![WESTJET logo]

Virtual Training Guide - WestJetters
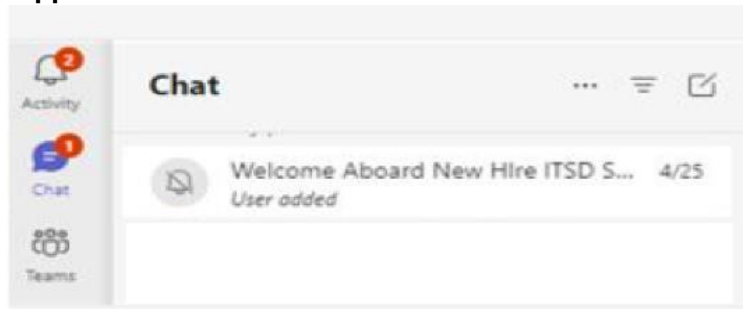
Virtual Training

Access Microsoft applications (Teams, Outlook) using the following instructions:
- In a web browser (Chrome or Microsoft Edge), go to https://westjet.sharepoint.com
- Authenticate as required using the mobile device you have previously set up.
- Once authenticated, you will be taken to the SharePoint landing page.
- On the landing page, select My Apps.
- Your application desktop will open. In the search bar, type in Teams and click on the icon.
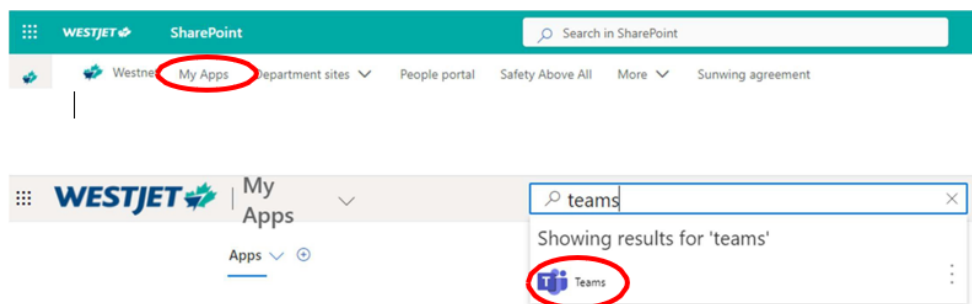
- If prompted, enter your WestJet email address, and authenticate as required.
- Once the Teams application is open, look for the chat icon on the left-hand side.
- Click on the chat in the Teams Menu Bar. You will find the chat **Welcome Aboard New Hire ITSD Support**

IT Support and Virtual Classroom Access:

Please note the following support options and access instructions for your virtual training:
- A Welcome Aboard New Hire ITSD Support chat is available for troubleshooting Monday – Friday 0800-1600 MST.
- For assistance outside of these hours, call WestJet IT at:
  - Canada toll-free: 1 888 255 0995
  - IT Service Desk direct phone number (long-distance charges may apply): 1 403 444 2444
- Your virtual classroom will appear in your Microsoft Teams Calendar. To access the classroom:
  - **Access Microsoft Teams application as directed above** and select the Calendar icon on the

left-hand side.
- Locate the training event date and click to join.
- Your Virtual Training event will be added to your Teams calendar **1 day** before class.