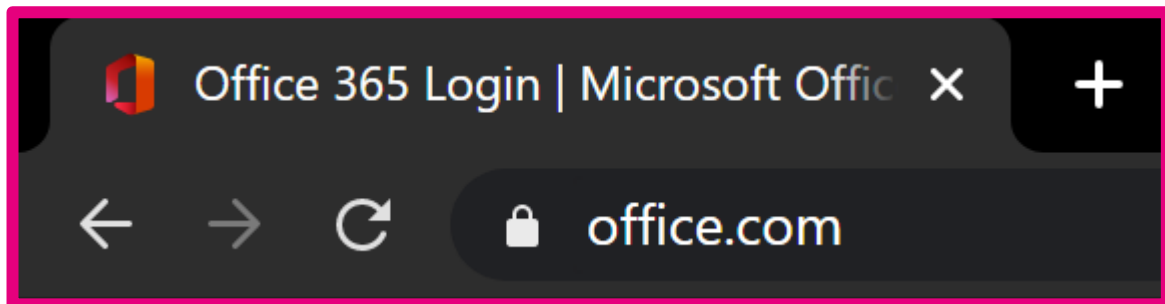
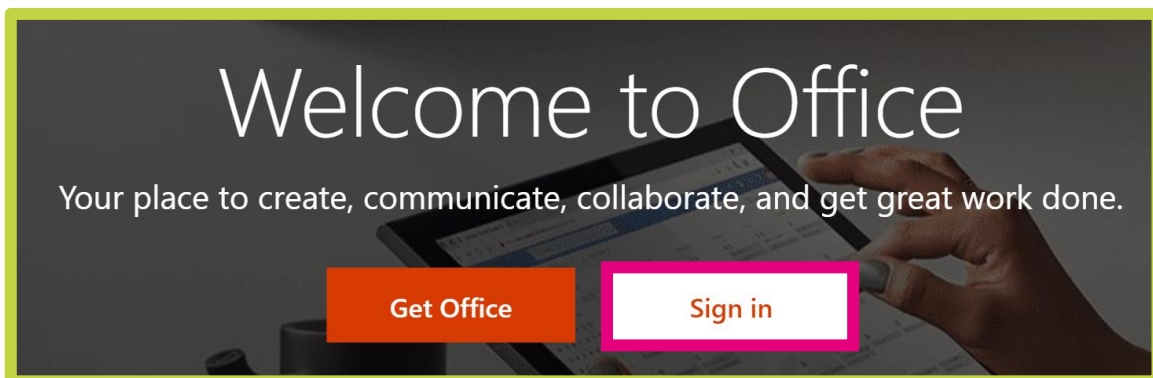


HOW TO ACCESS  
**NEWMAN**  
**BEGINNINGS**  
GET SET FOR SEPTEMBER

**1. GO TO OFFICE.COM**



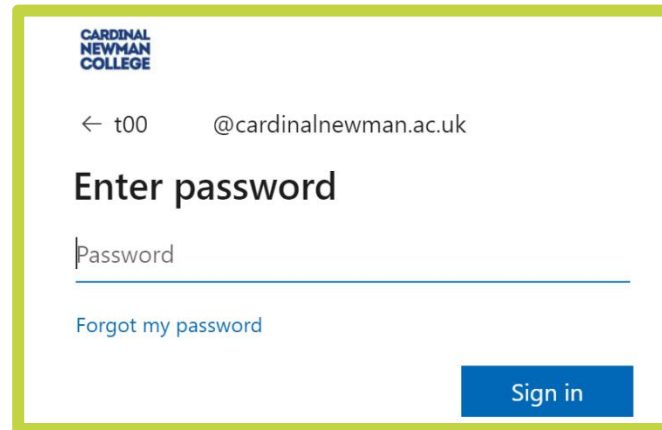
**2. CLICK ON "SIGN IN"**



**3. ENTER YOUR CARDINAL NEWMAN  
COLLEGE EMAIL ADDRESS  
(TNUMBER@CARDINALNEWMAN.AC.UK)**

A screenshot of the Microsoft sign-in page. It features the Microsoft logo and the text 'Sign in'. Below this is an input field containing the email address 't00XXXXX@cardinalnewman.ac.uk'. There are links for 'No account? Create one!' and 'Can't access your account?'. At the bottom, there is a 'Sign-in options' link and a blue 'Next' button.

