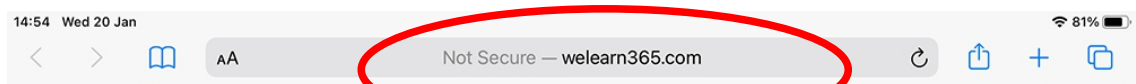


# How to login to WeLearn, and access emails and Teams:

**STEP 1:** On your browser, go to [www.welearn365.com](http://www.welearn365.com)



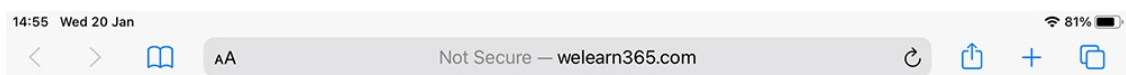
Choose your school and click Go!

[ICTDS Training and Services Website](#)  
[Self-service Password Portal](#)

## Service Update

Date	Issue	Status
06/01/21	Parents requiring support for WeLearn365 should contact their child's school rather than ICTDS; parental requests made to ICTDS will always be referred back to the child's host school. Additional support for parents on the home learning features, resources and tools available within WeLearn365 can be found <a href="#">here</a> .	IMPORTANT UPDATE

**STEP 2:** From the dropdown, choose Heathcote Primary School, and click GO>



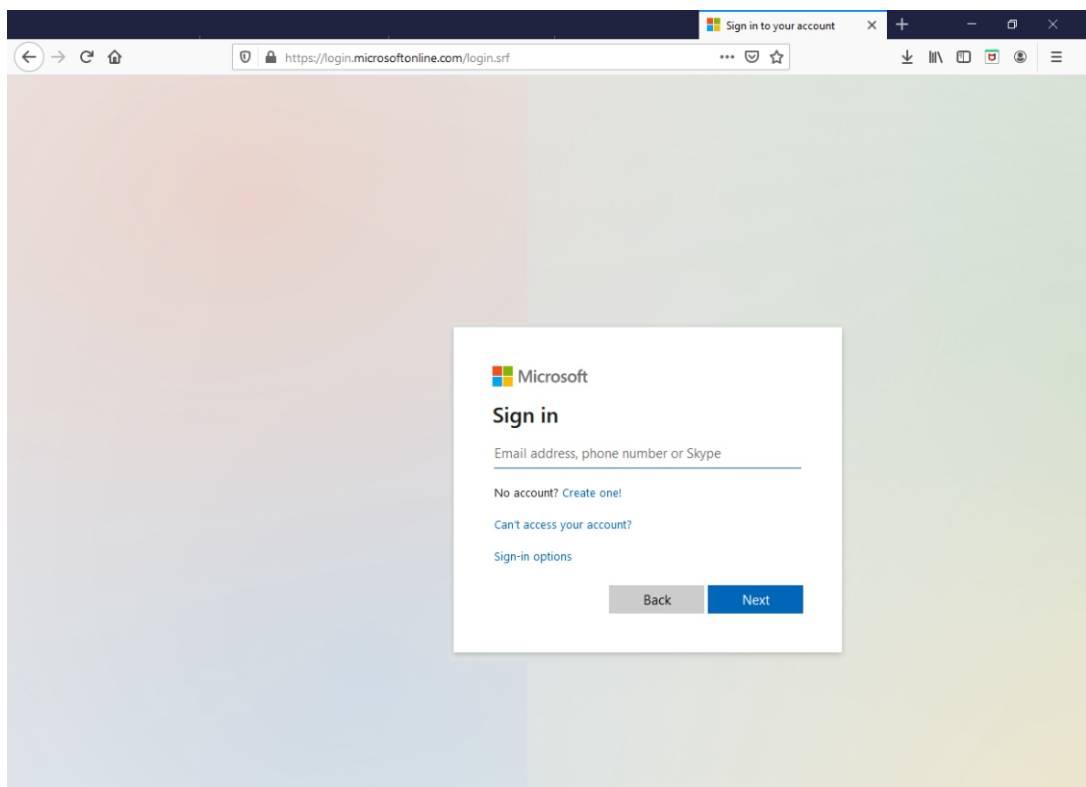
Heathcote Primary School Go!

