



YOU'RE IN



HOW TO LOG INTO YOUR OFFICE365 ACCOUNT

SCROLL FOR MORE INFORMATION



VISIT [HTTPS://YOUTU.BE/4-N8TUPFFZ8](https://youtu.be/4-N8TUPFFZ8)
FOR THE VIDEO VERSION





YOU'RE IN

TO GET STARTED YOU WILL NEED:

**MAKE
YOUR
MARK**

**A DEVICE WITH
INTERNET CONNECTION**

**YOUR STUDENT
ID NUMBER**

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

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

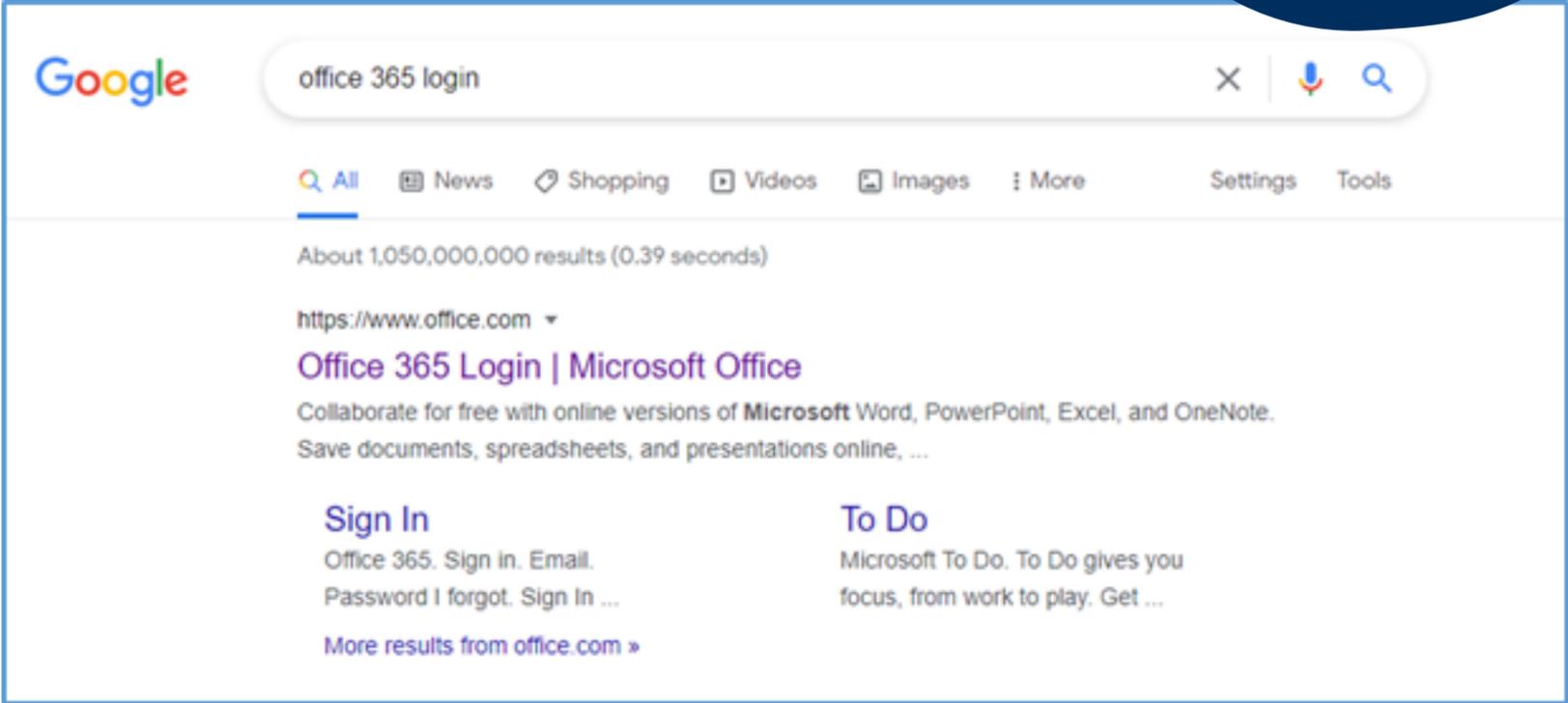


YOU'RE IN



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)