## 4. ENTER YOUR COLLEGE PASSWORD, IT IS THE SAME AS CEDAR. NEWMAN FOLLOWED BY YOUR D.O.B (newmanDDMMYYYY)



CARDINAL NEWMAN COLLEGE

← t00 @cardinalnewman.ac.uk

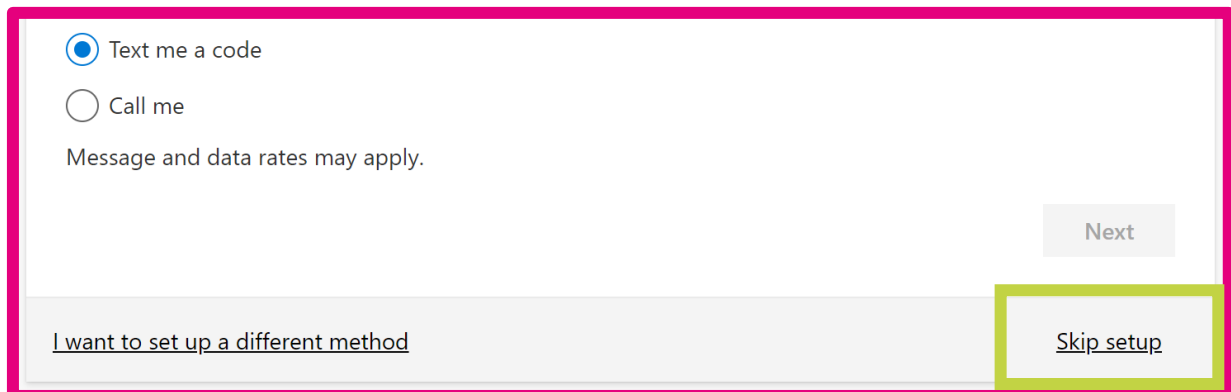
### Enter password

Password

[Forgot my password](#)

[Sign in](#)

## 5. MICROSOFT WILL ASK YOU FOR SOME EXTRA INFORMATION TO KEEP YOUR ACCOUNT SECURE. YOU CAN SKIP THIS FOR NOW.



Text me a code

Call me

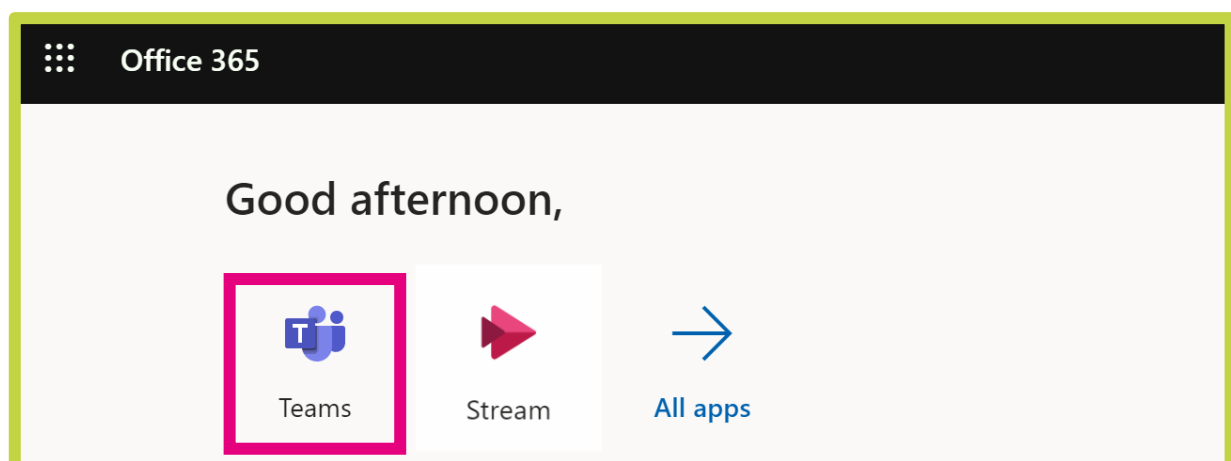
Message and data rates may apply.