[ICTDS Training and Services Website](#)  
[Self-service Password Portal](#)

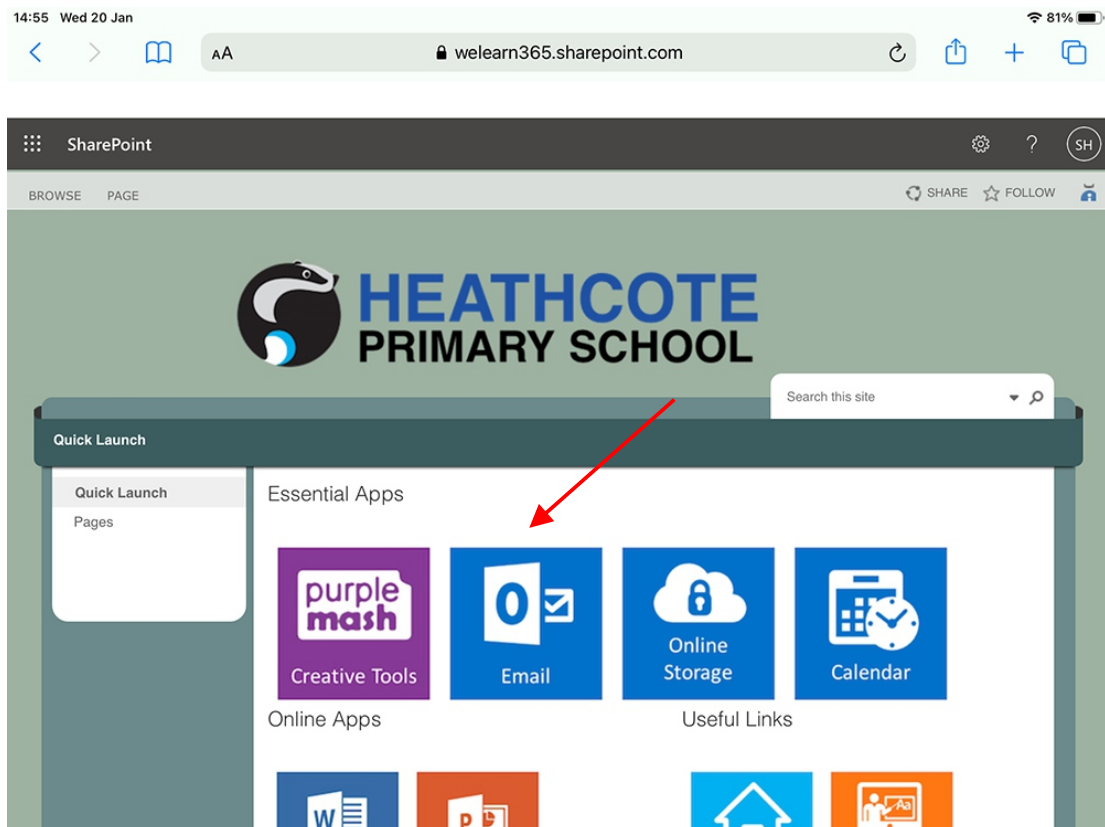
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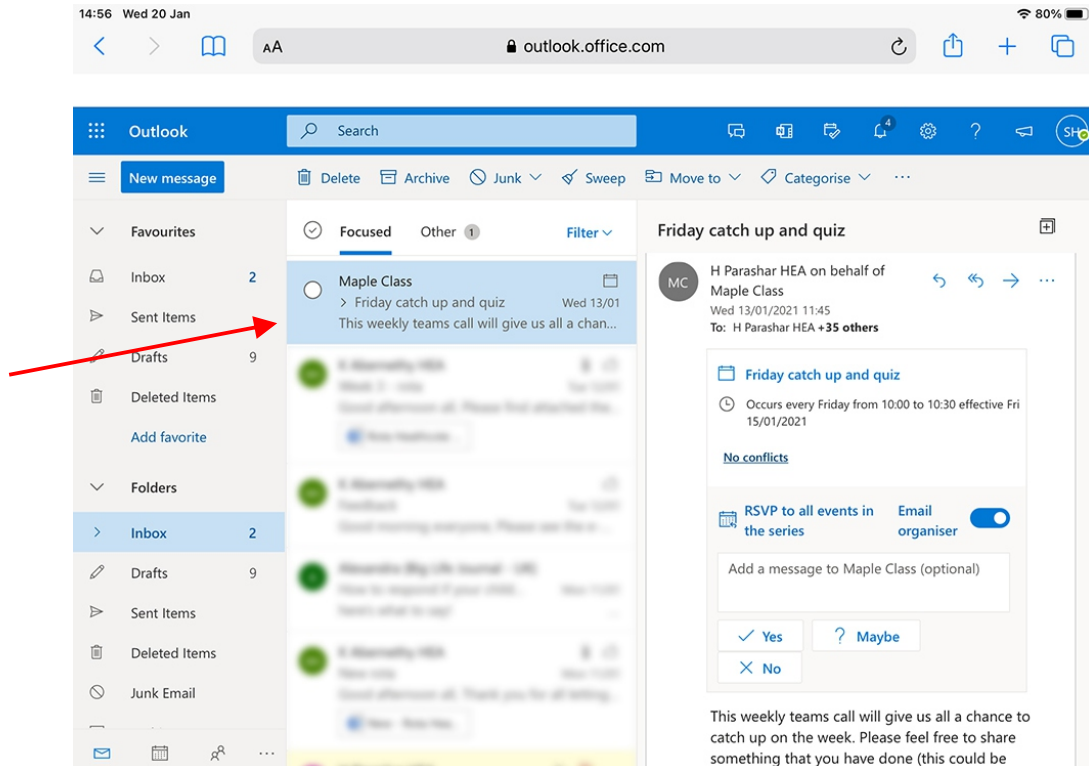
**STEP 3:** Use your welearn email id and password to log into Microsoft Office