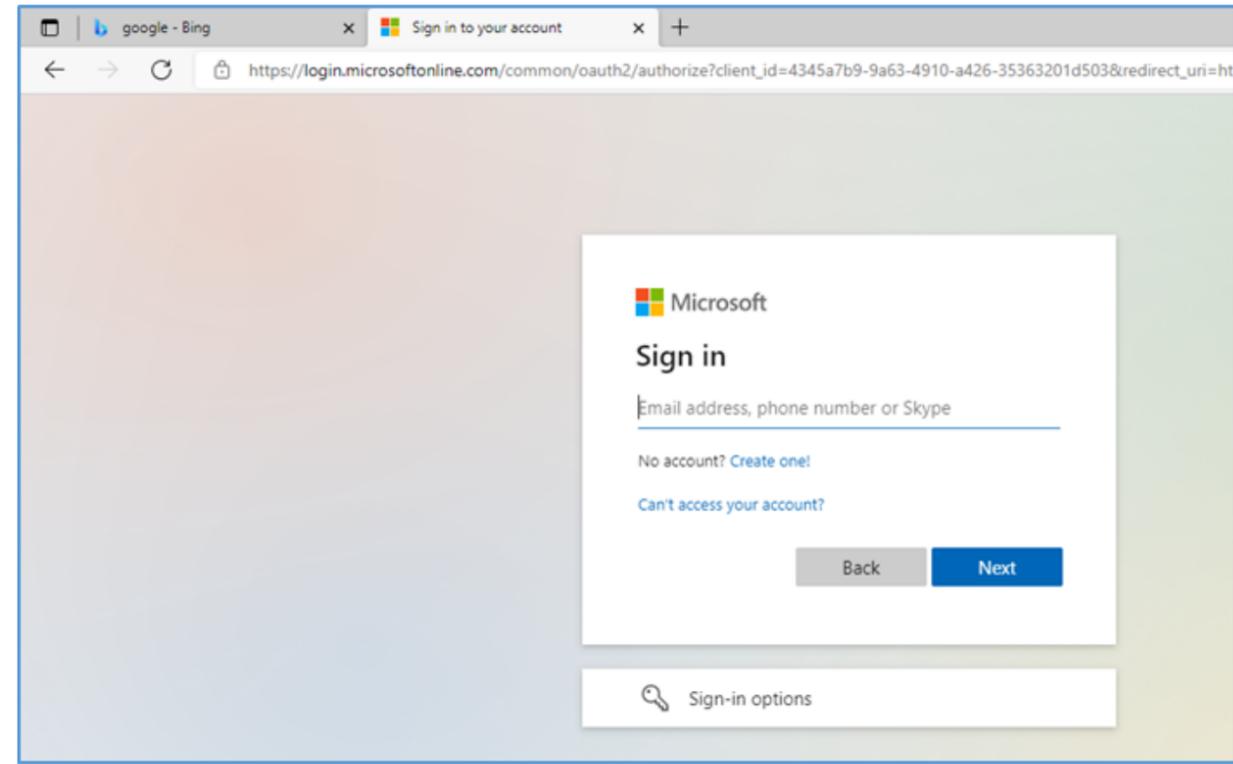
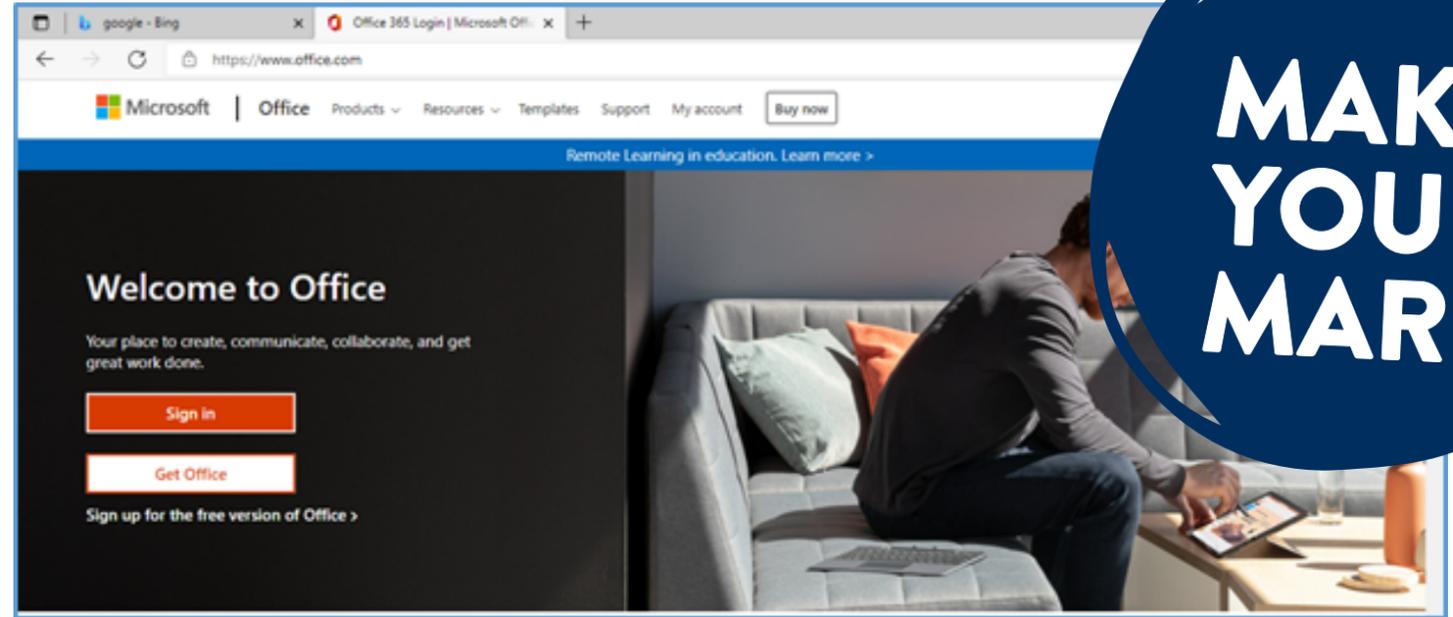
If you already have a Microsoft account (that isn't your SFC.POTTERIES.AC.UK account) – please log out of your other account or change to a different browser.



