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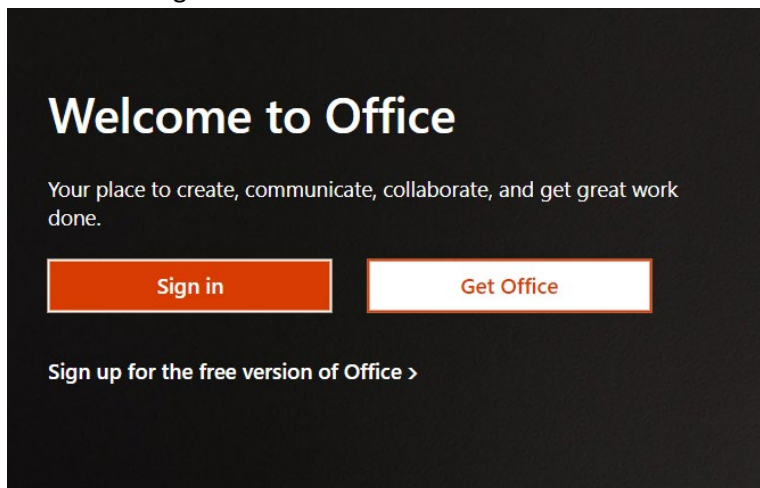www.trident-college.com

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New Students Access Guide

Microsoft Teams is your hub for teamwork, which brings together everything a team needs: chat and threaded conversations, meetings & video conferencing, calling, content collaboration with the power of Microsoft 365 applications.

At Trident college Solwezi, we use Microsoft Teams as part of our online learning environment. Students may also use Teams to coordinate and collaborate with classmates on a group project. **It is recommended that students use the Microsoft Teams desktop app as it has its full functionality**, although Microsoft Teams may also be accessed via the web or mobile apps.

How to setup and access your Trident College Microsoft account:

1. Click on or go to this link - https://www.office.com/
2. Click on the Sign in Button

3. In the username and password section enter the credentials sent to you

4. In the update password section, enter the same password that was sent you originally and a new password in the new Password Section, confirming the new password in the Confirm Section.

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Please make the password unique, with Caps, lowercase and symbols and numbers for security purposes e.g. Solwezi@2021

Microsoft

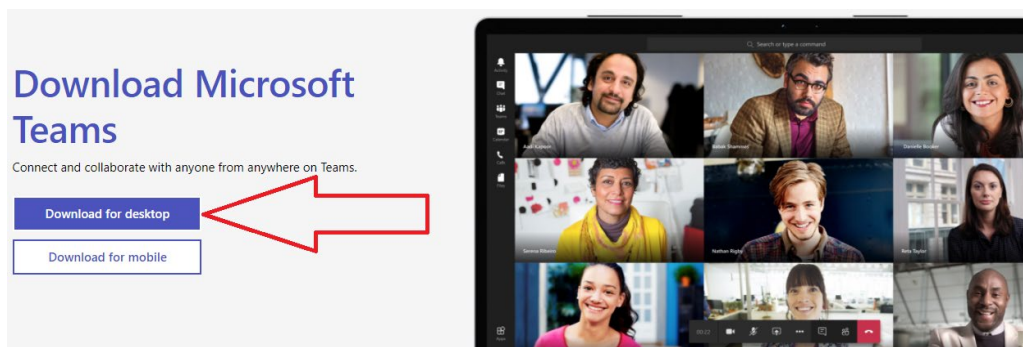firstname.surname@trident-college.com

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

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Sign in

5. Click Sign in which will take you to the office page for your account. From here you will be able to access the various programs required for remote learning.
6. Follow instructions below to access Microsoft Teams with your email address and newly configured password.
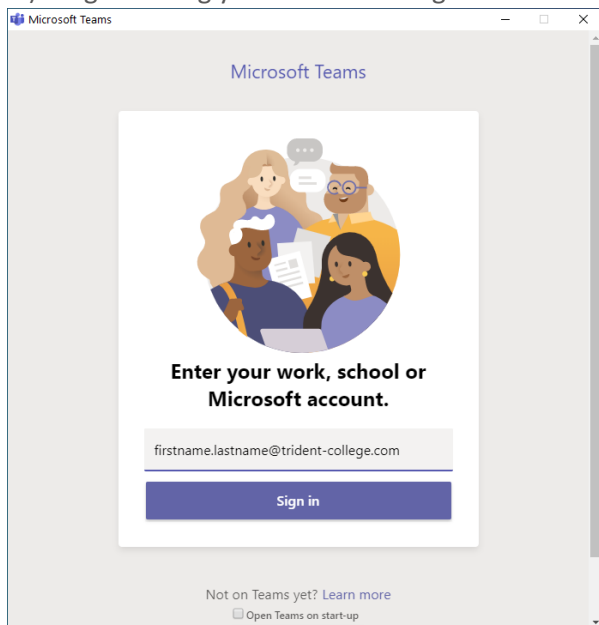
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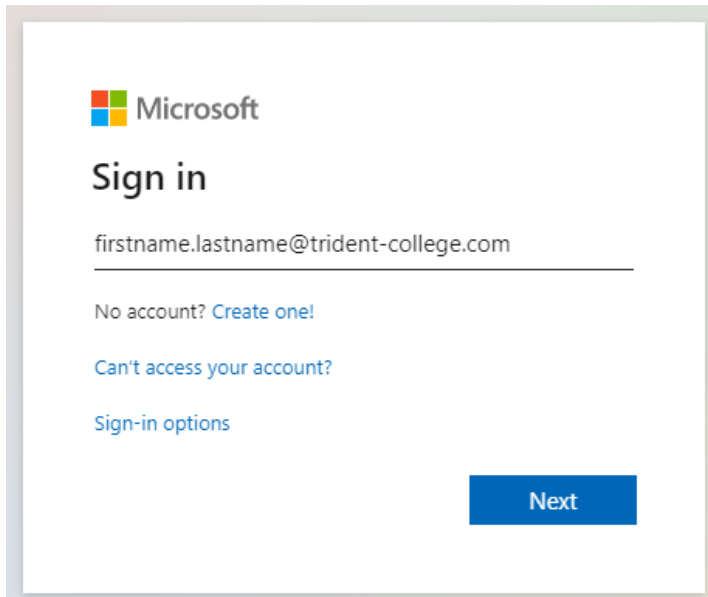Reflection
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How to Access Teams

1. Recommended method – Using the desktop app
   a) Download teams to your computer /laptop from the following location –
      https://products.office.com/en-us/microsoft-teams/download-app

   b) Download and install the app
   c) Sign in using your Trident College email address and password.

2. Using the web platform
   a) Open internet browser, e.g. Microsoft Edge, Google Chrome, Firefox
   b) Go to following website – https://teams.microsoft.com/
   c) Choose Sign in option
   d) Enter you Email address and Password

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3. Using mobile apps

Teams Mobile app can be downloaded from iPhone App Store, Google Play Store or Microsoft Store

Trident College Email Account

You have been provided with an email address in the format firstname.lastname@trident-college.com. Your mailbox is hosted on Microsoft's Office 365 cloud. Your Office 365 email address is supported on Windows, Mac & Linux and is accessible using Safari, Chrome, Firefox and Internet Explorer.

Access your mailbox

1. Open a browser and go to http://mail.office365.com/.
2. Sign in using your firstname.lastname@trident-college.com and your password.
3. Your mailbox opens.

IT Access Help Desk Link

Please go to this link in your internet browser to log a fault report with the IT team. This is only for IT support related issue IT Helpdesk.