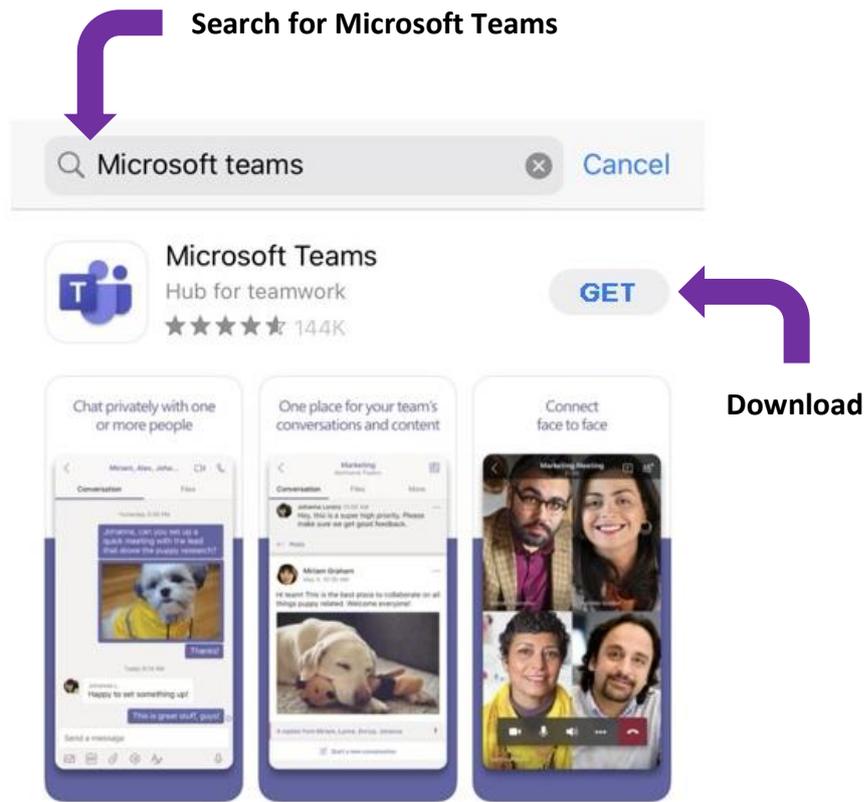


Microsoft Teams - Virtual Learning Resources Centre

Instructions to download on a Mobile

Please note that if you have already installed Microsoft Teams, you can go straight to Step 2 in the instructions below.

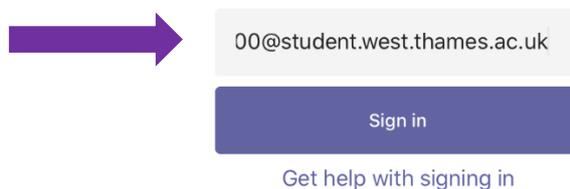
Step 1 - Download Microsoft Teams from the App Store or Play Store



