WHERE ARE MY APPS?

This guide covers the following topic:

- **How to locate and open apps including Teams, Outlook and Word**

This guide is part of a series created to help you to make the most of the IT apps available to you.   For help with the content of this guide please speak with your tutor.

THIS DOCUMENT RELATES TO THE 'WHERE ARE MY APPS' VIDEO ON THE COLLEGE'S DIGITAL LEARNING YOUTUBE CHANNEL:

Once you've logged into the College system in your browser, tap the WAFFLE icon at the top left of the window. This icon looks like a square of dots:
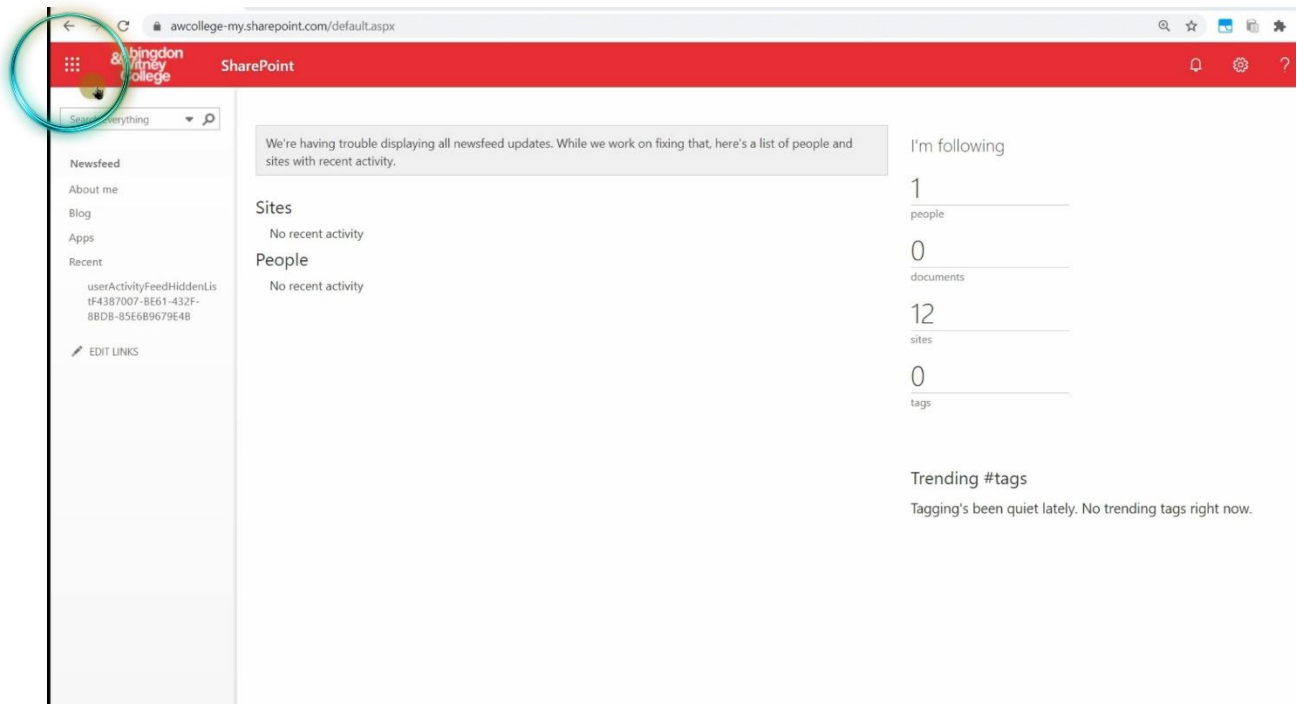

The list of available apps opens. This includes these Office apps:

- **Teams**, for interacting with your colleagues and tutor. You'll need to keep an eye out for regular updates in this app
- **Outlook** for managing your emails and calendar
- **Word** for creating documents using text and images
- **Excel** if you will need to create a spreadsheet
- **PowerPoint** for creating presentations
- **OneDrive** for saving and organizing your files

