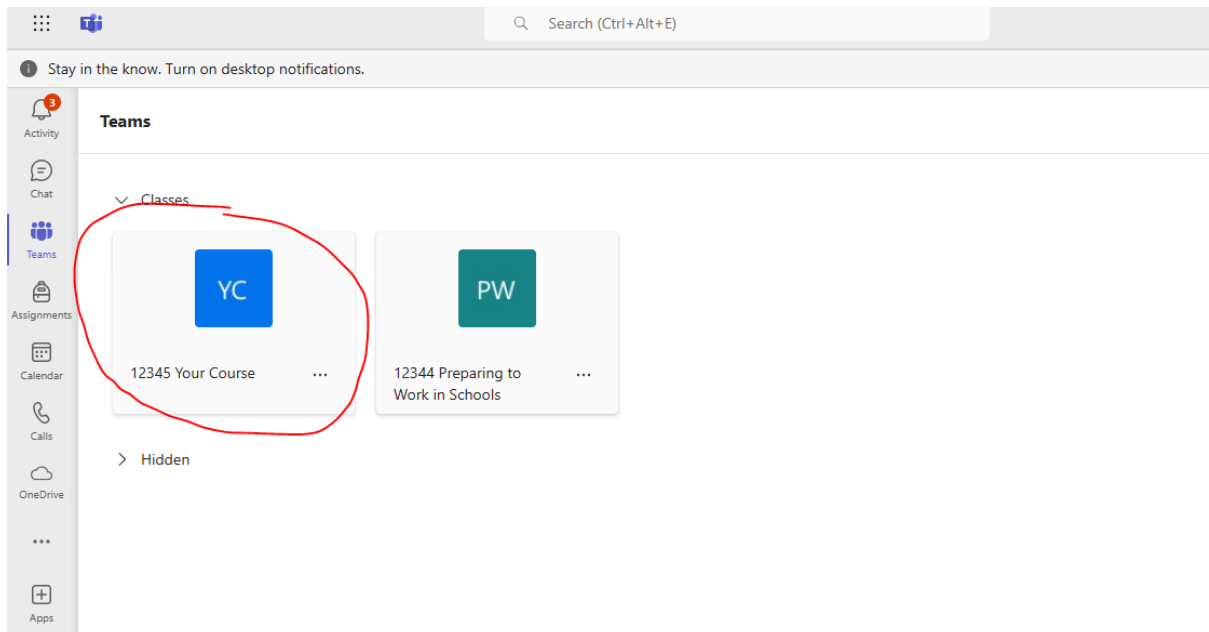
14. Click on ‘Join now’ to join the session:



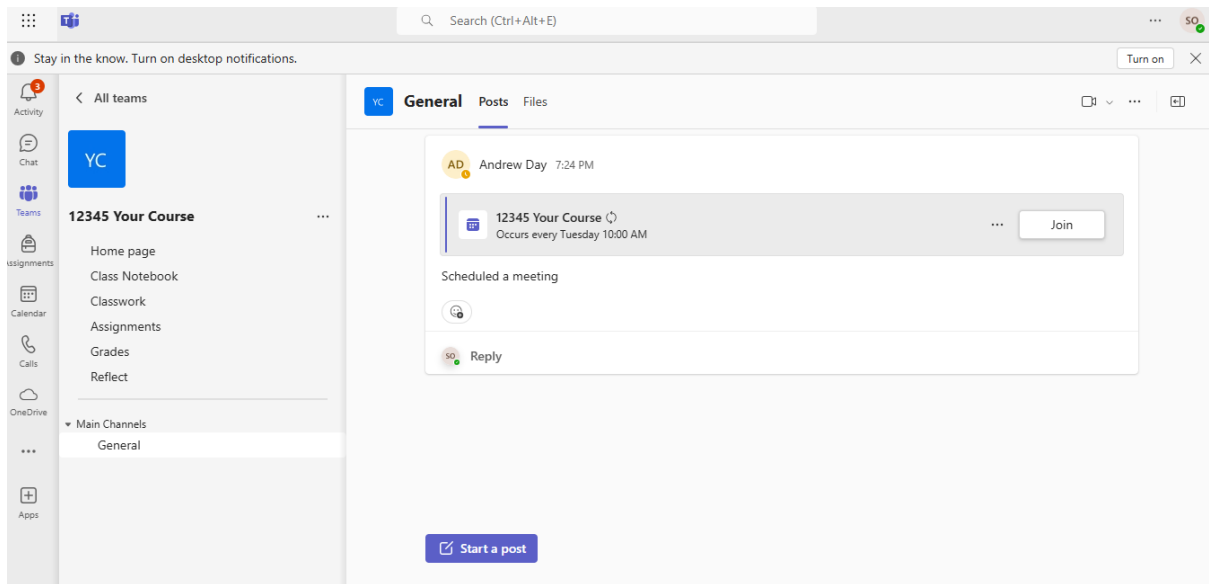
15. If the session hasn't started yet, you will see a message like this:



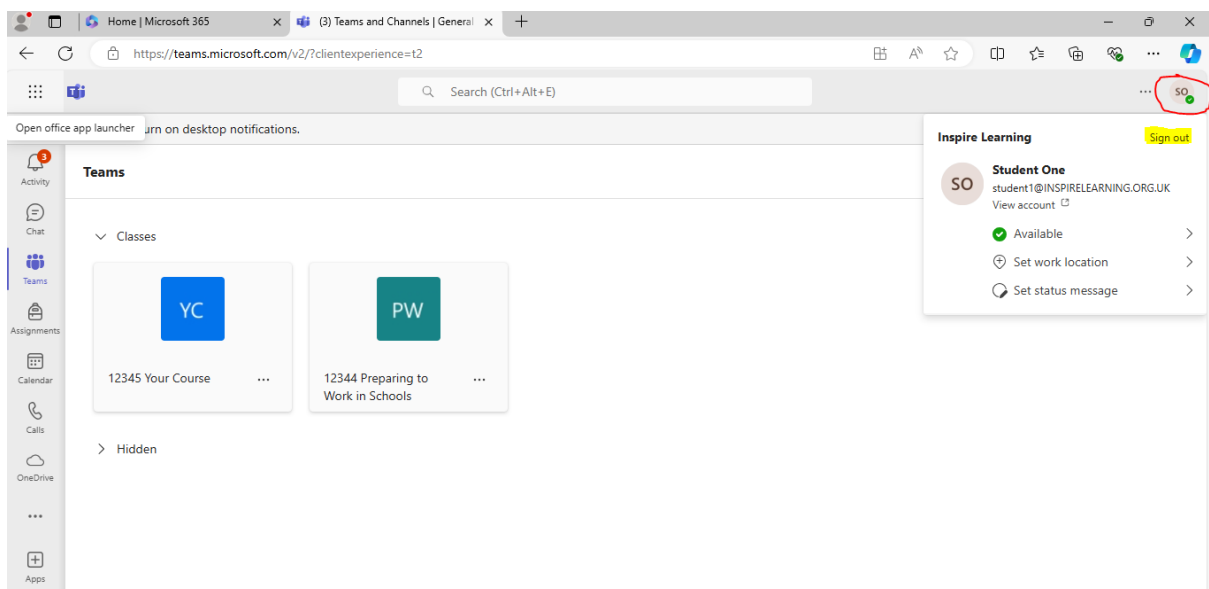
16. If you want to see the course pages click on the relevant button (your tutor will show you around this page when you start your course):



17. This will take you to a page like this:

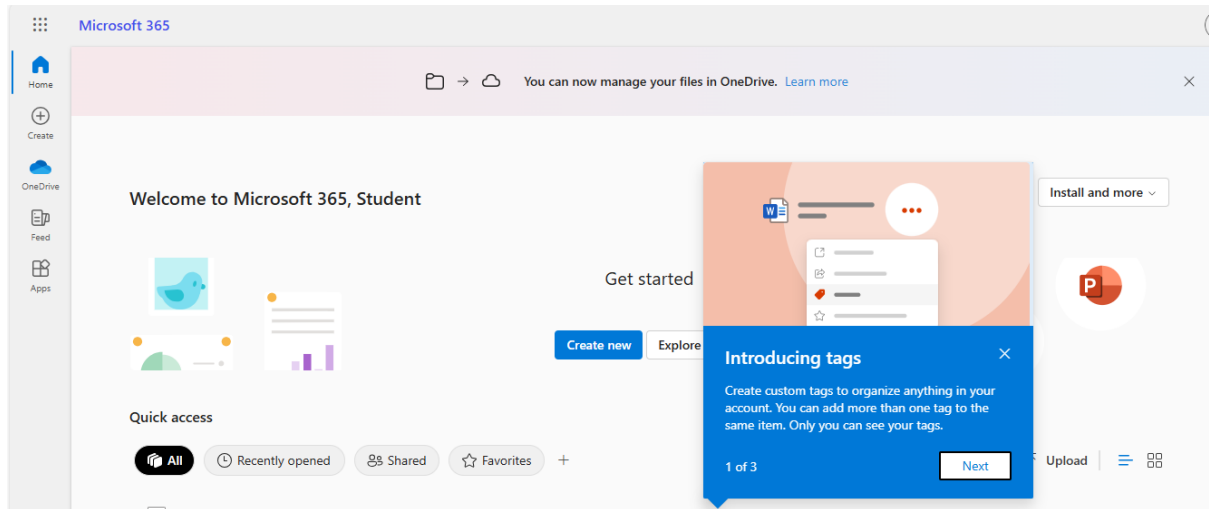


18. When you want to leave your account, click on the circle with your initials in it in the top right hand corner and click on 'Sign out':

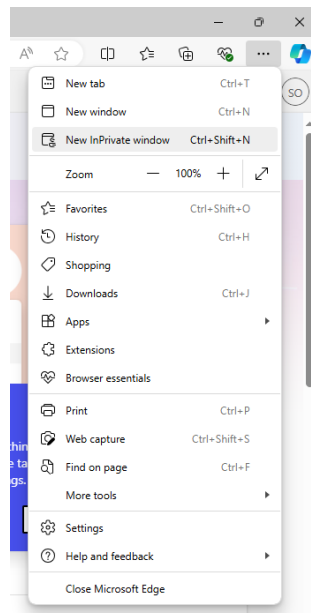


Troubleshooting

If you find that you automatically arrive at a page like the one below when you go to office.com, follow step 17 to sign out before signing in with your Inspire Learning account.



If you don't want to sign out of the other account, you could use a different browser or use an 'InPrivate window' to sign in to your Inspire Learning account:



If you see a prompt like this when you go to office.com and the address given is not your Inspire Learning account, click on 'Switch to a different account' and then follow the

instructions above:

