



HOW TO LOG INTO YOUR OFFICE365 ACCOUNT

SCROLL FOR MORE INFORMATION

VISIT HTTPS://YOUTU.BE/4-N8TUPFFZ8 FOR THE VIDEO VERSION







TO GET STARTED YOU WILL NEED:

A DEVICE WITH INTERNET CONNECTION

YOUR PASSWORD: THIS IS SFC FOLLOWED BY YOUR **DATE OF BIRTH IN A 6-DIGIT FORMAT** (E.G. Sfc + 031005)

MAKE YOUR MARK

YOUR STUDENT ID NUMBER

THE YOU'RE IN **TEAMS MEETING CODE: 3DWJQVS**



INSTRUCTIONS FOR ACCESSING MICROSOFT 365:

- Open a search engine and enter
 'Office 365 Login' into the search bar, or go to www.office.com
- Please click on the link that says Office 365 Login - you can double check that www.office.com is the website next to the link (shown to the right)



If you already have a Microsoft account (that isn't your SFC.POTTERIES.AC.) please log out of your other account or change to a different brows

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YOU'RE IN

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- The www.office.com default page will ask you to Sign In (Orange box). Please click this button.
- This is where you will need your student ID number (this will have already been sent to you). Sign in using your Student ID followed by @sfc.potteries.ac.uk in the Sign In email address box.
- The password will be in the following format: Sfc + Date of Birth (DDMMYY) e.g. Sfc031005







Email address, phone number or Skype

No account? Create one!

Can't access your account?

🔍 Sign-in options



• Click the Teams icon on the left panel.

YOU'RE IN

sfc

- Click on the Teams icon on the left side of the Microsoft Teams interface.
- To join the You're In Team please enter the code: 3dwjqvs

CONGRATULATIONS! Signature YOU HAVE NOW SUCCESSFULLY LOGGED INTO MICROSOFT365 AND JOINED THE "YOU'RE IN" TEAM.





MAKE YOUR MARK

Type to filter list

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To: Enter name, email, group or tag

Search tea







HOW TO NAVIGATE TEAMS

SCROLL FOR MORE INFORMATION

VISIT HTTPS://YOUTU.BE/BRWWJIXLBYU FOR THE VIDEO VERSION





sfc YOU'RE IN

LET'S GET STARTED!

- Now 'You're In' the Team click the You're In tile to get started.
- There are 3 channels all members can see including General, Progress Coaches and Clubs and Societies and Student Support.





MAKE YOUR MARK

Click on hidden channels to see the full list of course and subject options available.

• To add a channel to your personalised channel list hover over the subject you want and click 'Show'. Your selected subjects will then appear on the left hand side.

In each channel there will be: **POSTS** – College staff will post lots of different messages, videos and resources FILES – Attachments and documents to support your transition to studying at College **NOTES** – A collaborative space for staff and students within the channel





Educational Trust



HOW TO: TURN ON CHANNEL NOTIFICATIONS

 To turn on channel notifications, click … at the side of the individual channel, then click channel notifications and select 'All Activity'

HOW TO: HIDE A CHANNEL

• To hide a channel , click … at the side of the individual channel and then select 'Hide'.



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