

LOGGING INTO THE COLLEGE SYSTEM AND OPENING APPLICATIONS

This guide includes the following topics:

- **Devices overview**
- **Log into the system from your own device**
- **Locate the main college applications**
- **Open Teams**
- **Open Outlook**
- **Open Word**

THIS DOCUMENT COVERS THE SAME CONTENT AS THIS VIDEO:

‘Getting started with the College systems’

[INSERT NEW LINK HERE](#)

Welcome OAL students!

To fully participate in your course, you will need to be able to log into the college website and work with a number of applications found there. This guide will get you started.

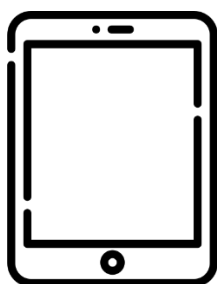
Devices for accessing your course

There are three main types of devices students use to access college systems. You will need at least one of the following devices...



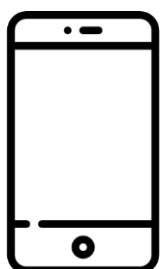
A **LAPTOP** usually provides **the best learning experience** as it has a large screen, a 'proper' keyboard and a built-in web camera. This can be useful when you are creating documents and participating in TEAMS lessons.

A WINDOWS laptop or CHROMEBOOK is recommended. Apps also work on MACS but the college is unable to provide support for Apple laptops (including brand new ones)



A **TABLET** (including iPADS) can be used to access the college website and college applications. You may find it difficult to type using a tablet, and cheaper tablets can run the apps slowly. TEAMS will work on most tablets.

Note that TEAMS and other Microsoft apps do NOT work on KINDLE FIRE devices.



A mobile **PHONE** can be used. You will need an iPHONE or an ANDROID phone to be able to download current apps – Windows phones are not supported. It is recommended you use a phone that is less than 2 years old to avoid issues with running the latest versions of apps but some older phones continue to work well.

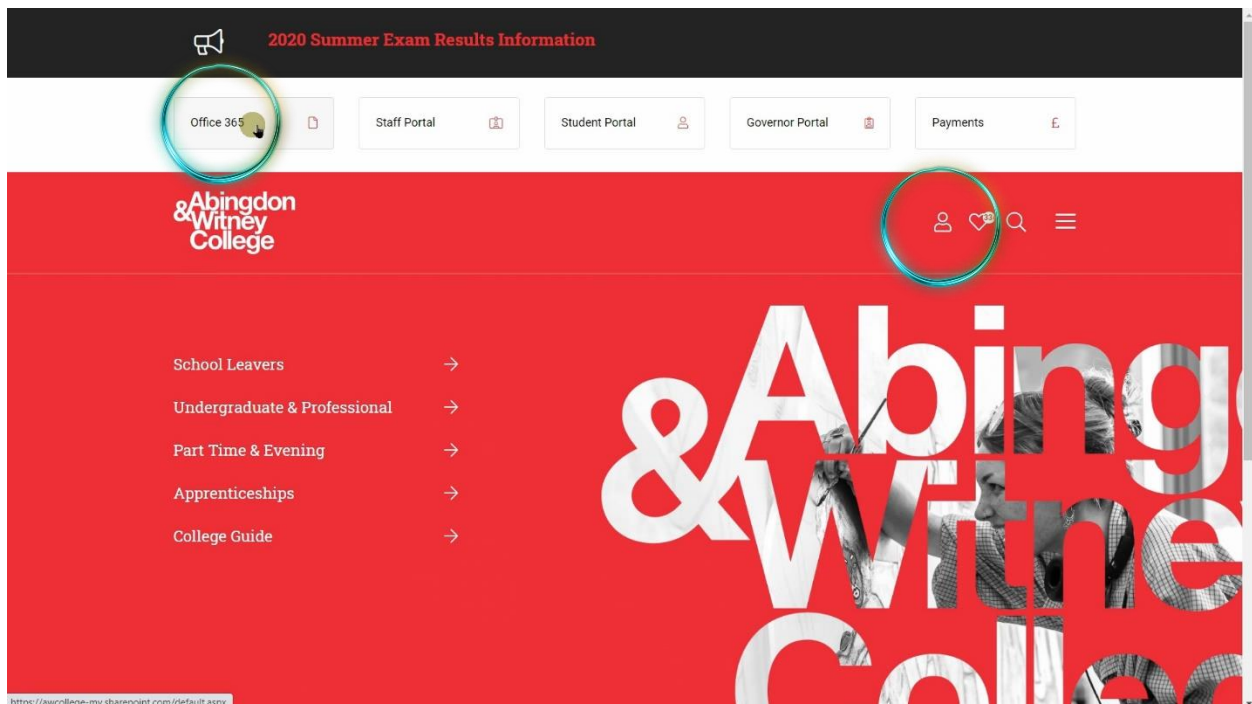
LOG INTO THE COLLEGE SYSTEM ON YOUR DEVICE

To log into the College system, go to the following web address in your browser: www.abingdon-witney.ac.uk

If you are using a laptop, it is recommended you use CHROME or EDGE as your browser as other browsers may not work correctly. On an Android device you will be using chrome. On an apple device you will use the Safari browser.

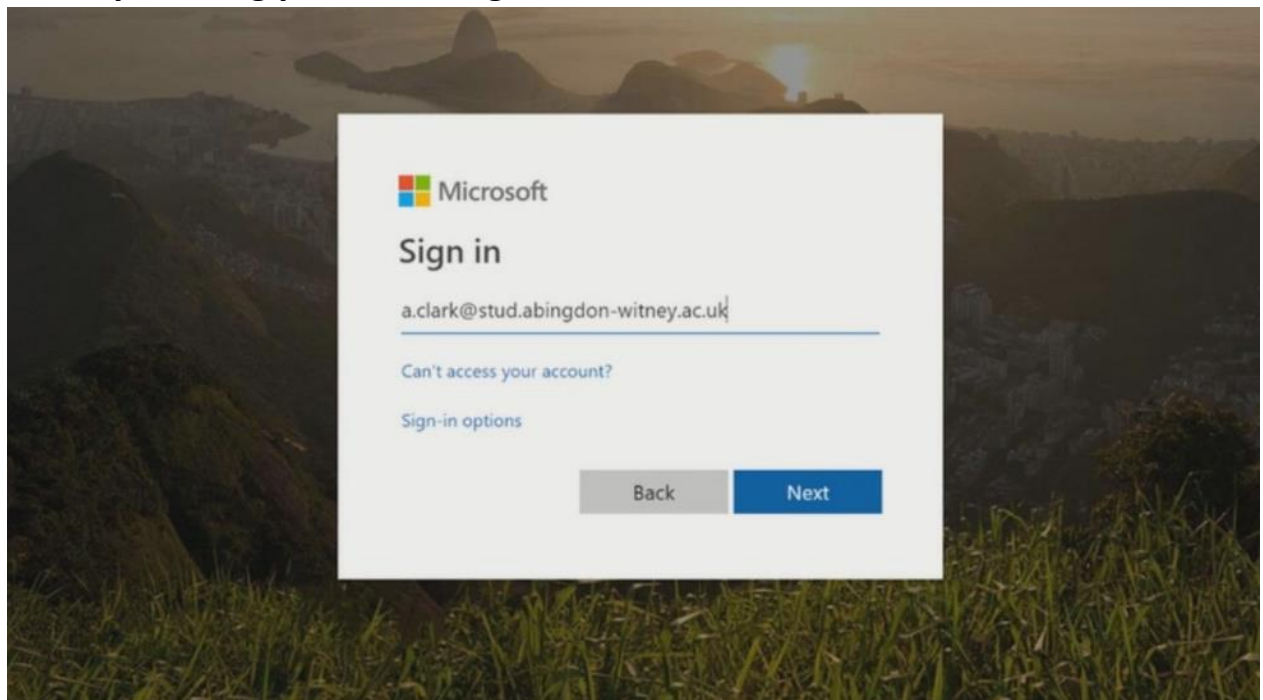
1: Tap on the 'person' icon towards the top right of the window.