Additional apps are available as shown on the next page – You'll be introduced to them by your tutor if they will be useful for your course.
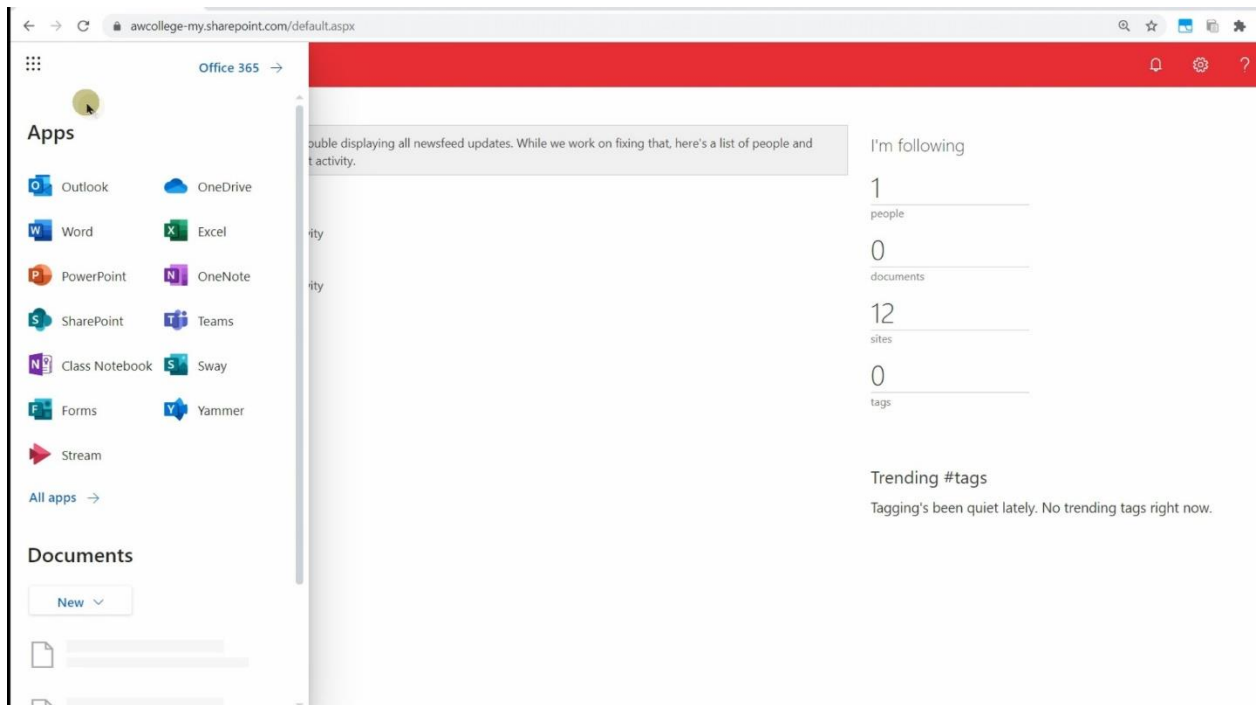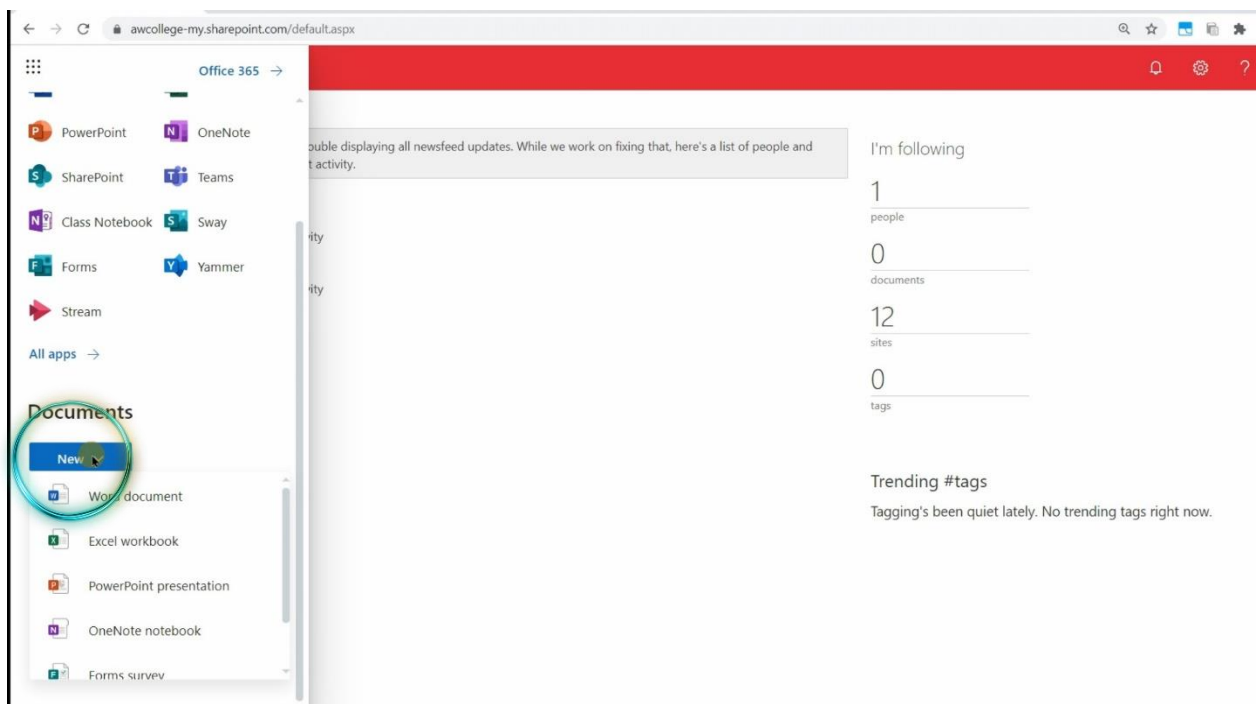
If you're asked to use an app not shown on the