[Next](#)

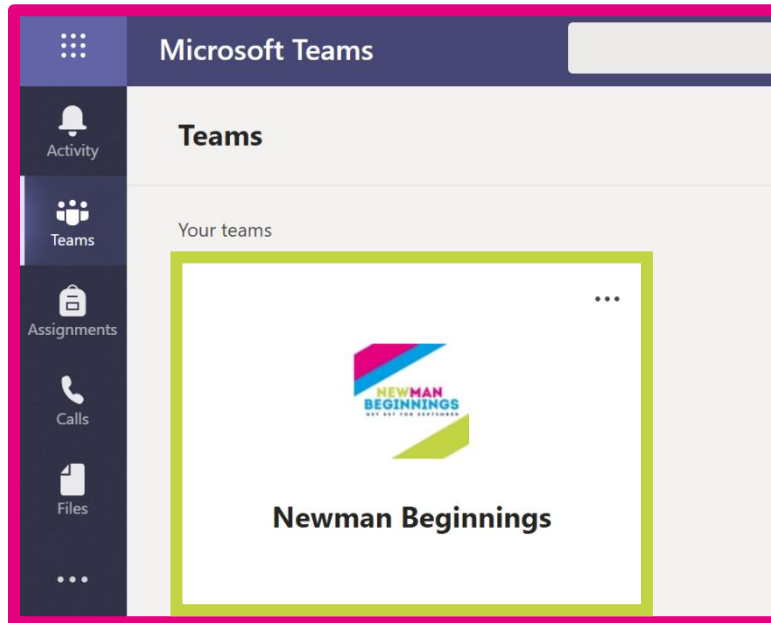
[I want to set up a different method](#)

[Skip setup](#)

