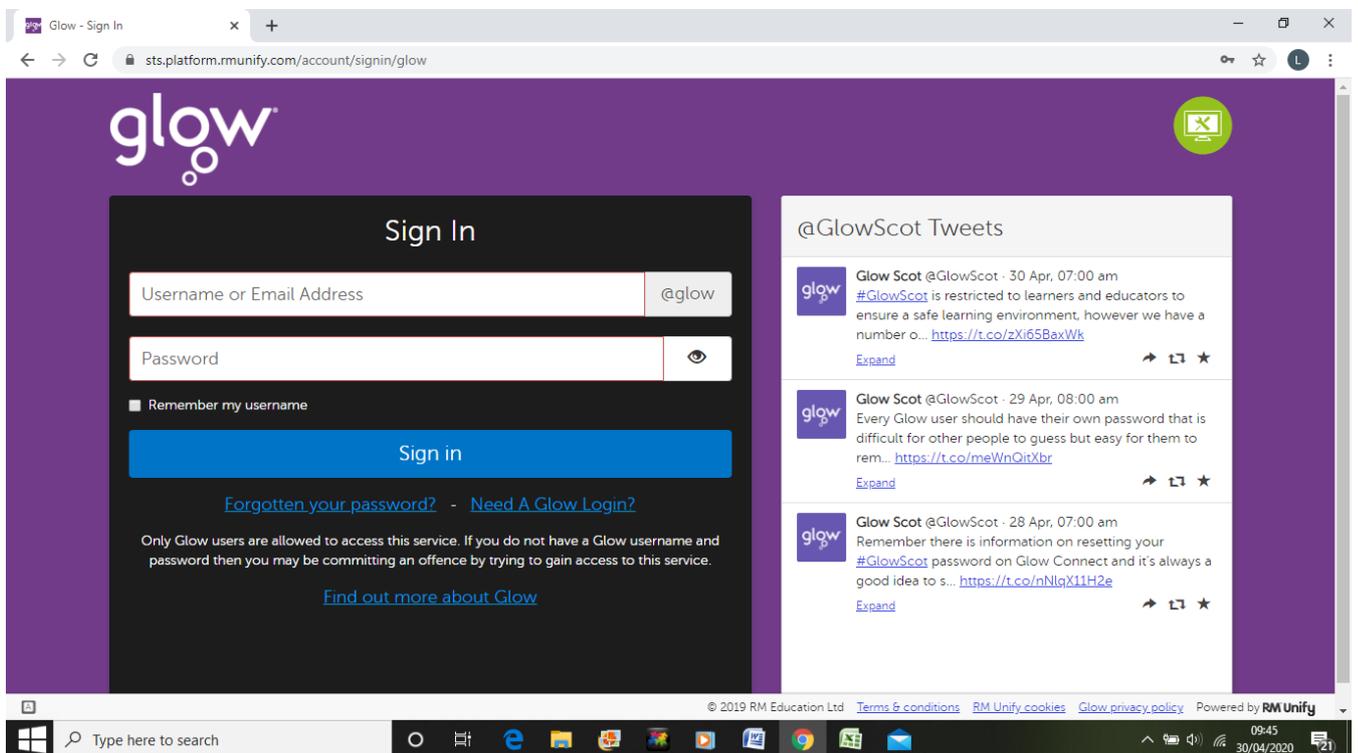


Glow/Microsoft Teams Guide

Step 1: Logging Into Glow

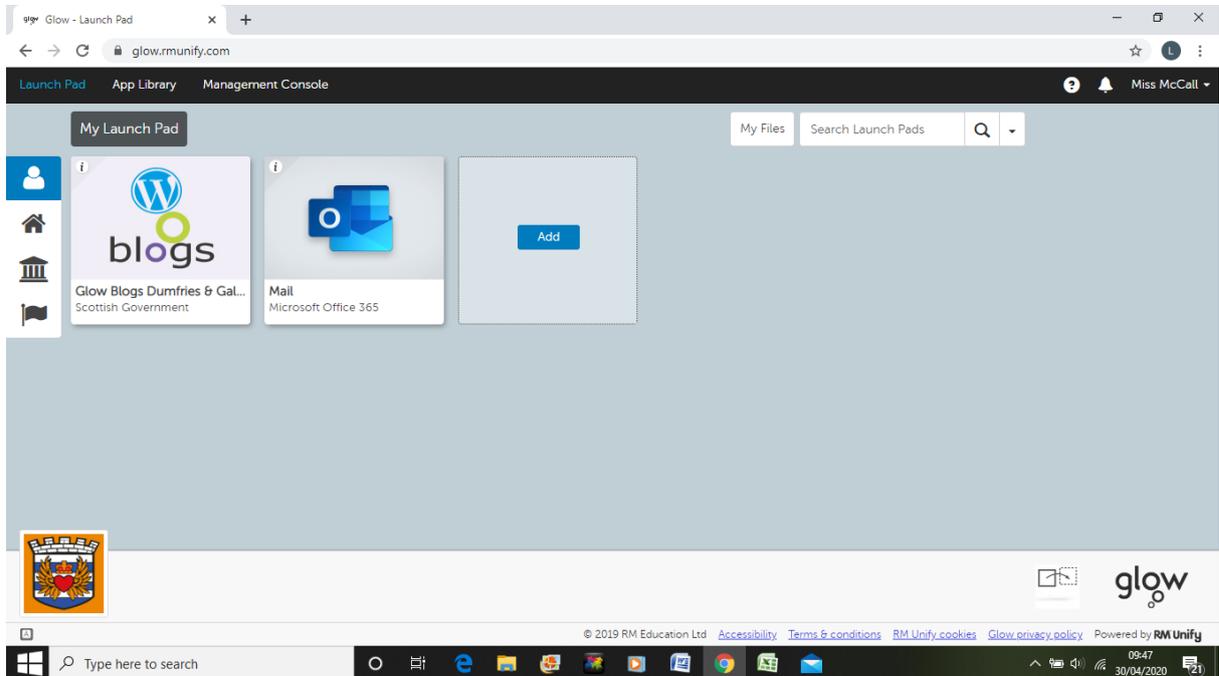
- Click the link below to be taken to the Glow sign in page or type 'Glow Connect' into a search engine.

