

Appendix 2 - How to access Microsoft Teams using your WAES account

This resource was developed to increase participation for LDD learners.

<p>1</p>	 <p>Go onto the Internet and type in www.google.co.uk</p>
<p>2</p>	 <p>Type in WAES in the search bar and press enter on your keyboard.</p>
<p>3</p>	 <p>Once in the WAES homepage. Click on Learners on the far right hand corner.</p>

4

You will be asked to **login....**

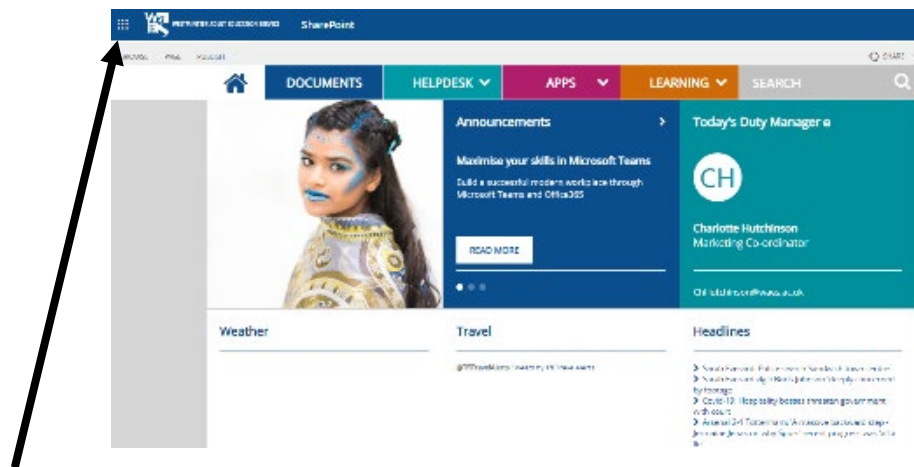
Email: yourstudentnumber@waes.ac.uk

(e.g.123456@waes.ac.uk)

Password: 6-Digit date of birth

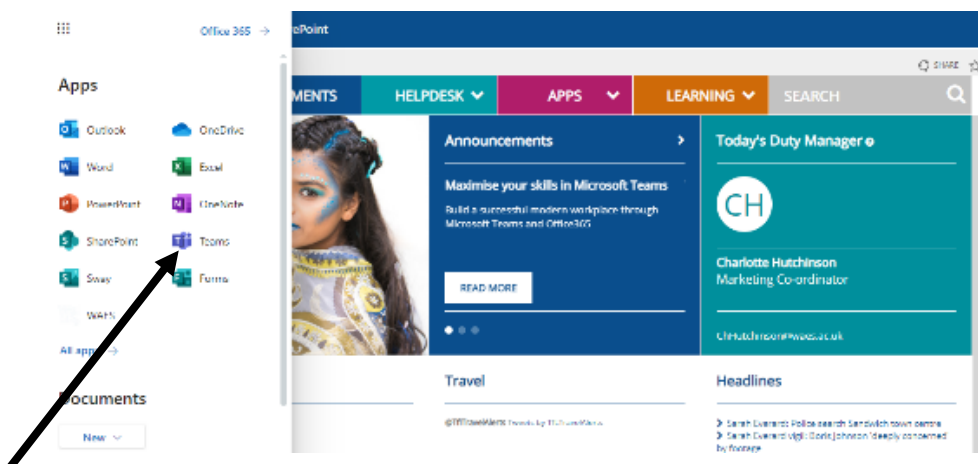
(e.g 250786)

5



From the **Share Point Homepage** you will click on the **App Launcher** square on the left.

6



Open the **App Launcher** click on **Microsoft Teams**