Step 2 - Sign into Teams using your college email address and password

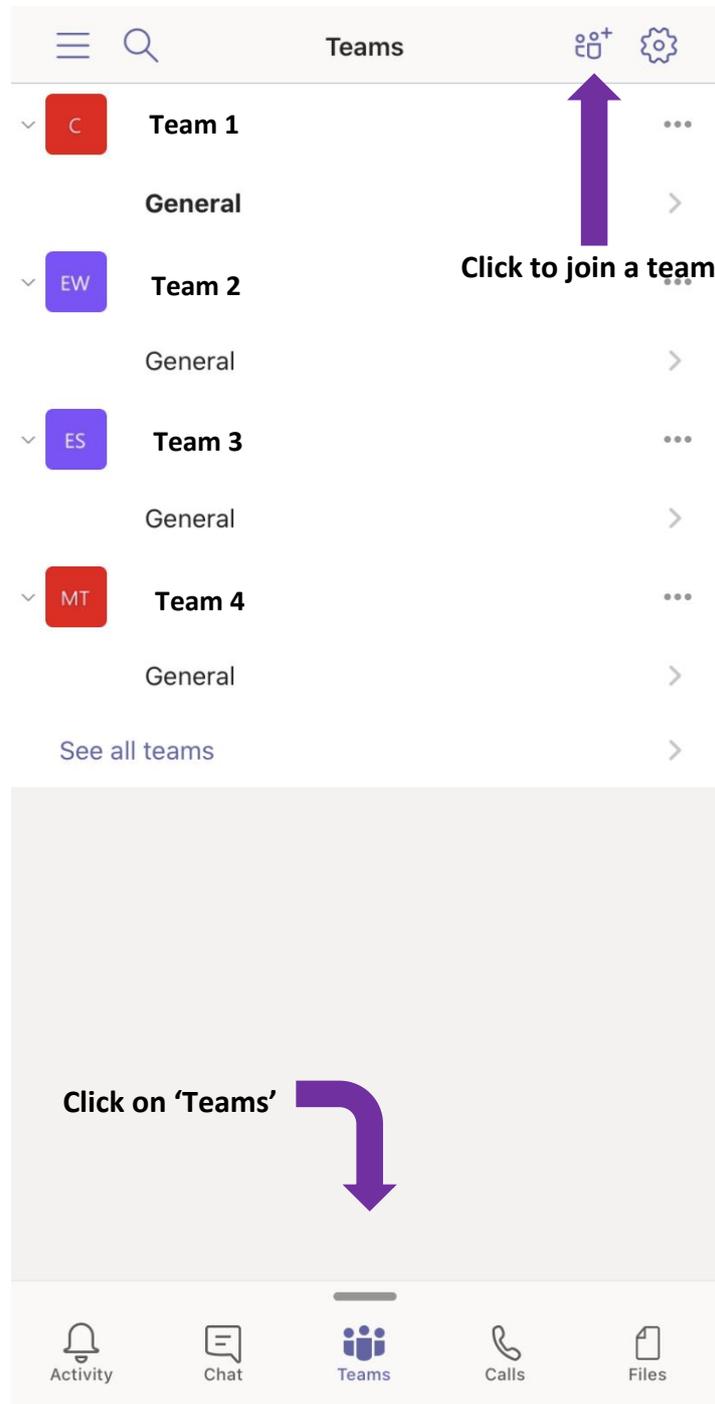


Sign in using your work or school account.



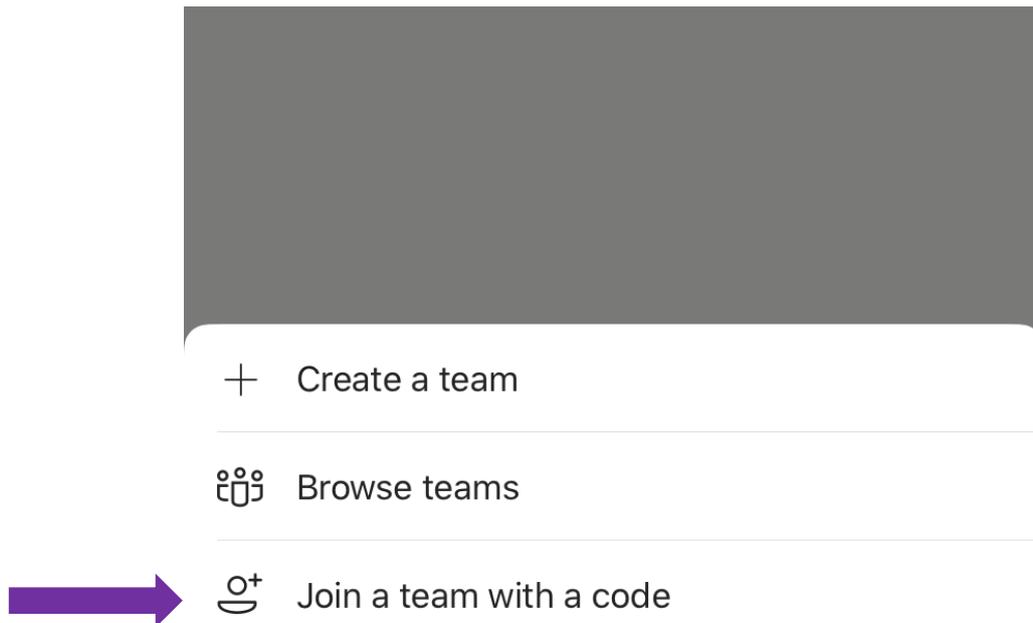
Microsoft Teams - Virtual Learning Resources Centre

Step 3 – Once you have logged in, click on 'Teams' and you will see the 'Join Team' symbol on the top of the screen. Click on the 'Join Team' symbol to continue.



Microsoft Teams - Virtual Learning Resources Centre

Step 4 – You will then see the following screen appear. Click on ‘Join a team with a code’.