<https://sts.platform.rmunify.com/account/signin/glow>



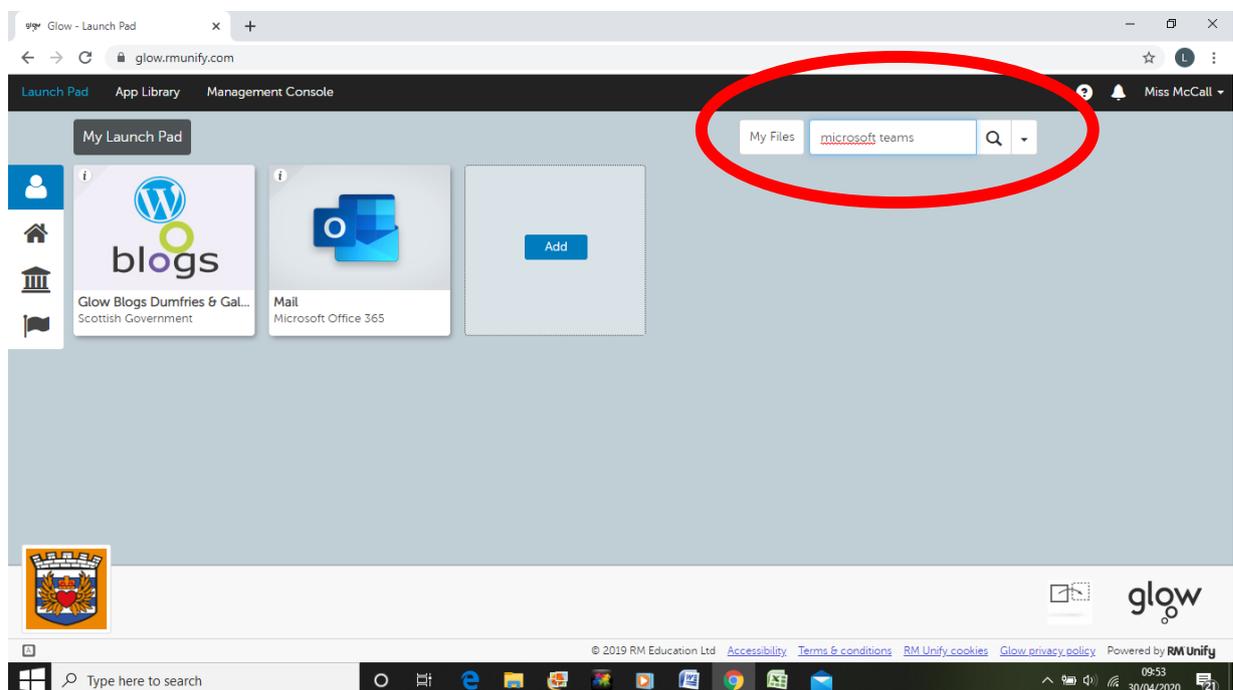
- Use your school email address and password to log in to Glow. These can be found on the login/group information sheets that were sent home with you.

