Induction Task 1 : MyMKC App

1. Download the MyMKC App from the App store on your phone or tablet. If you can't try scanning the QR code for the webpage or go to **https://mkcollege.myday.cloud**
2. Sign in with your college email and password.
3. Check your college emails and sign your learner agreement.
4. Click on the Personal Development tile and request to join the Team.
5. Check your timetable on the App by clicking calendar.
6. Can you find your attendance?
7. Click on the **Tasks** tile to see your targets and assignment progress.

Induction Task 3 : Microsoft 365 and OneDrive

1. Find **Microsoft 365** by either :
   a. In the MKC App click on **Microsoft 365** on the left menu.
   b. Clicking the link at the bottom of your Moodle page.
   c. Typing **www.office.com** into your browser.
2. Login using your **college email and password**
3. Open up your **OneDrive.** Create a new folder (select **New** then **Folder**)
4. Add a new Word Document to your folder (select **New** then **Word**)
5. When working in the cloud version of Word it will appear at the top of your screen as a tab in your browser. Most apps such as Word have more funtionality in the desktop version.

Induction Task 4 : Dictate and Immersive Reader

1. Rename your Word document with your name.
2. Type something about yourself.
3. Click the blue microphone icon to Dictate.
4. Say something. Dictate will type what you say into your Word document.
5. Go to the view menu and choose Immersive Reader to listen back to what you have written.
6. Immersive reader will work on any Word document, PowerPoint, or PDF. It will read any assignment, project briefs or document resources back to you.

Induction Task 6 : Teams

1. Open Teams from either office.com or the MyMKC app and click on your course.
2. Say Hi to your class by posting a message in the **General Channel**. You can add pictures, gifs or emojis etc.
3. Now open up your Class Notebook and write something on one of the pages.
4. Add a link to the MK College Website.
5. Check to see if you have been set any Assignments in Teams

To join a Teams meeting check your calendar or the channel for the invite.