Step 5 – Enter the code **dgte3mg** and click ‘Join’ (you will need this code each time you access the Virtual Learning Resources Centre Team).

You will then be accepted into the Virtual Learning Resources Centre Team.

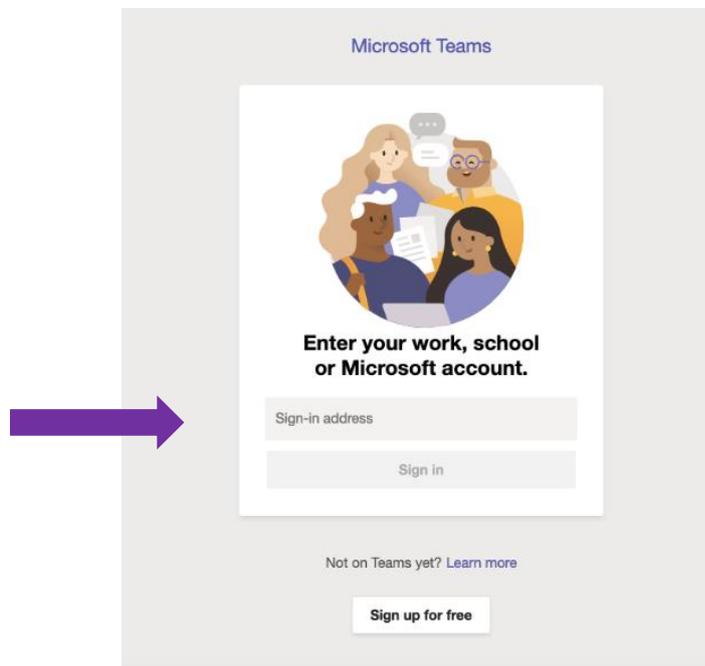
Instructions to download on a PC/Laptop/Mac

Please note that if you have already installed Microsoft Teams on your PC/laptop/mac, you can go straight to Step 2 in the instructions below.

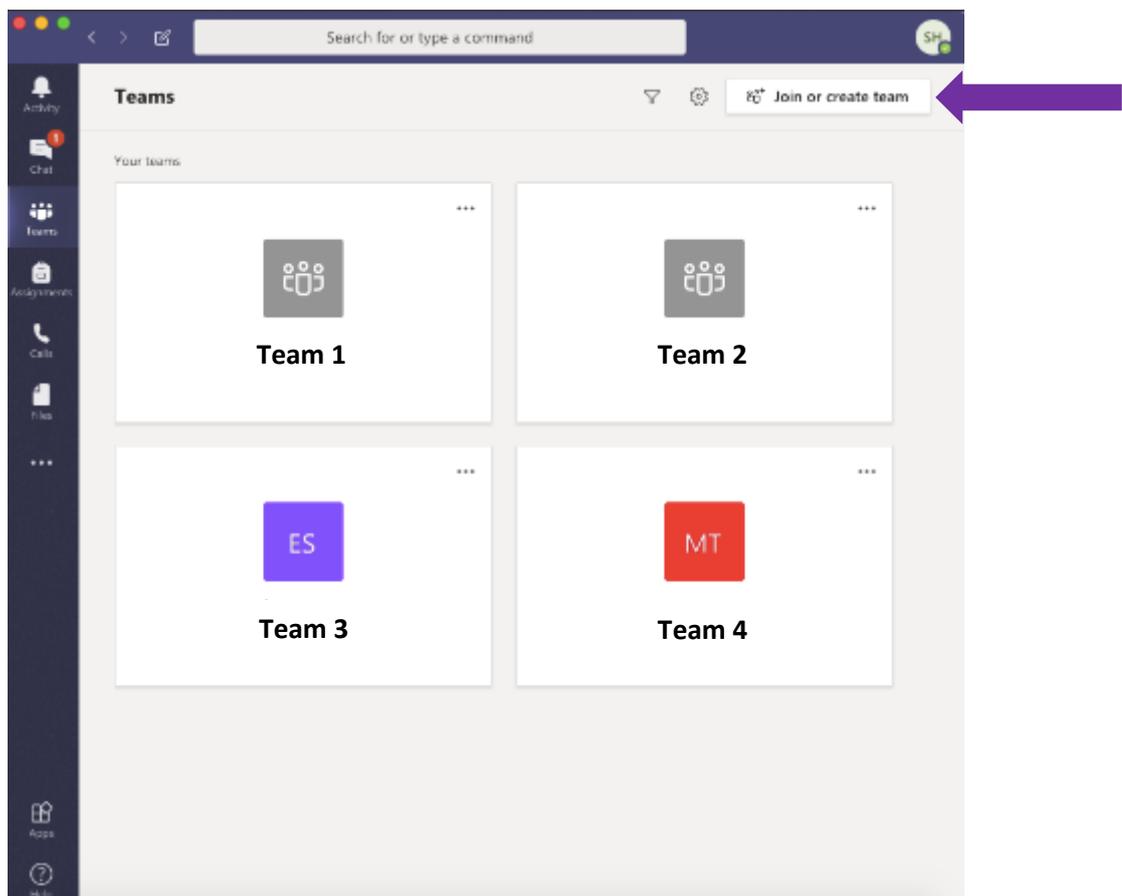
Step 1 – Click [HERE](#) to visit the Microsoft Teams website where you can download the desktop app **or** Click [HERE](#) to sign into Microsoft Teams online.