YOU'RE IN

- 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**

MAKE YOUR MARK

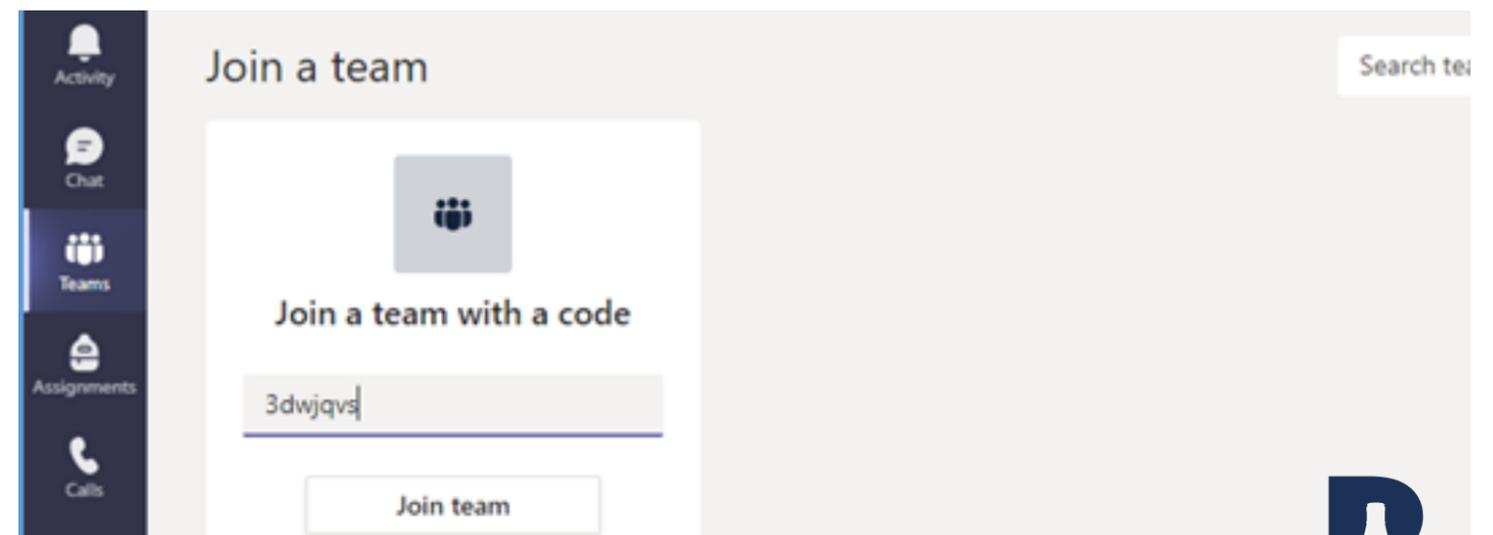
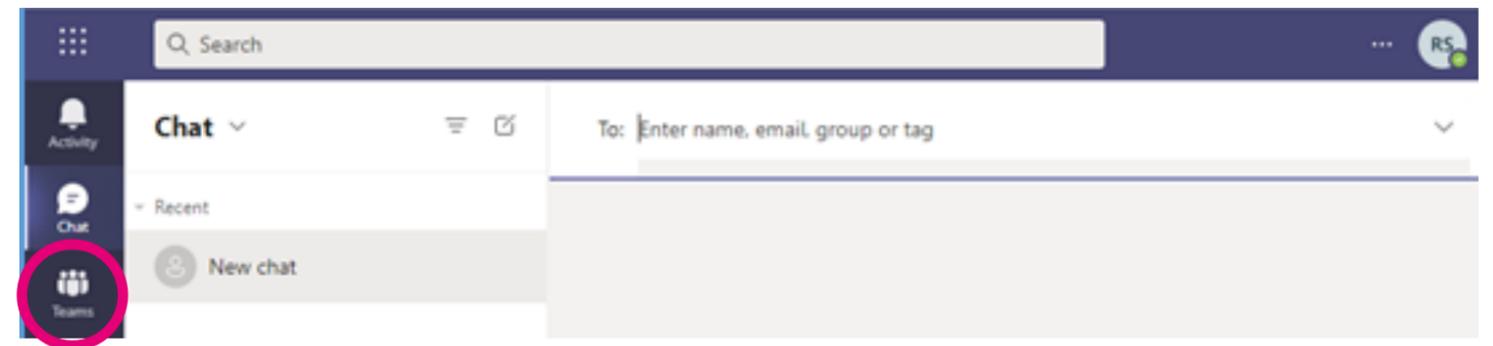
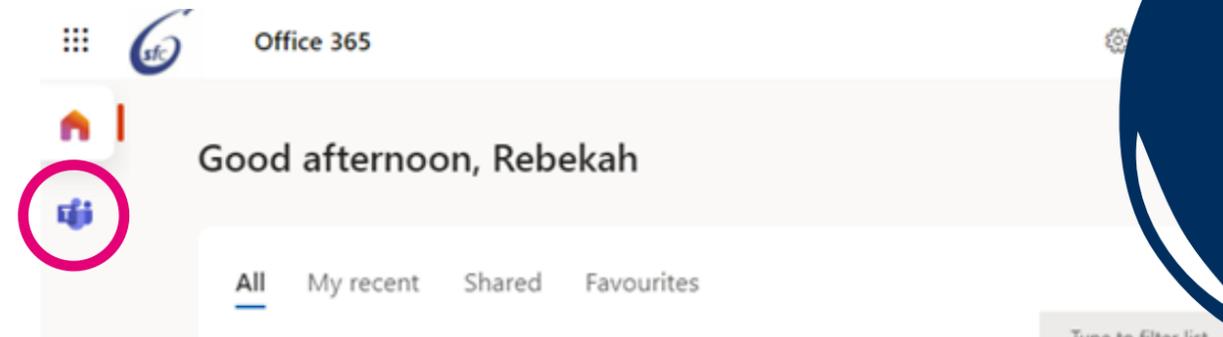