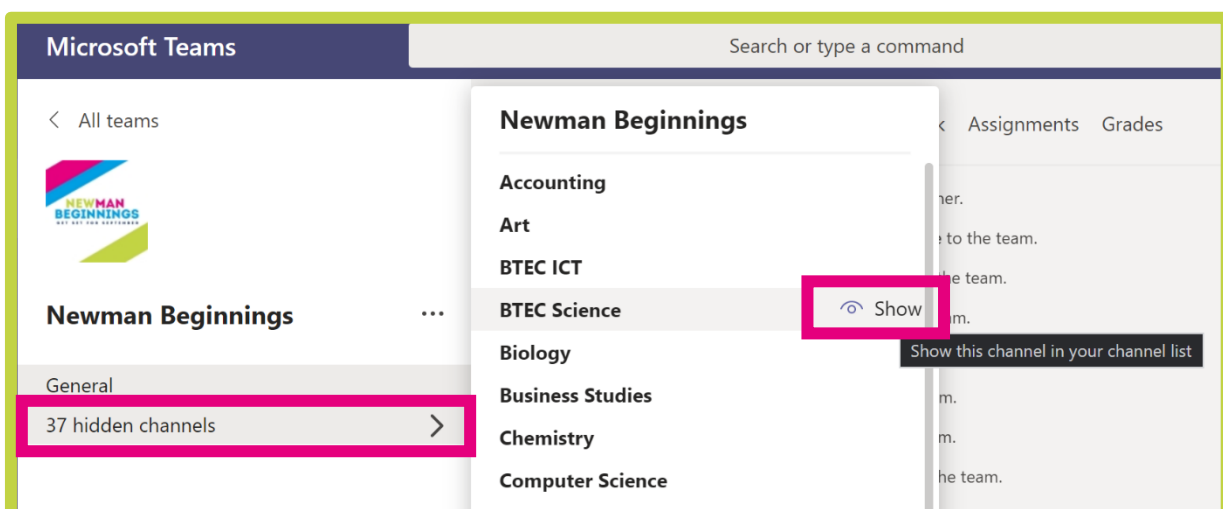
## 6. NEXT, CLICK ON THE "TEAMS" ICON



## 7. OK, NOW YOU ARE USING MICROSOFT TEAMS. CLICK ON THE NEWMAN BEGINNINGS TILE TO GET STARTED

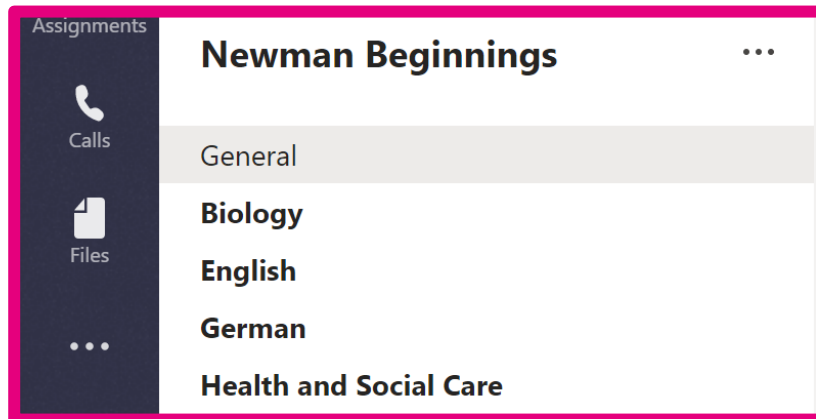


## 7. CLICK ON THE HIDDEN CHANNELS OPTION TO SEE A LIST OF SUBJECTS. HOVER OVER THE SUBJECT YOU NEED AND THEN CLICK "SHOW"