Microsoft Teams - Virtual Learning Resources Centre

Step 2 – Sign into Teams using your college email address and password

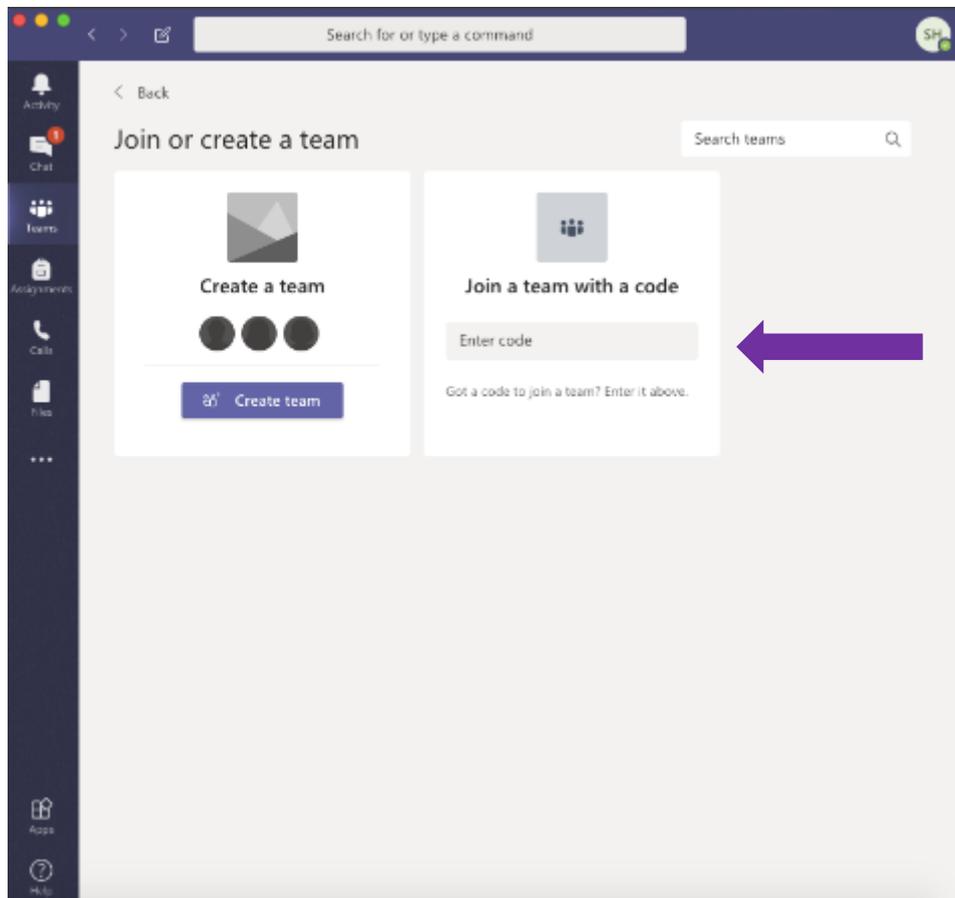


Step 3 – Once you have logged in, click on 'Teams' and you will see the 'Join Team' symbol on the top of the screen. Click on the 'Join Team' symbol to continue.



Microsoft Teams - Virtual Learning Resources Centre

Step 4 – You will then see the following screen appear. Enter the code **dgte3mg** under 'Join a team with a code' and click 'Join Team' (you will need this code each time you access the Virtual Learning Resources Centre Team).



You will then be accepted into the Virtual Learning Resources Centre Team.