YOU'RE IN

- Click the Teams icon on the left panel.
- 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! 🎉
YOU HAVE NOW SUCCESSFULLY
LOGGED INTO MICROSOFT365 AND
JOINED THE "YOU'RE IN" TEAM.





YOU'RE IN

HOW TO NAVIGATE TEAMS

SCROLL FOR MORE INFORMATION



VISIT [HTTPS://YOUTU.BE/BRWWJIXLBYU](https://youtu.be/BRWWJIXLBYU)
FOR THE VIDEO VERSION



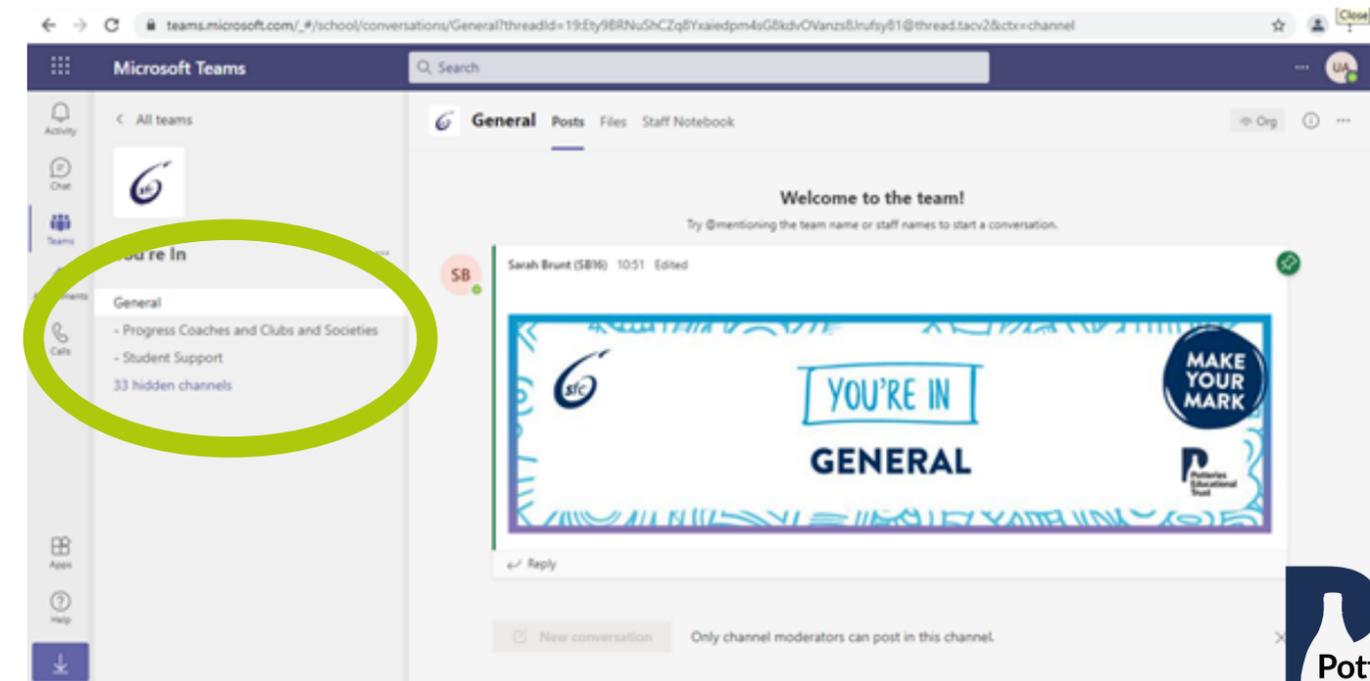
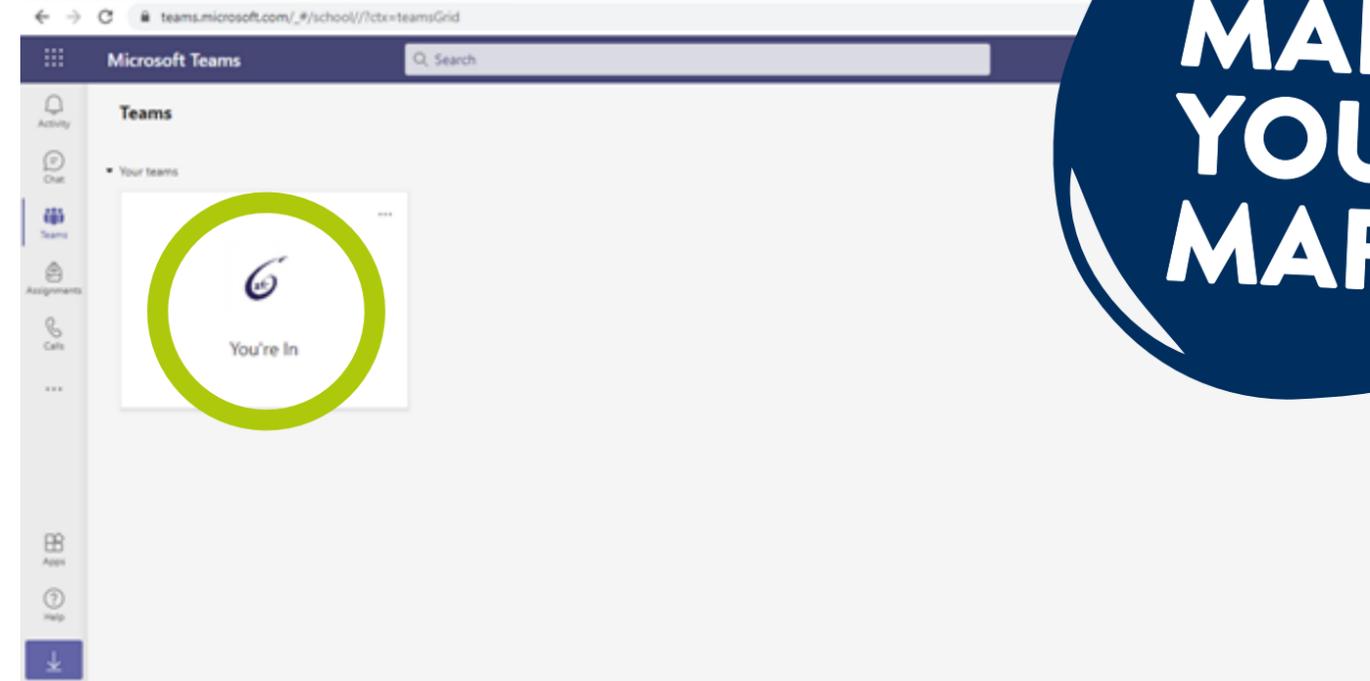