list, tap 'All apps' to see the full list. Note you will not need to use every available app:
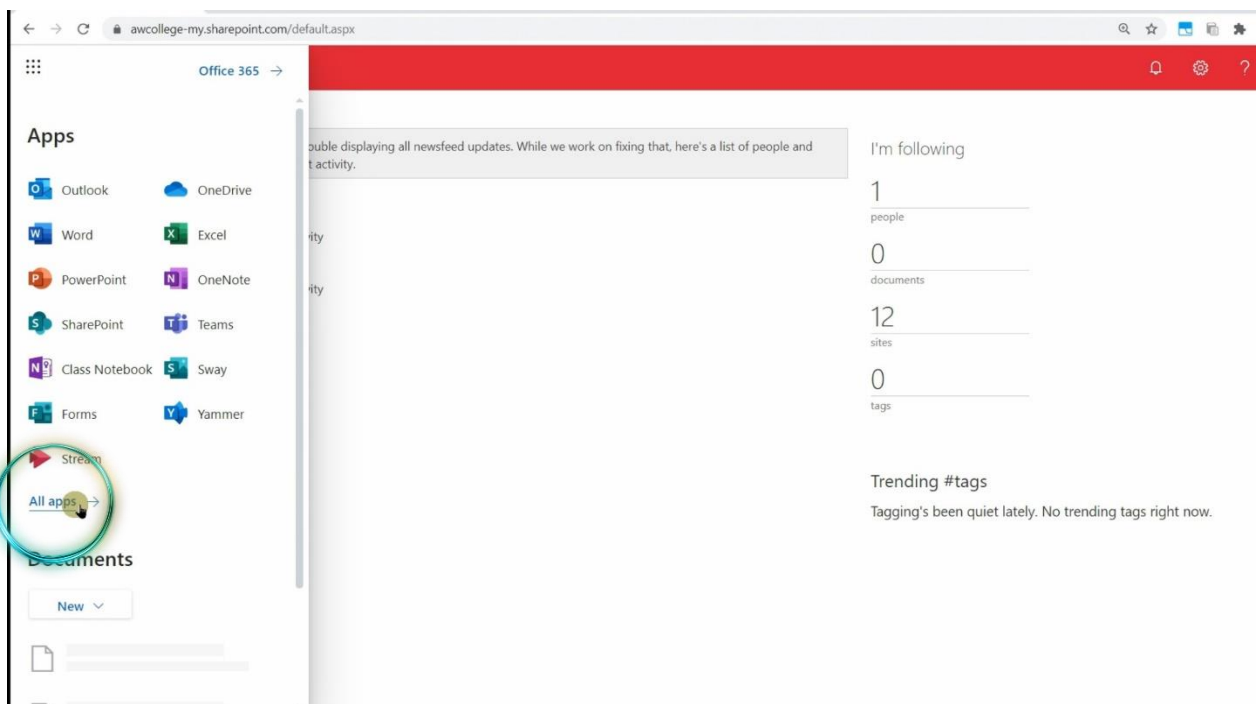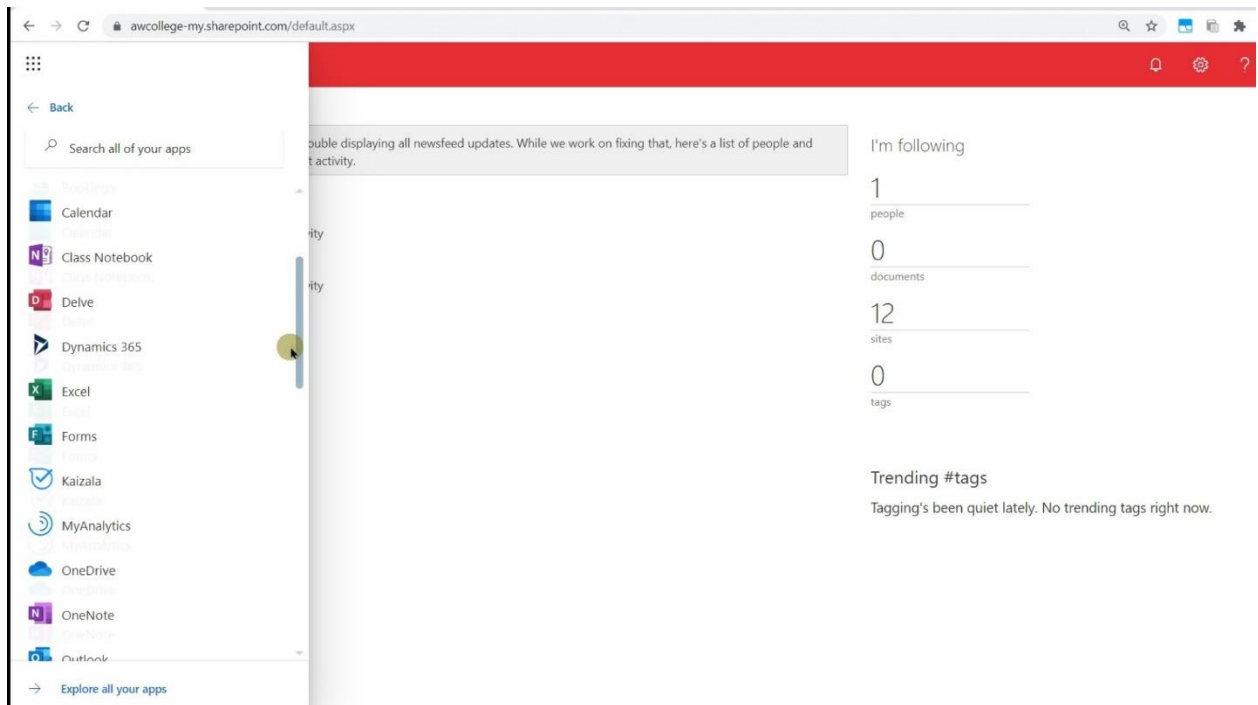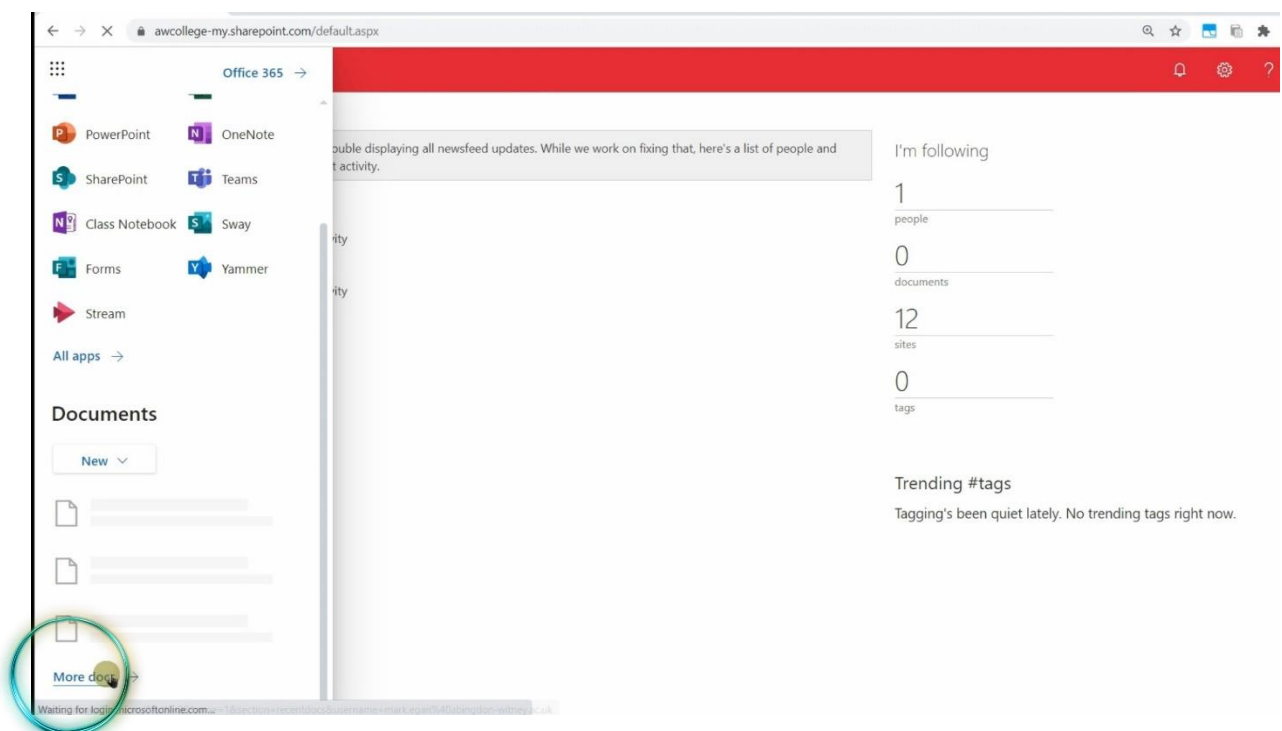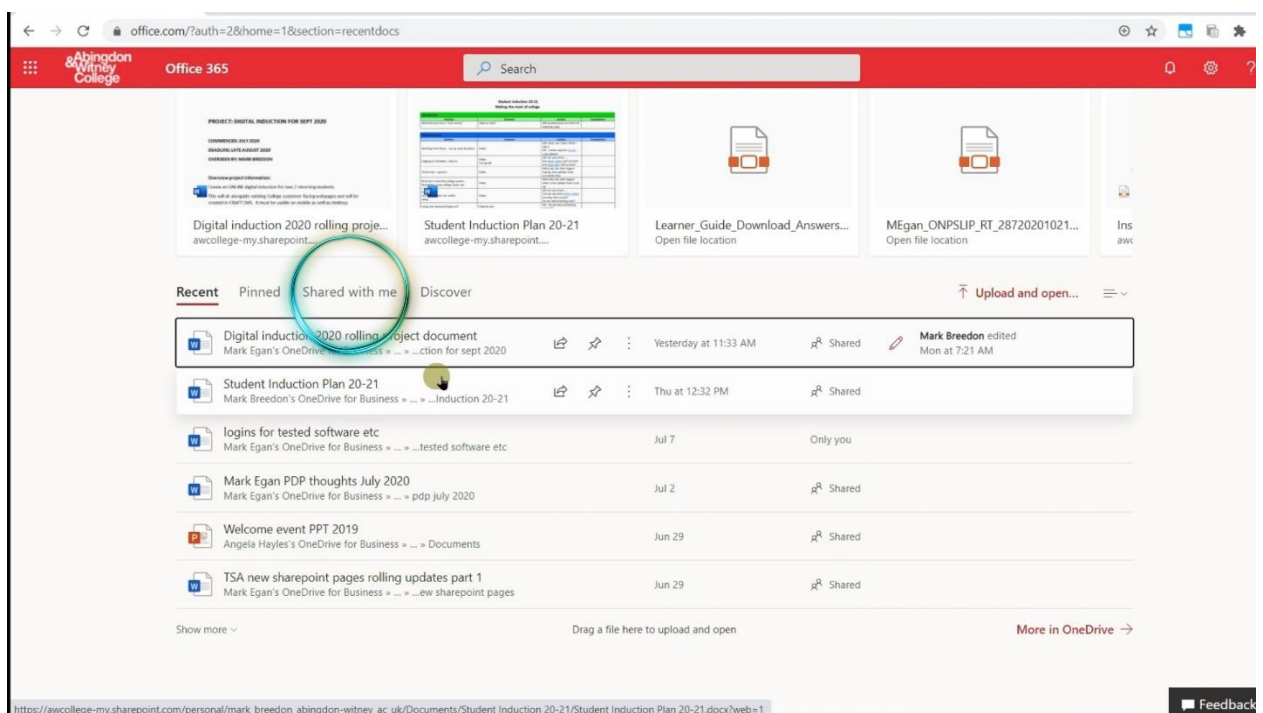
To quickly create a new office document, in the Documents section tap 'New' and select the application:

To view files you've recently been working on, tap 'More docs':

From here you can also view files that have been shared with you. This can be very useful!:

See our separate guides to learn about the Teams app and how to manage your files in OneDrive.

If you need help with the content in this guide, in the first instance please speak with your tutor. If you have a general question you can email the Digital Learning Team: digital.learning@abingdon-witney.ac.uk