2: Tap on 'Office 365':

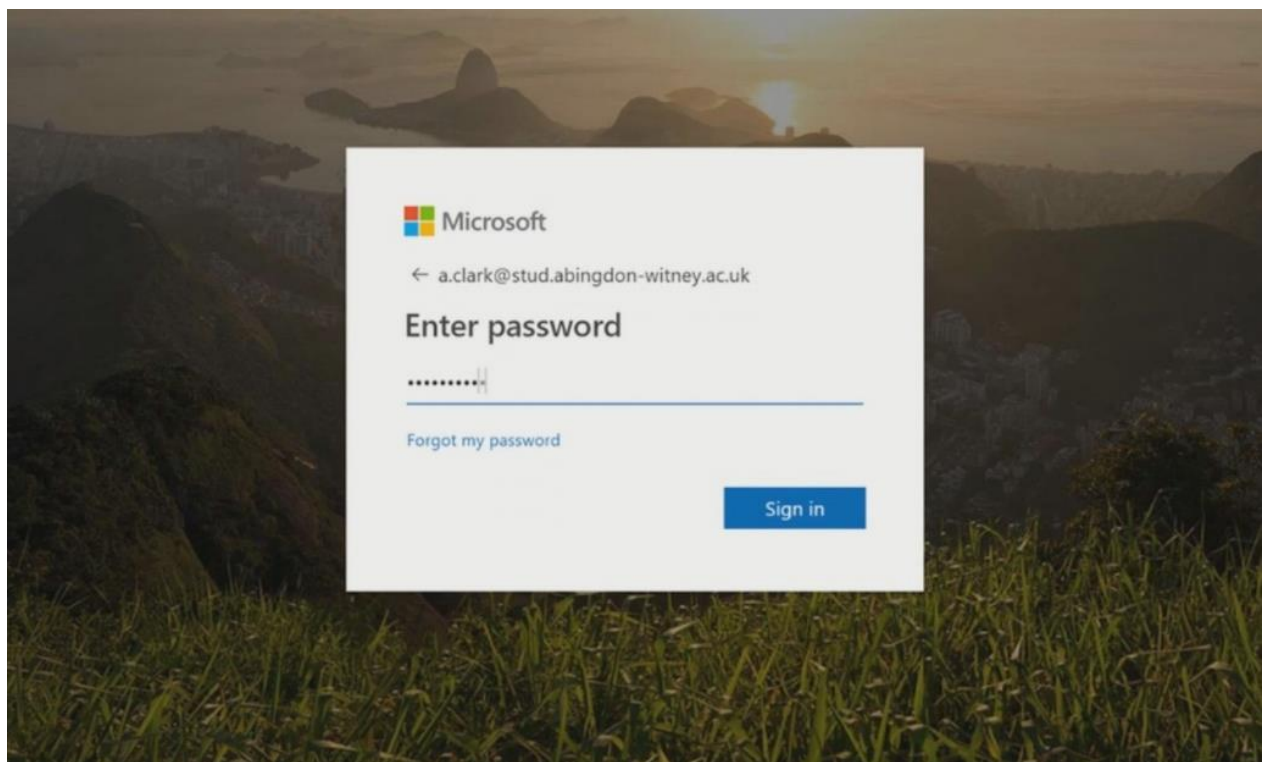


3: You will be asked to sign in.

Start by entering your full college email address:

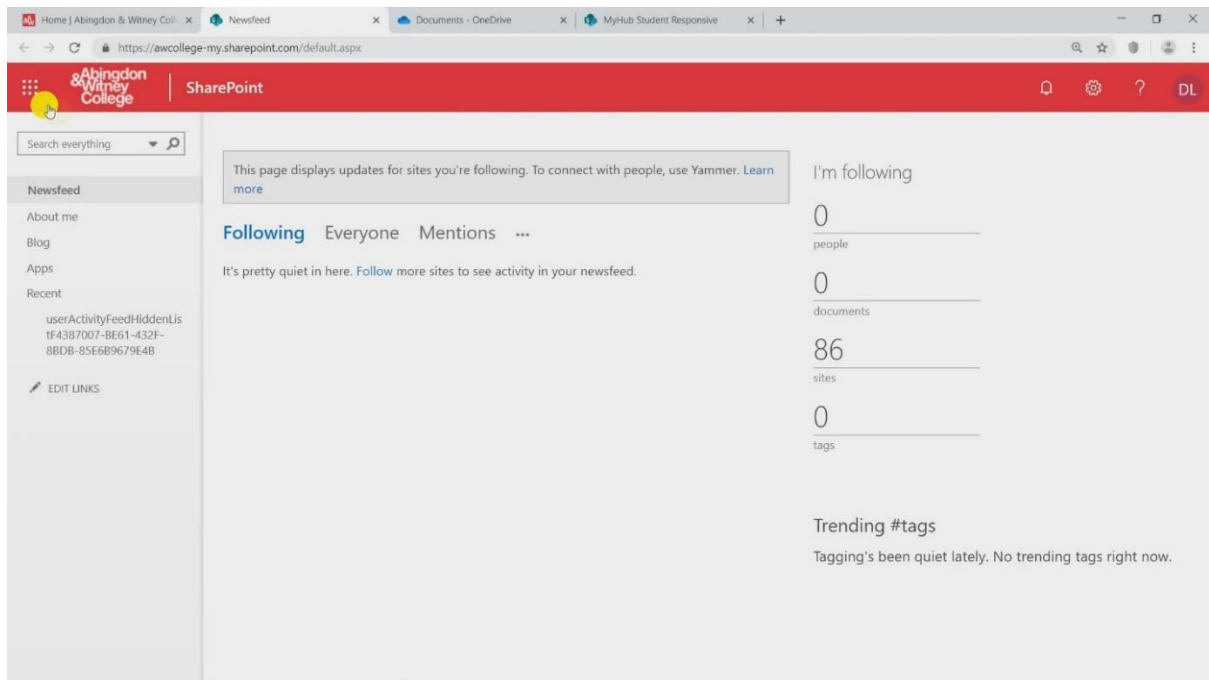


4: Next enter your password:



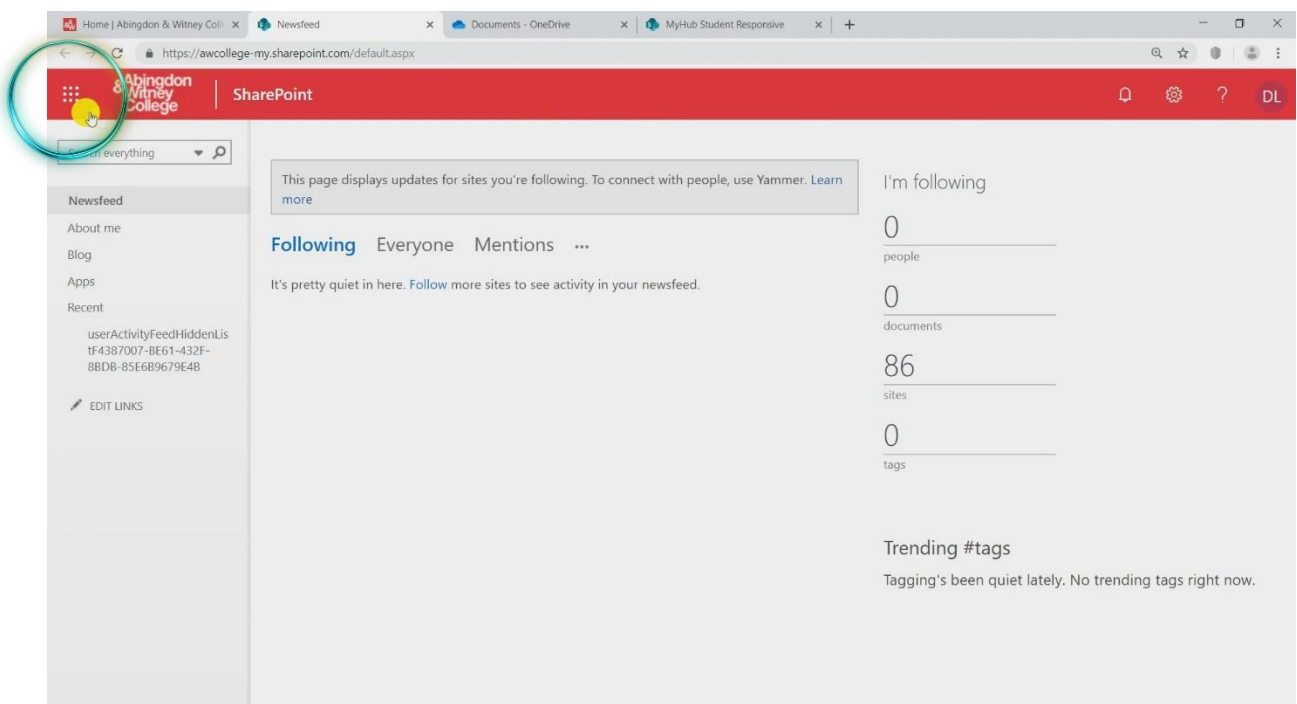
EXTRA INFO HERE TO AVOID CONFUSION WITH LOGIN INFO BEING SENT

5: Once you have signed in successfully you will see the screen below. You are now logged in.