YOU'RE IN

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





YOU'RE IN

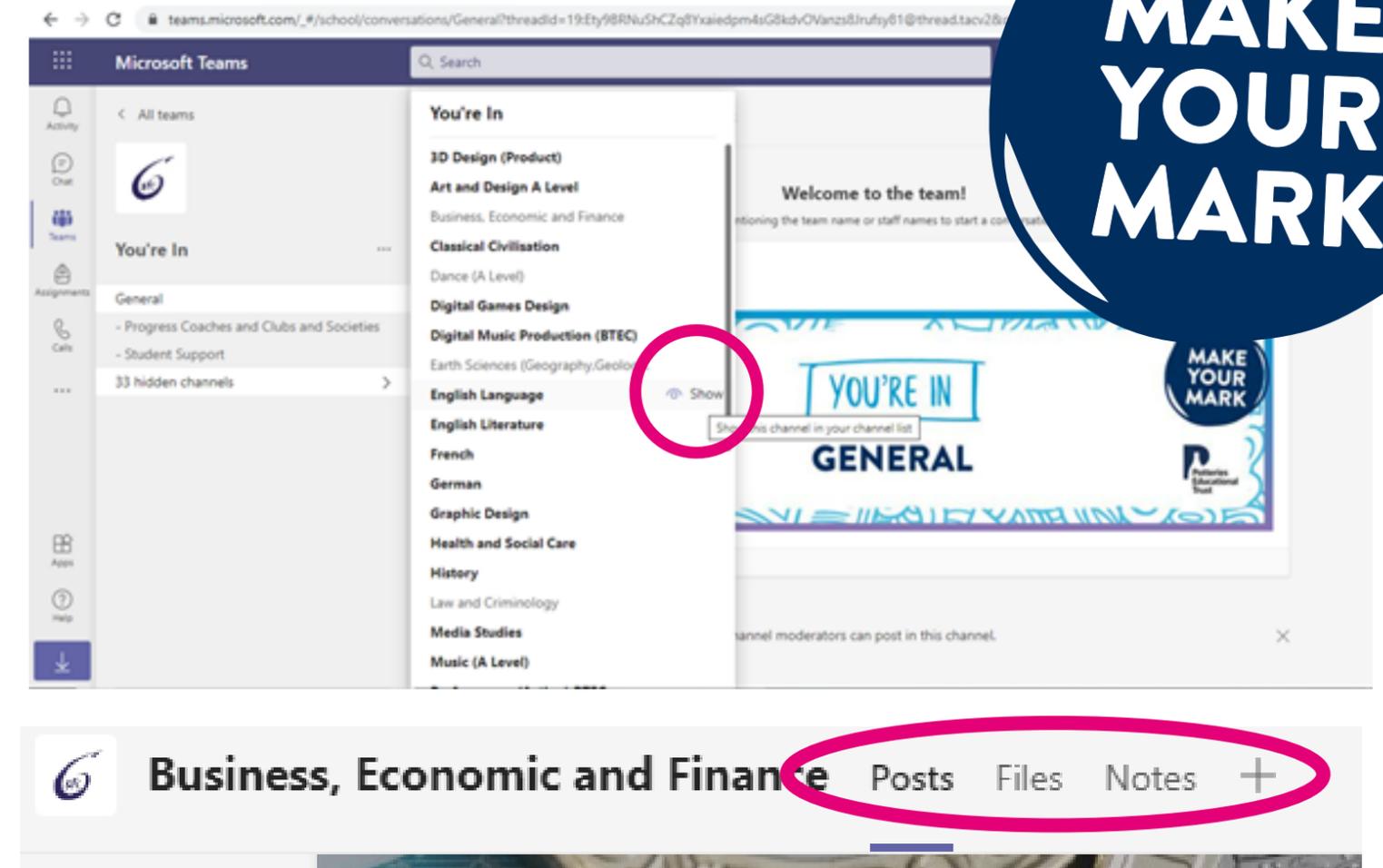
- Click on hidden channels to see the full list of course and subject options available.
- To add a channel to your personalised channel list hover over the subject you want and click 'Show'.
Your selected subjects will then appear on the left hand side.

