

Appendix 3 - PPT of How to access Microsoft Teams using your WAES account

This is the resources presented using PowerPoint.

Clipboard Slides Font Paragraph Drawing Editing

The screenshot displays a PowerPoint presentation with seven slides, each with a duration indicator in the bottom right corner. The slides are as follows:

- Slide 1:** Title slide: "How to access teams" with a subtitle "From Home".
- Slide 2:** "How to access teams" with instructions: "Go onto the Internet and type in" and "www.google.co.uk", accompanied by the Google logo.
- Slide 3:** "Type in **WAES** in the search bar and **press enter** on your keyboard." with a search bar containing "WAES".
- Slide 4:** "Once in the **WAES** homepage. Click on **Learners** on the far right hand corner." with a screenshot of the WAES homepage and a red box highlighting the "Learners" link.
- Slide 5:** Login instructions: "You will be asked to login...", "Email: yourstudentnumber@waes.ac.uk (e.g. 123456@waes.ac.uk)", and "Password: 6-Digit date of birth (e.g. 250786)".
- Slide 6:** "From the **Share Point Homepage** you will click on the **App Launcher** square on the left." with a screenshot of the SharePoint homepage and a red box highlighting the App Launcher icon.
- Slide 7:** "Open the **App Launcher** click on **Microsoft Teams**" with a screenshot of the App Launcher and a red box highlighting the Microsoft Teams icon.