- You should now see a screen that looks similar to the one below. This is your Glow launch pad and this is where you can save different resources that you may find useful.

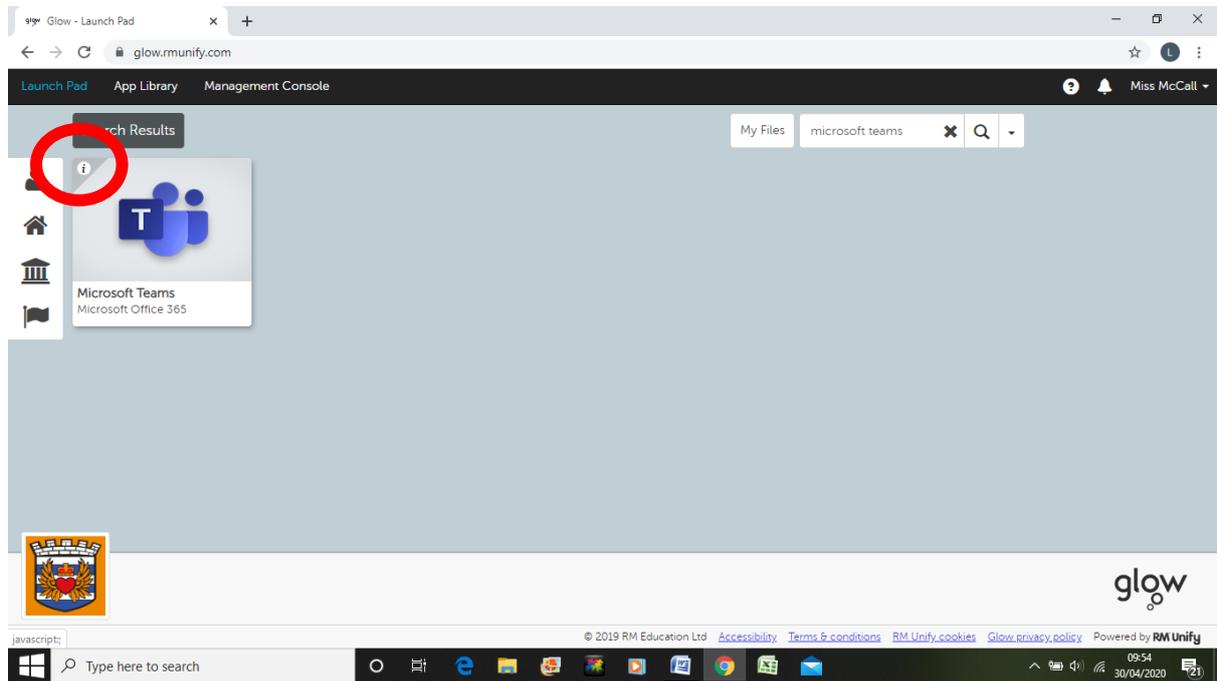


Step 2: Adding Tiles