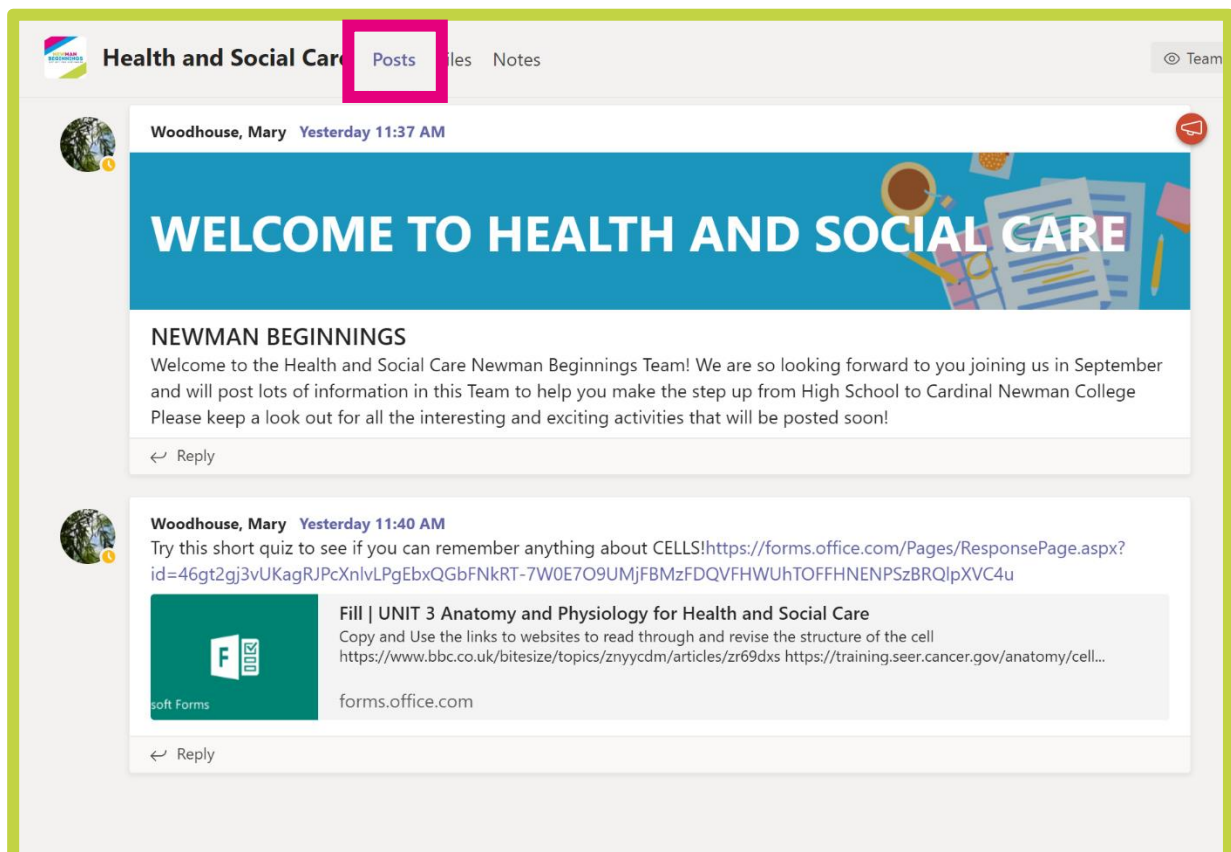


## DO THIS FOR ALL THE SUBJECTS YOU NEED

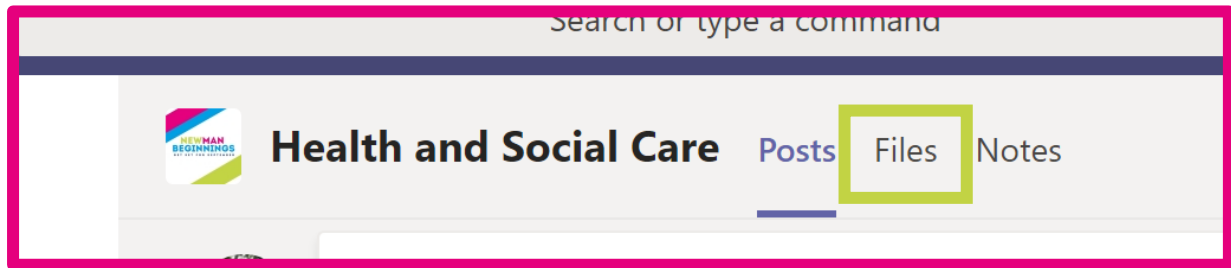
## 8. YOU WILL THEN HAVE A LIST OF YOUR SUBJECTS. CLICK ANY OF THEM TO VIEW THE CONTENT FOR THAT SUBJECT



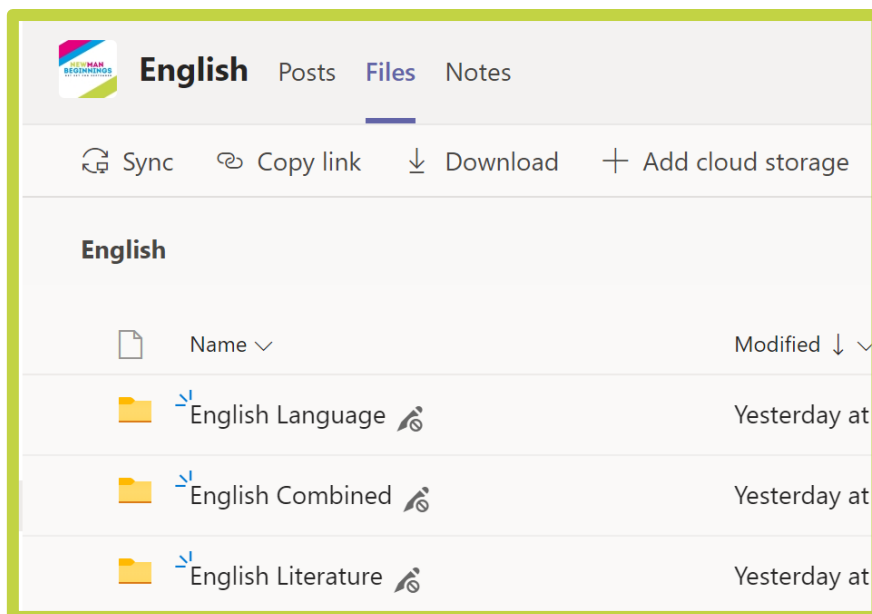
## 9. THE FIRST AREA YOU WILL SEE IS THE POSTS AREA. HERE YOU CAN SEE MESSAGES POSTED BY THE TEACHERS OF THAT DEPARTMENT. YOU CAN ALSO POST IN THIS AREA AND ASK QUESTIONS TO THE TEACHERS OF THAT DEPARTMENT.



## 9. THE OTHER AREA YOU MAY NEED TO USE IS THE FILES AREA. TO FIND THIS CLICK "FILES"



## 10. CLICK ON ANY OF YOUR SUBJECTS' FILE AREAS TO SEE WHAT TEACHERS HAVE PREPARED FOR YOU. THEY WILL BE IN A FOLDER AND FILE FORMAT, JUST LIKE YOU ARE USED TO



**YOU ARE NOW READY TO USE NEWMAN BEGINNINGS. GET SET FOR SEPTEMBER!**