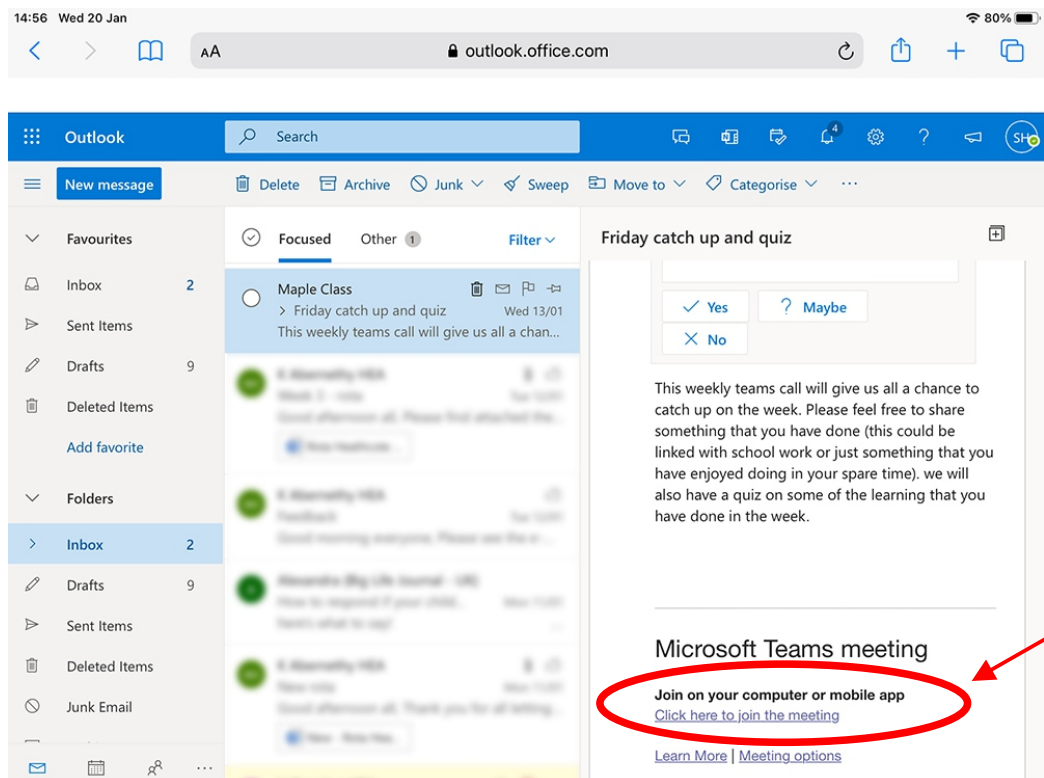
**STEP 4:** Once you login and get to this page, click on Email



## STEP 5: Your Teams invitation email will look like this:



## STEP 6: Scroll to the bottom of the email where it says 'Click here to join the meeting' - you will need to click on this at the scheduled meeting time



This should open Teams up in your browser or app if you have it installed.