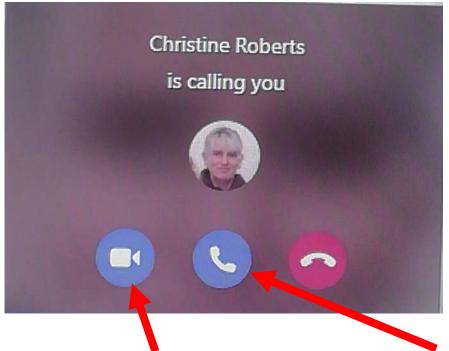
## How to use Microsoft Teams for 1:1 support

- 1. Type office.com into the address bar of your web browser.
- 2. Click Office 365 Login.
- 3. Sign in using your Bangor University username and password.
- 4. Click Teams.

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|                | Start new | Outlook               | OneDrive            | Word     | Excel              | PowerPoint             | OneNote             | SharePoint           | Teams          | Class<br>Notebook | Sway |   |
|                | 6         | •                     | $\rightarrow$       |          |                    |                        |                     |                      |                |                   |      |   |
|                | Forms     | Stream                | All apps            |          |                    |                        |                     |                      |                |                   |      |   |

- 5. Click Use the web app instead.
- 6. When your 1:1 tutor calls, your screen will looks like this:



7. Click here for a video call with your 1:1 tutor. Click here for an audio call.