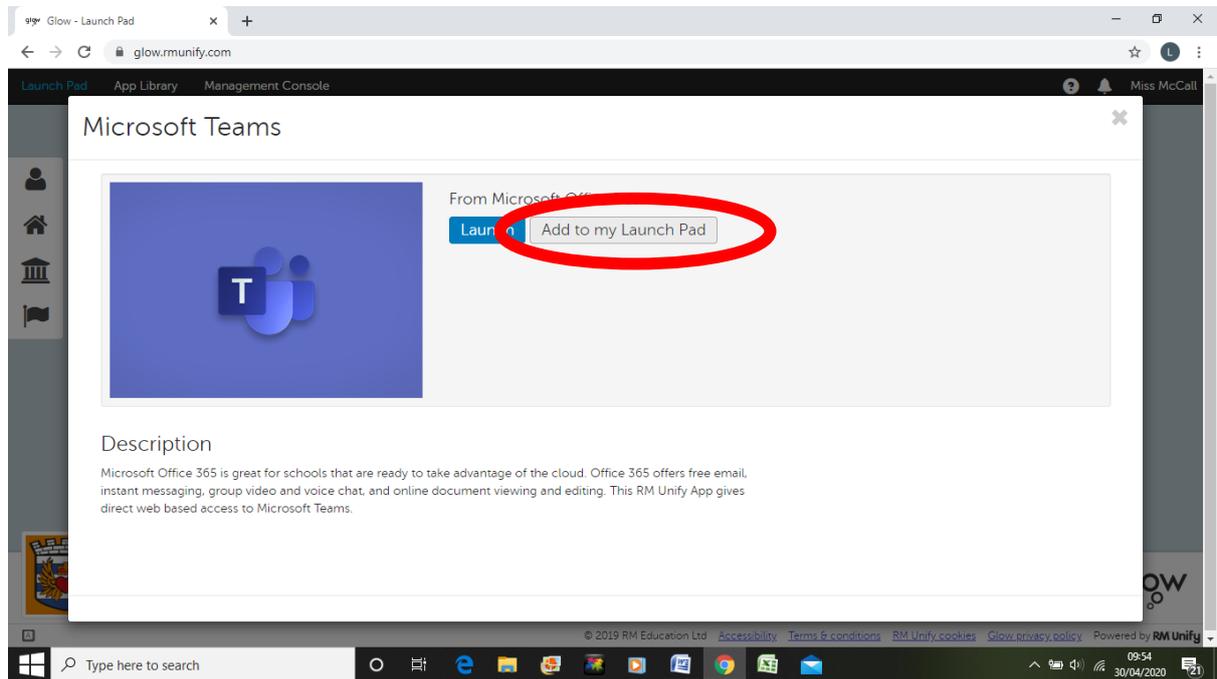
- To add the Microsoft Teams tile to your launch pad, click into the search bar at the top right and type in 'Microsoft Teams'.



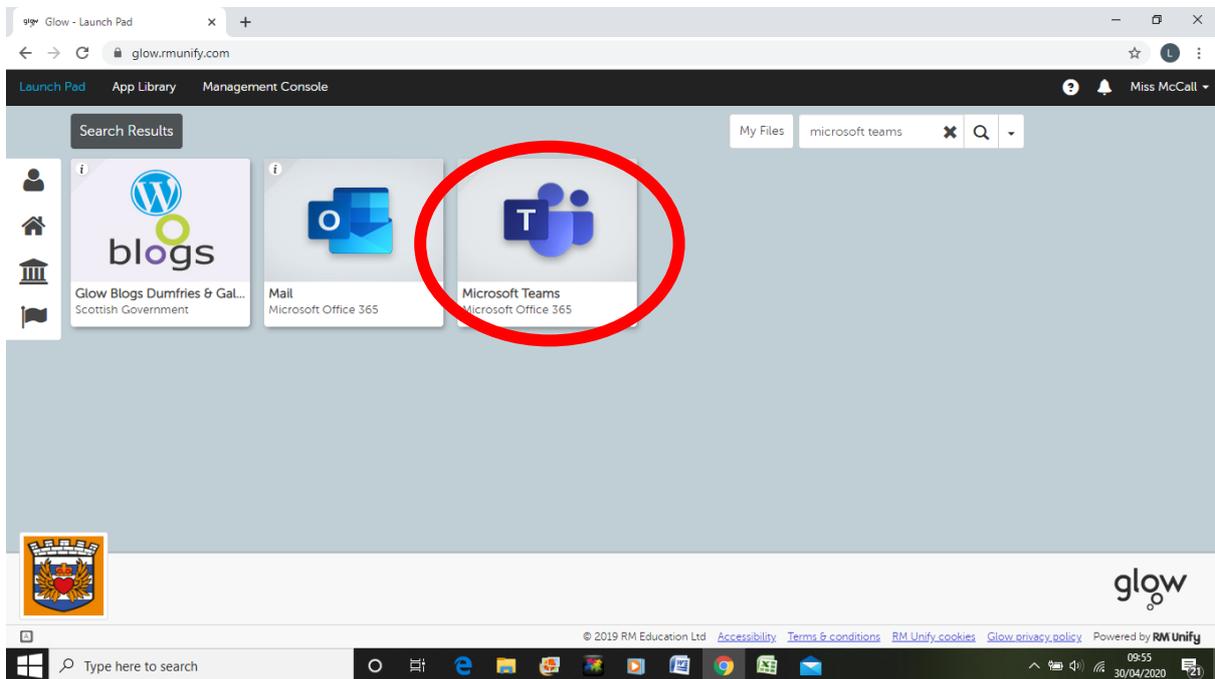
- Then click the i at the top left of the tile



