

IT MASTERCLASS TRAINING SETUP GUIDE

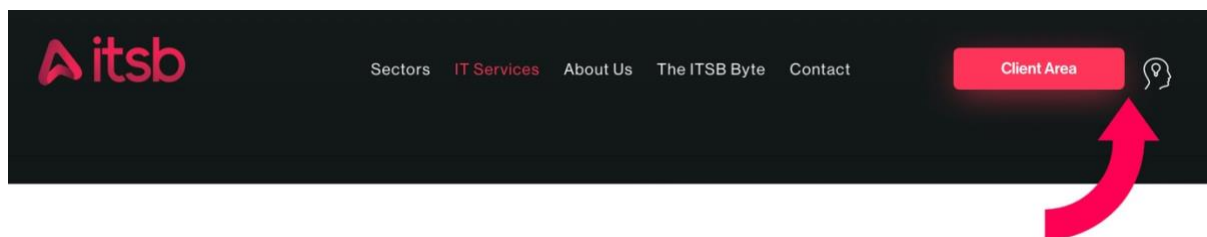


Getting started with our IT Masterclass Training

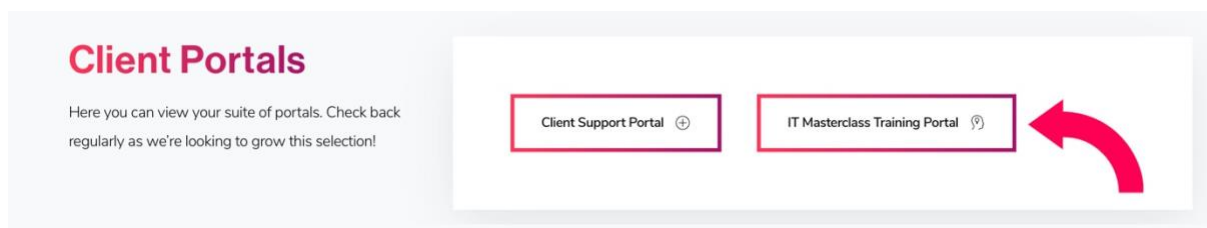
Congratulations! By now your organisation has signed up to use our IT Masterclass portal and over 1,500 video tutorials are sat there waiting for you to get going. Luckily, it couldn't be easier to get yourself started....

1) Accessing the portal on your desktop

Simply follow this link to our portal page <https://www.itsupportbusiness.co.uk/client-area/microsoft-365-training-online/> If you don't have this link at the ready (though we suggest you bookmark it) you can access the portal from any page of our website by hitting the **Client Area button** or the **Masterclass Icon** next door to it.



If you click the **Masterclass icon**, you'll be taken straight to the IT Masterclass portal. If you go in via the **Client area** simply scroll down and hit the IT Masterclass Portal button (as seen below)



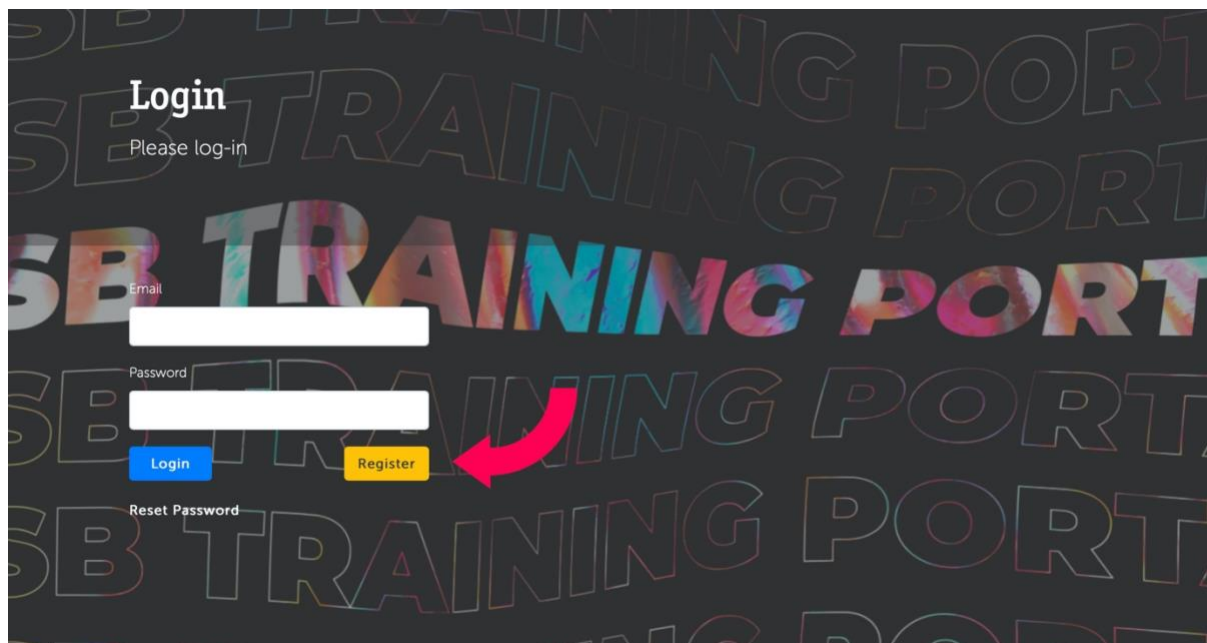
2) Accessing the portal on your mobile

Similar to the desktop, simply hit the Masterclass Icon and you'll be taken to the IT Masterclass Portal.



3) Registering on the portal

Now that you've reached the IT Masterclass Portal it's time to get registered! Scroll down until you see our embedded portal. You'll be presented with a login screen, simply hit the register button (as seen below)



Now it's time to register, simply fill in your details on this page (as seen below) It's important that you use your **work email** when registering otherwise you won't be able to access the portal.

First Name

Last Name

Email

Password

Register Cancel

By using this site you agree with the full [terms of licence](#)

3) You're ready to go!

Once you've registered, you'll be able to access our suite of courses at your leisure. The dashboard will be very familiar to anyone accustomed to a Netflix binge, so go ahead and get started!

Welcome to our portal, Tom

Your learning content is below

Remote Working

- Working Remotely
- Managing Your Time Effectively
- Microsoft Teams
- Team Meetings
- All About

Introduction to Microsoft 365

- Essential Skills
- OneDrive
- Online or Desktop

Email Calendar Contacts and Tasks

- Manage your Mail
- Access Your Mail Quickly
- Email Meetings
- Focused and Other Inbox

Need help using the portal or getting setup?
Not a problem! Get in touch....

Email us helpdesk@itsb.co.uk

Call us 0333 344 2204