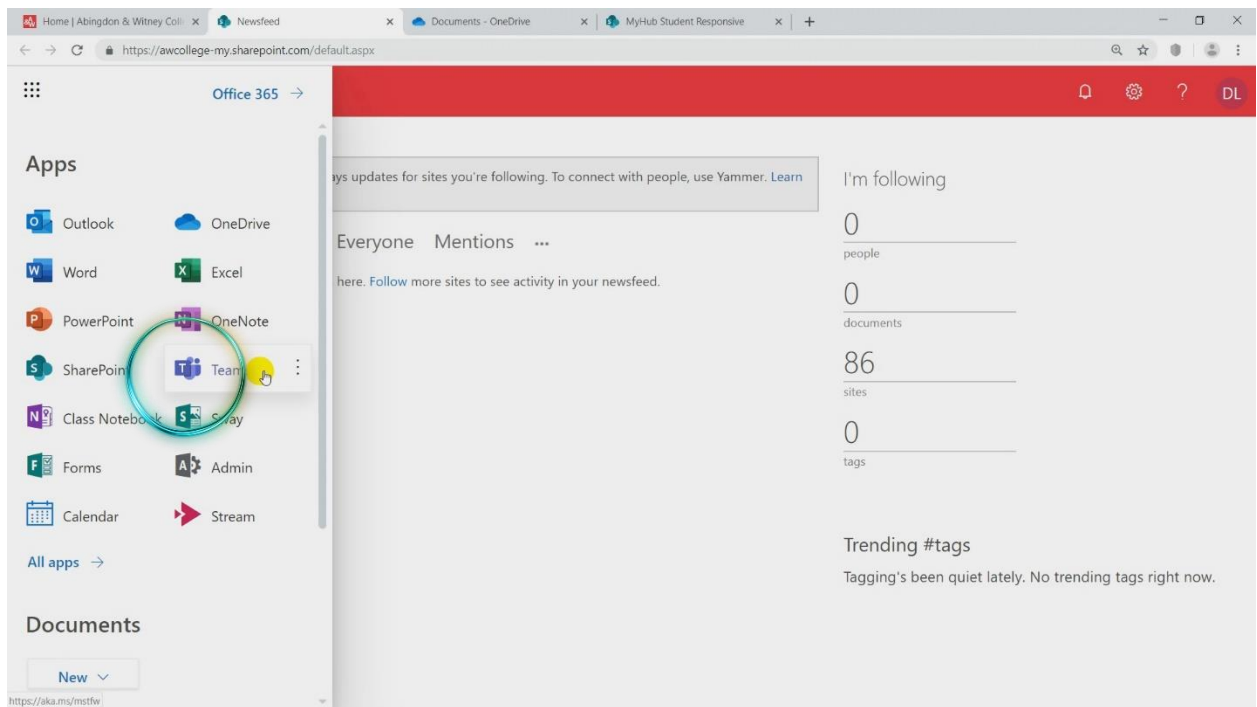


Locate and open the TEAMS app

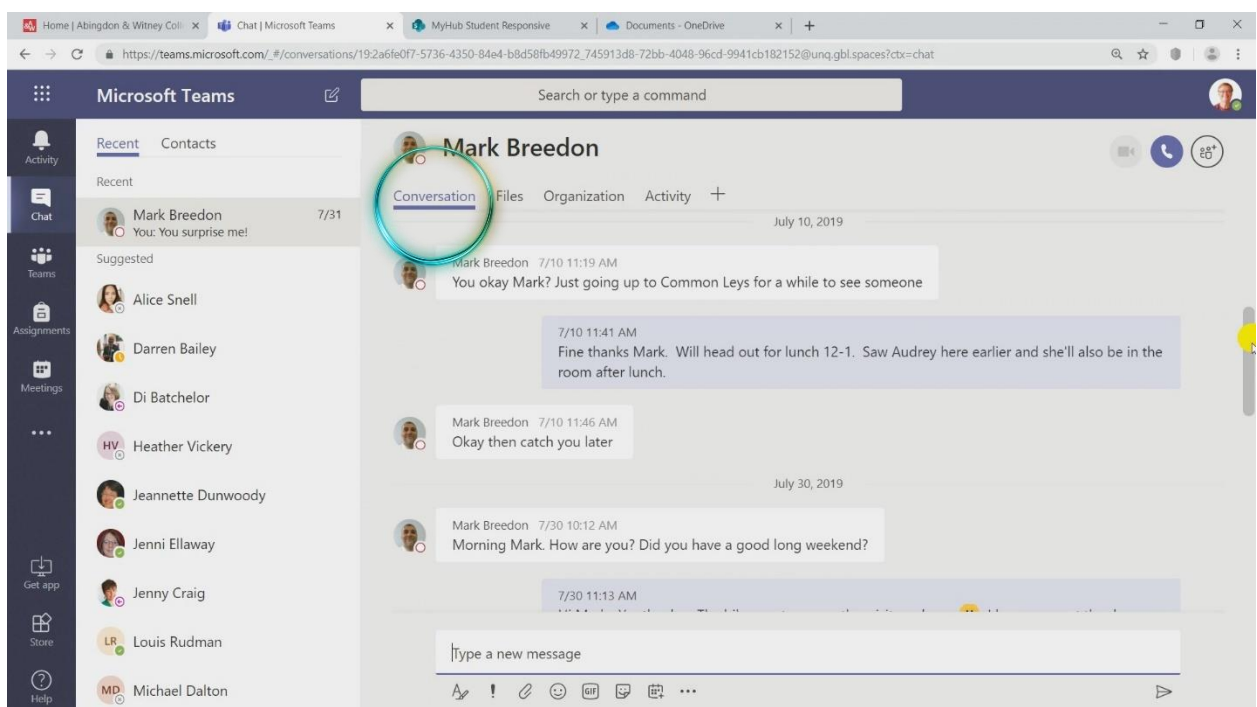
1: Tap the 'waffle' icon at the top left of the window. This icon looks like a square made up of 9 dots:



2: The list of available apps opens. To open an app, just tap on it. Below we are opening 'Teams', which is used to meet online, deliver lessons and contact your tutor and other students. Nearly every course uses Teams:



3: Teams opens. It includes a 'conversations' tab for messaging others and a 'files' tab which can be used for storing files. Other tabs may show for your specific course:





We have video guides which demonstrate Teams functionality and how to participate in Teams meetings. Please see the OAL welcome page below:

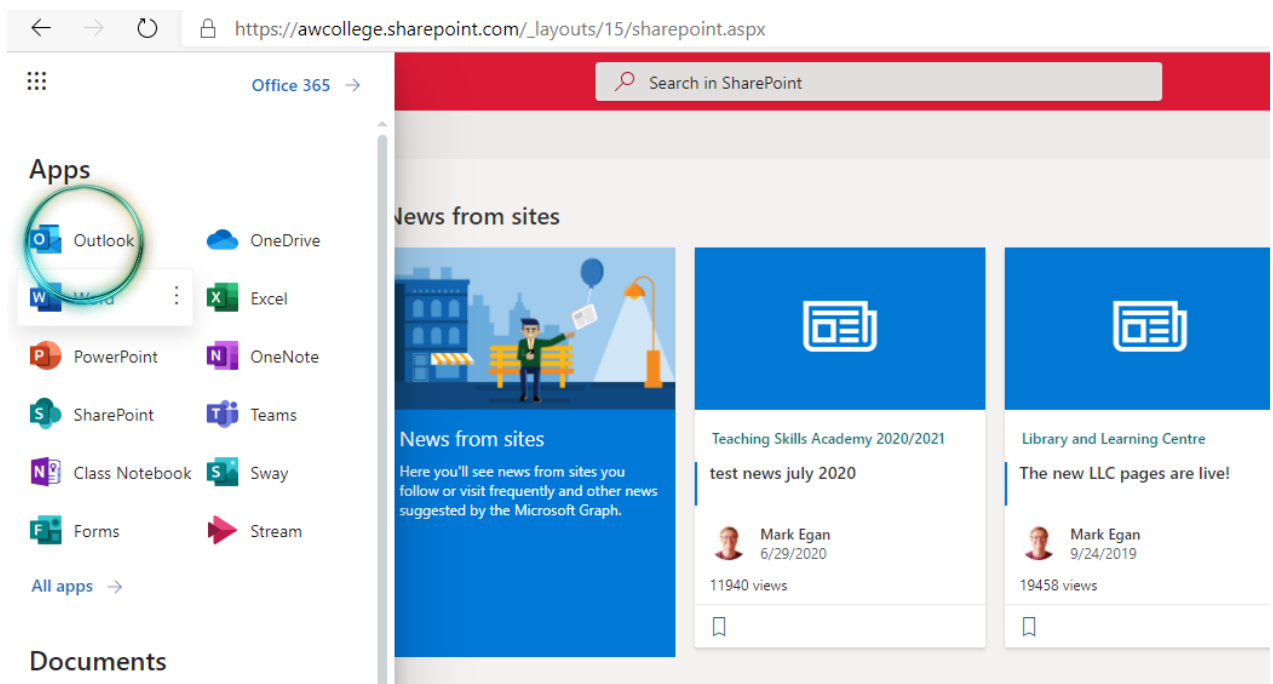
<https://www.abingdon-witney.ac.uk/welcome-oal-students>

(If this page is no longer available, please speak with your tutor and they will guide you towards the latest resources).