- 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



MAKE YOUR MARK



YOU'RE IN

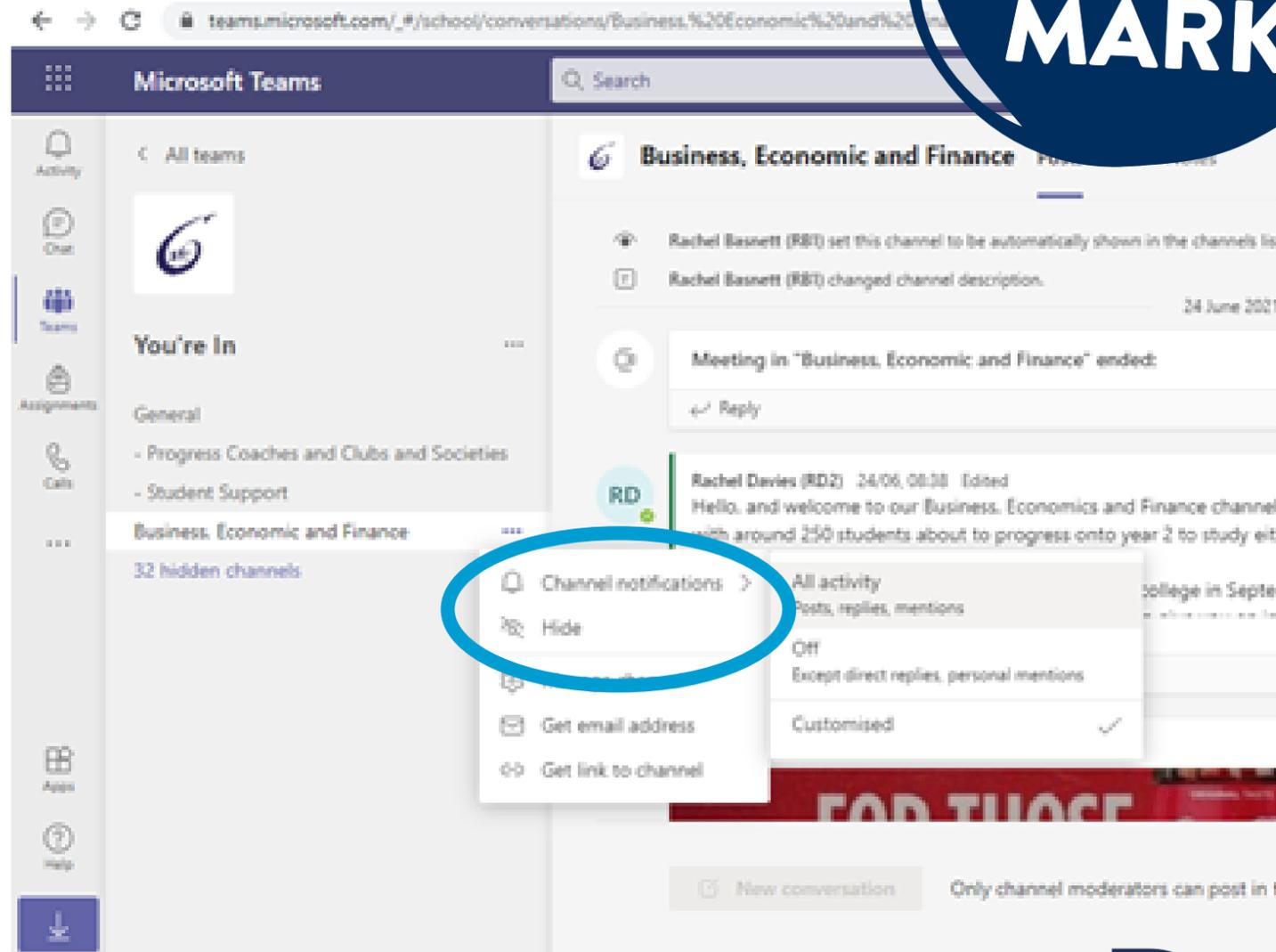
MAKE YOUR MARK

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'.





CONGRATULATIONS!



YOU'RE IN



**IT'S OVER TO YOU TO
GO AND EXPLORE**

