

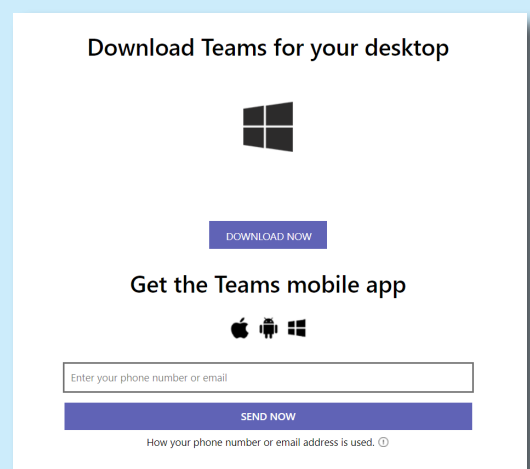
Canllaw Microsoft Office: Sut i Gael Mynediad i MS Teams

Ffyrdd i gael mynediad i MS Teams:

Lawrlwytho yr app desktop
Mynediad trwy eich cyfrif Outlook
Mewngofnodi ar-lein
Trwy'r App i ddyfeisiau symudol

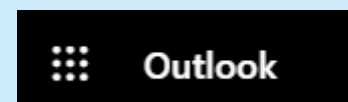
App Desktop MS Teams

Ewch i'r wefan:
<https://products.office.com/en-us/microsoft-teams/group-chat-software>
Sgrolwch hanner ffordd lawr y dudalen a chliciwch 'download now'.
Wneith yr app ddechrau lawrlwytho. Pan mae'n cwblhau, agorwch y ffeil sydd wedi'i lawrlwytho i osod yr app.
Unwaith mae'r app wedi lawrlwytho, medwrch ei agor drwy'r dewislen 'start' ar eich PC, neu trwy adio 'shortcut' ar eich desktop neu taskbar.
Defnyddiwch eich cyfeiriad ebost AOC/ ALW i logio i mewn.



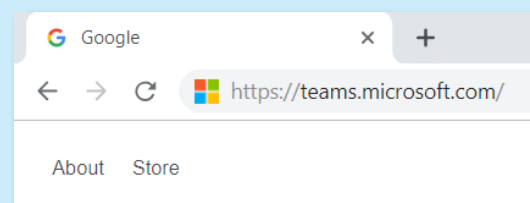
Mynediad trwy eich cyfrif Outlook (trwy Webmail)

Logiwch i mewn i'ch cyfrif ebost Outlook AOC/ALW (webmail).
Cliciwch y dewislen (grid) yn y gornel chwith top.
Dewiswch MS Teams
Wneith MS Team agor.
Defnyddiwch eich cyfeiriad ebost AOC/ ALW i logio i mewn.



Mewngofnodi ar-lein

Agorwch porwr gwe (e.e. Google Chrome) a theipiwch <https://teams.microsoft.com/> i mewn i'r bar cyfeiriad.
Defnyddiwch eich cyfeiriad ebost AOC/ ALW i logio i mewn.



Trwy'r app MS Teams i ddyfeisiau symudol

Chwiliwch am MS Teams yn eich app store, e.g. Google Play Store neu Apple App Store.
Lawrlwythwch yr app.
Defnyddiwch eich cyfeiriad ebost AOC/ ALW i logio i mewn.



Microsoft Office Guide: How to Access Microsoft Teams

Ways to access MS Teams:

- Download the desktop app
- Access through your Outlook account
- Log in online
- Via the MS Teams App

MS Teams Desktop App

Navigate to:

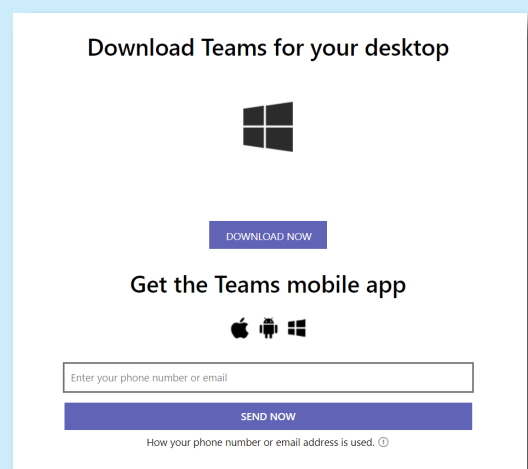
<https://products.office.com/en-us/microsoft-teams/group-chat-software>

Scroll mid-way down the page and click 'download now'.

The app will begin to download. When it completes, open the downloaded file to install the app.

Once downloaded, you can access the app via the 'start' menu on your PC, or by adding a shortcut to your desktop or taskbar.

Log in to MS Teams using your AOC/ ALW email address.



Access through your Outlook account (via Webmail only)

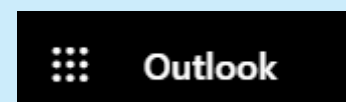
Log in to your AOC/ ALW Outlook email account (webmail).

Click the menu icon (dotted grid) in the top left corner.

Select MS Teams

MS Teams will open.

Log in using your AOC/ALW email address.

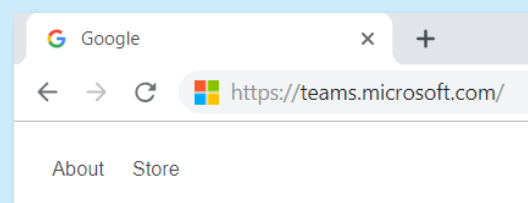


Log in online

Open a web browser (e.g. Google Chrome) and type

<https://teams.microsoft.com/> in to the address bar.

Log in using your AOC/ALW email address.



Via the MS Teams App

Search for MS Teams in your app store, e.g. Google Play Store or Apple App Store.

Download the app.

Log in using your AOC/ALW email address.