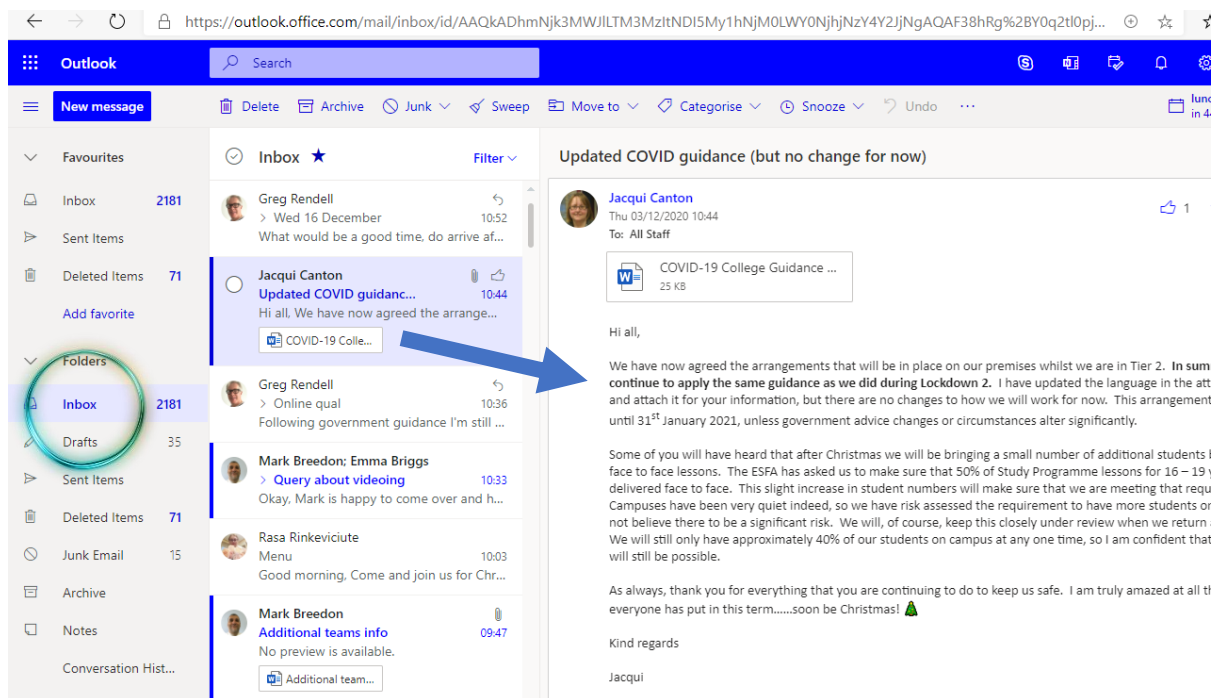
Locate and open the OUTLOOK app

The OUTLOOK app is where you send and receive email. You also have access to a calendar which can be useful.

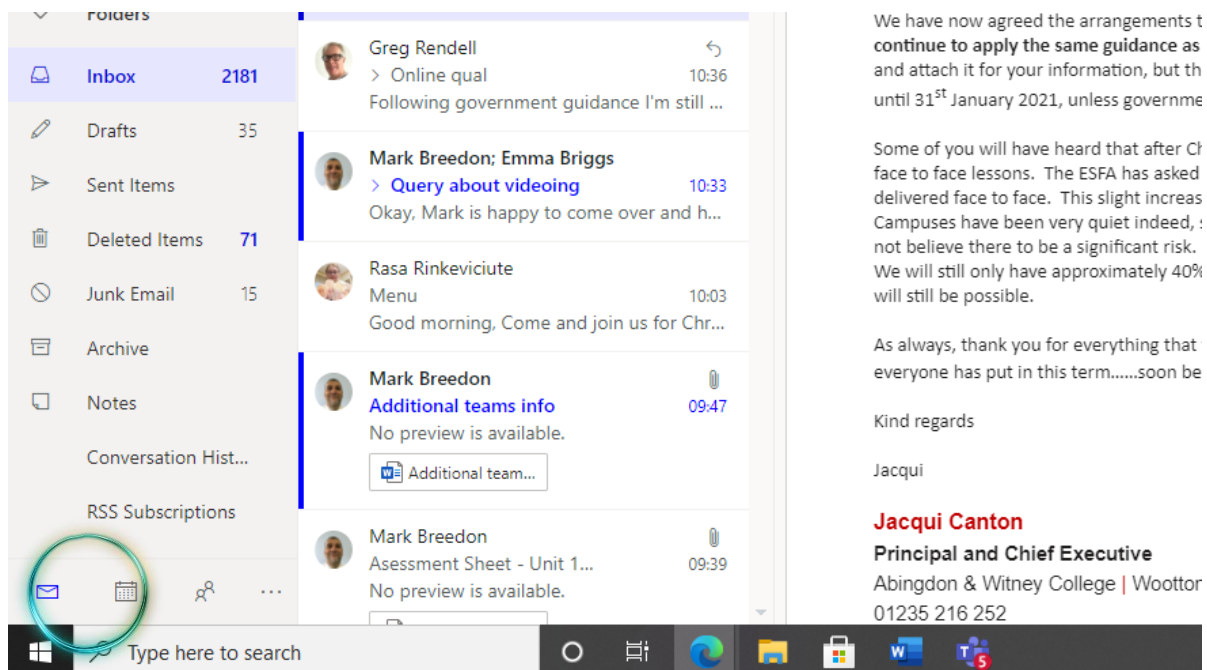
1: Outlook is opened from the Apps list:



2: By default, Outlook will open your email inbox (Emails that have been sent to you). Tap on an email to view it in full. (Below, a message about updated COVID guidance has been selected):

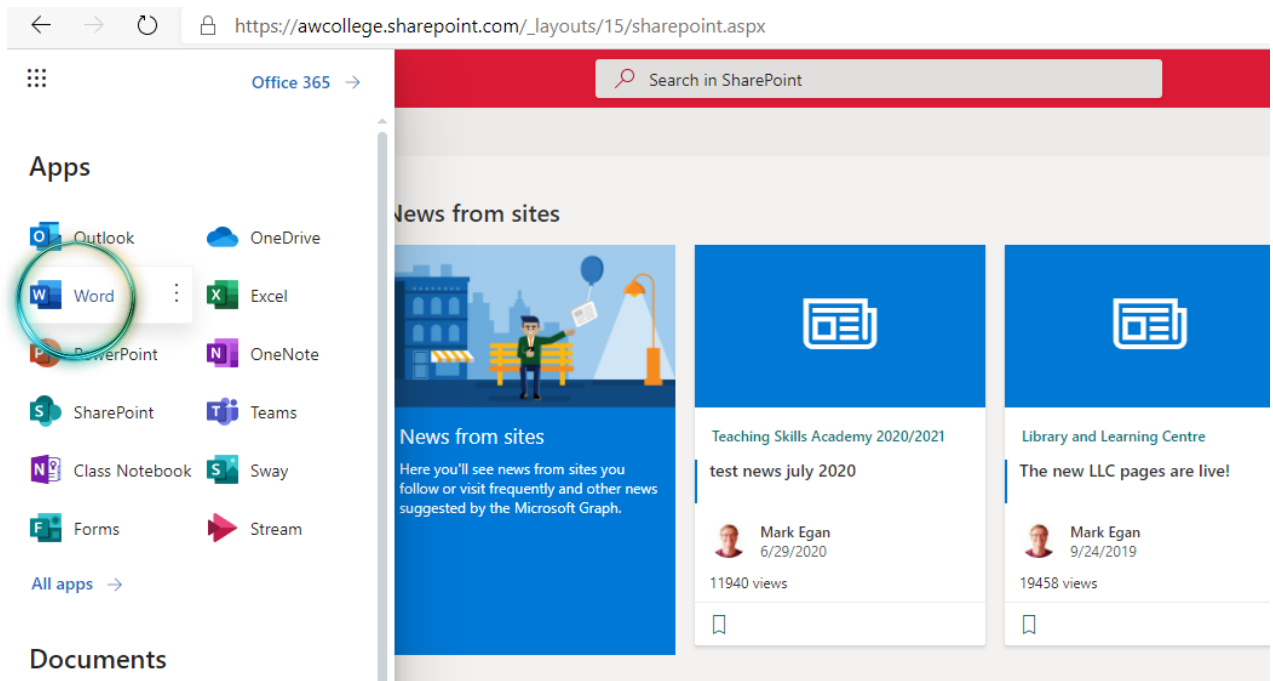


3: Switch between EMAIL and CALENDAR using the icons at the bottom left of the window:

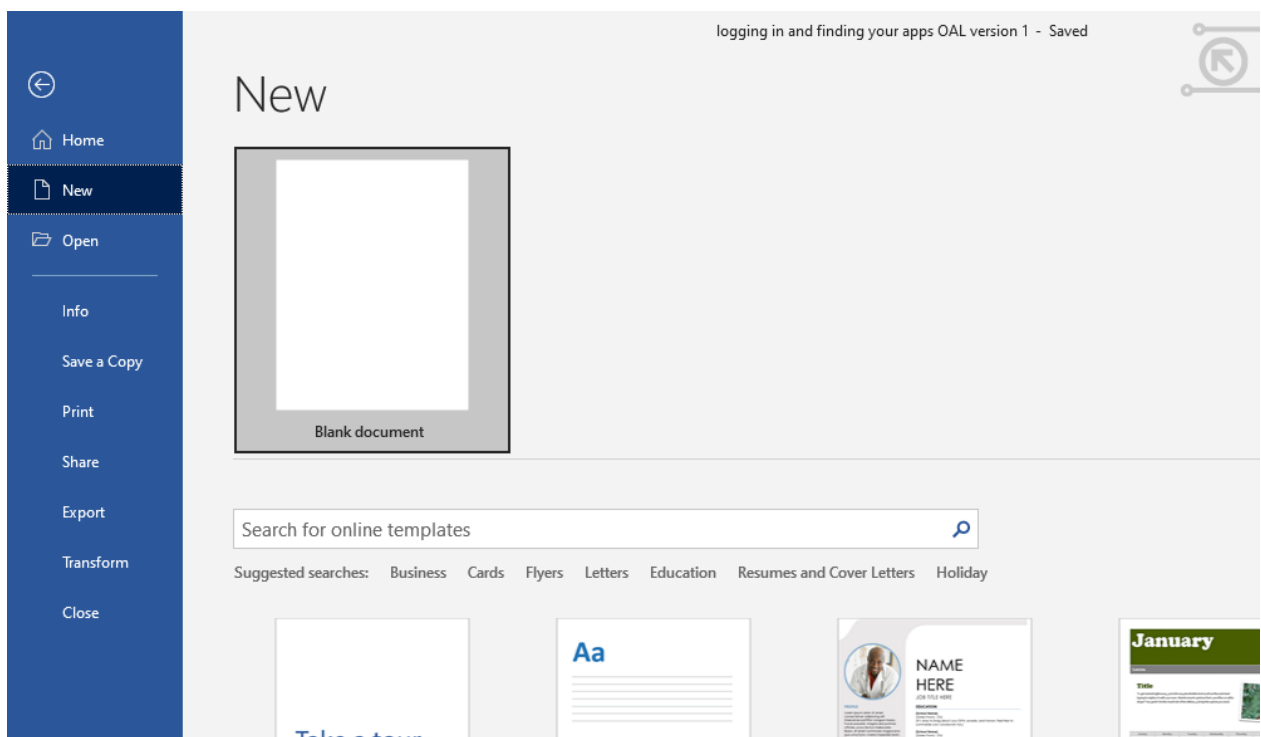


Locate and open the WORD app

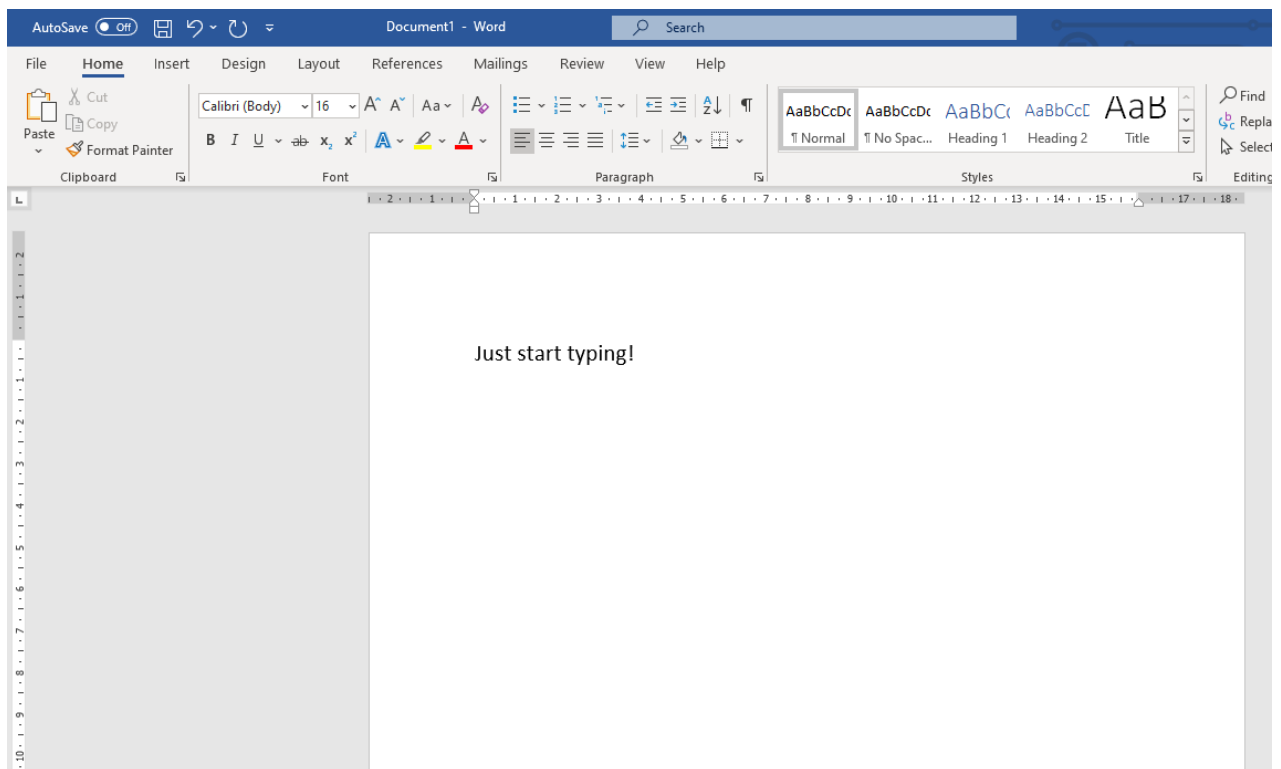
1: The WORD app is often used to view documents and create your own files. You may be sent links to Word documents from inside Teams. To open Word, just tap on it from the Apps list:



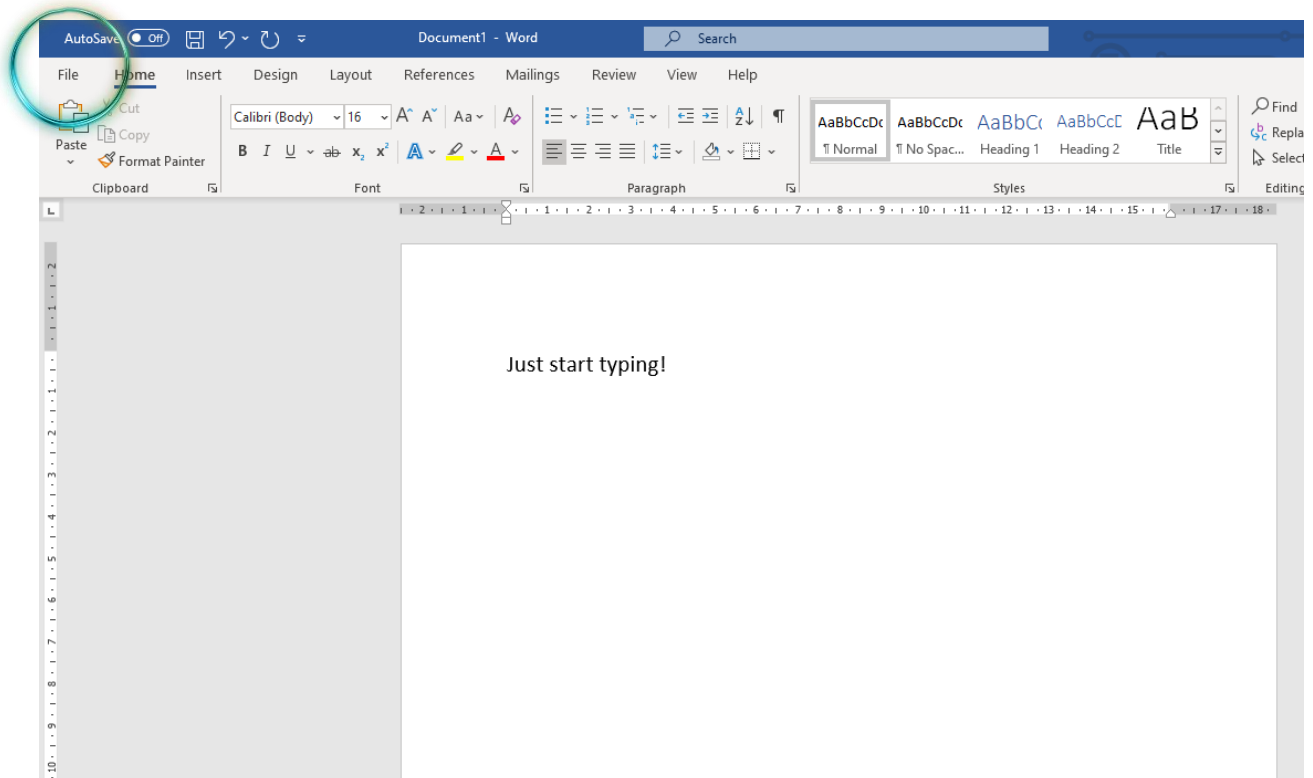
2: If you want to create a new document, just tap 'blank document':

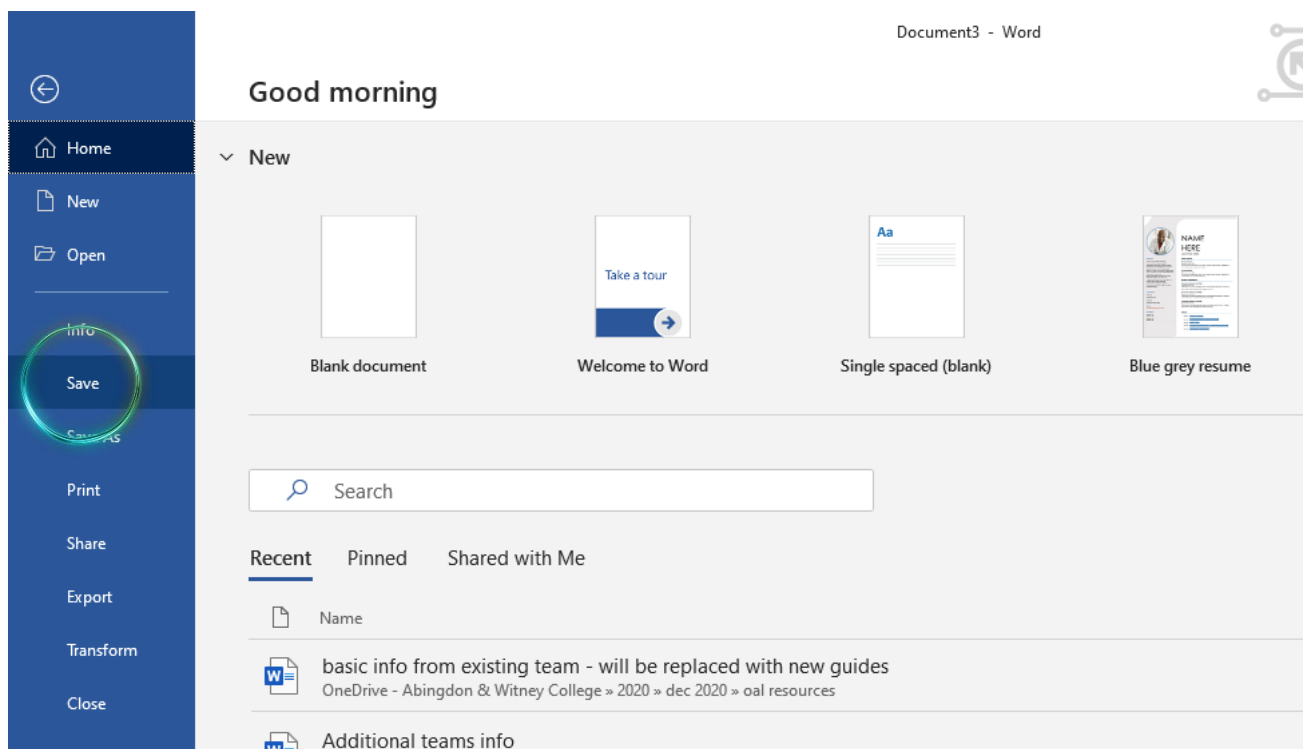


3: A new blank file is created. Just start typing!

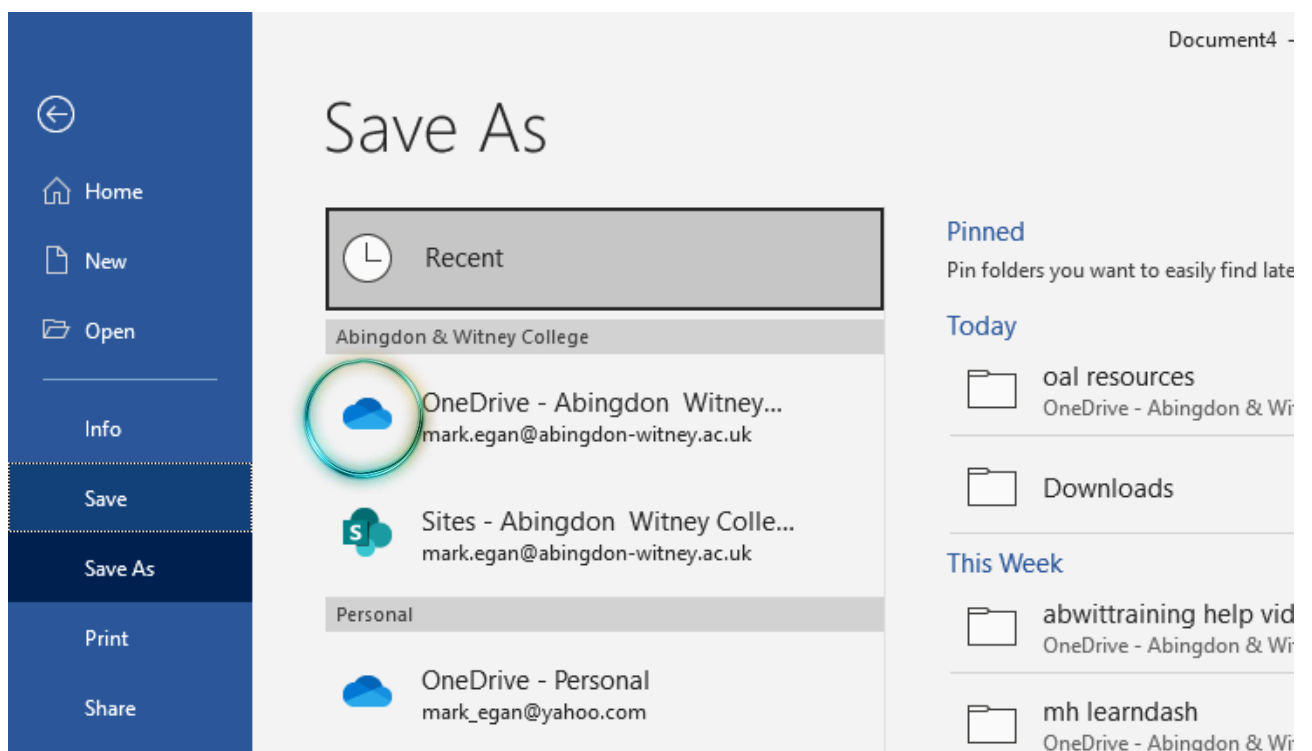


4: To SAVE your document, tap the FILE menu at top left of screen then select SAVE from the menu that pops up:

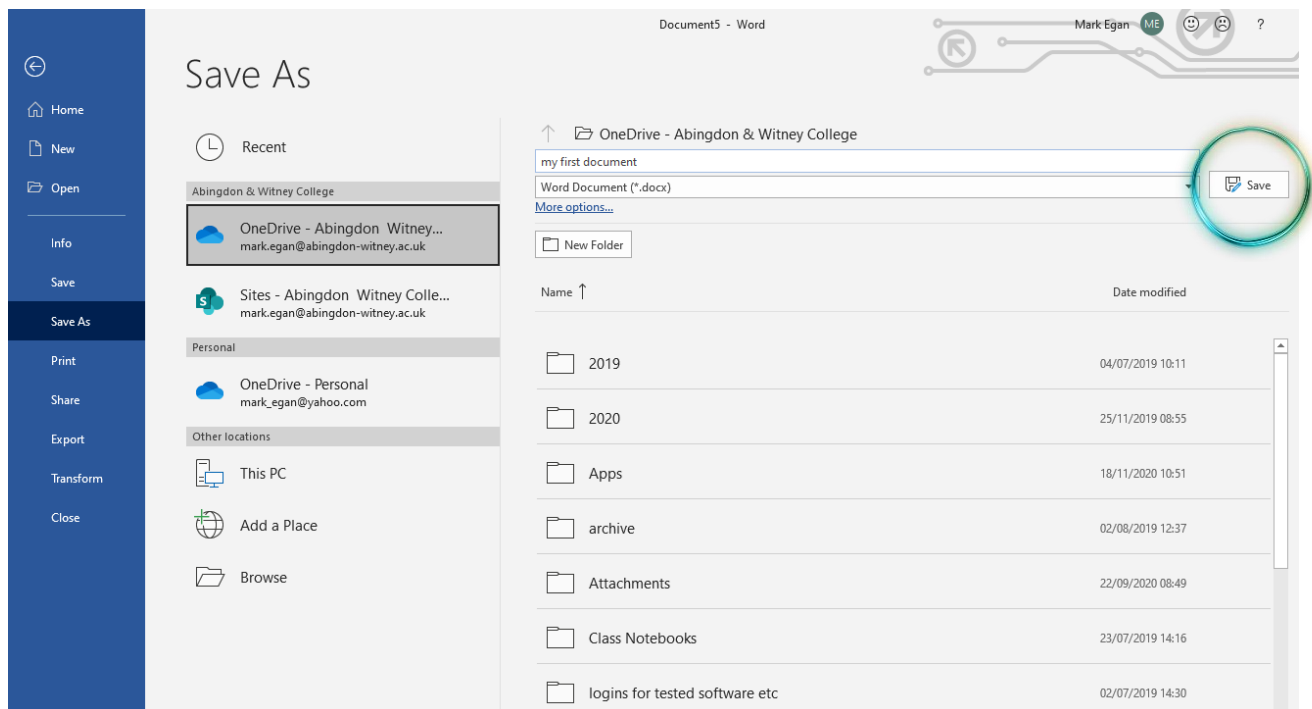




5: You may be shown a lot of locations to save your file. If this is the first time you've saved a file, the easiest place is likely to be your College OneDrive (which is just space reserved for you as part of your college account). It is highlighted below. Tap the 'cloud' icon:



**6: Enter a name for your file – Below it has been named ‘my first document’.
Tap the Save button to save the file:**



Your tutor / course may need you to save files to a different location, including into Teams. Please speak with them.

If you would like help with the content in this guide, in the first instance please speak with your tutor. If you have a more general question you can email the digital learning team digital.learning@abingdon-witney.ac.uk