- And select 'Add to my Launch Pad'



- You should now be able to see this file on your Glow launch pad each time you log in.

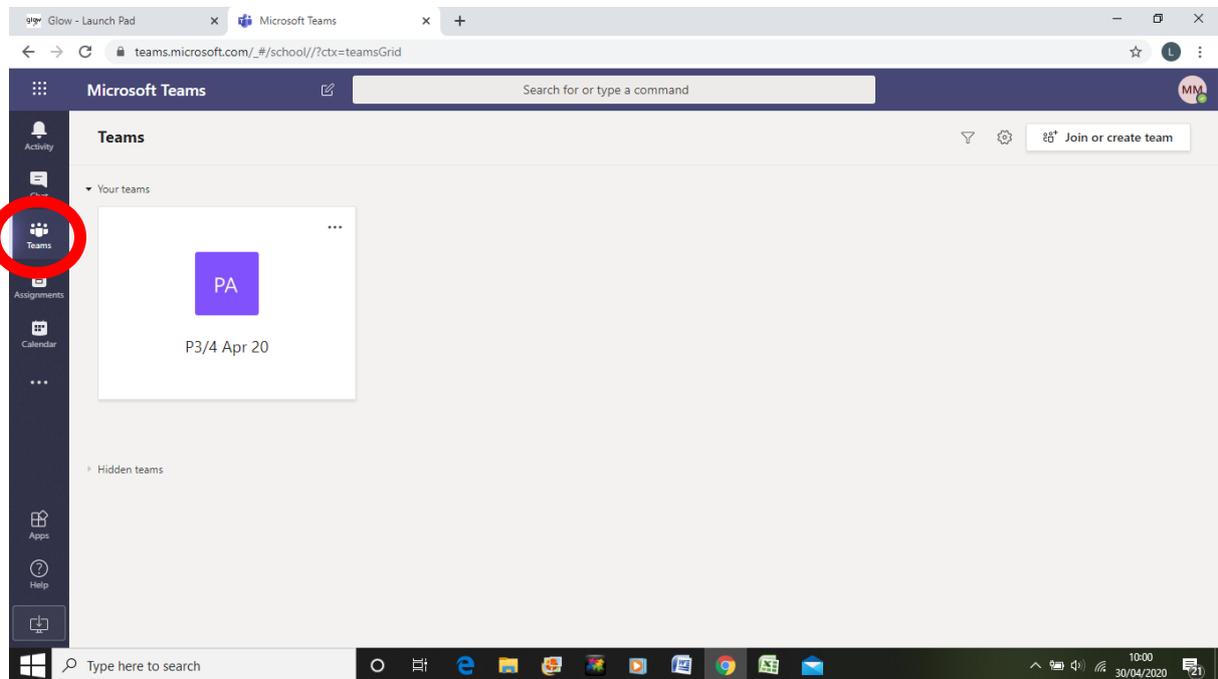


- There are lots of other useful resources and learning tools available on Glow. Such as: Oxford Owl, Literacy Shed, BBC Languages and Scottish Book Trust.

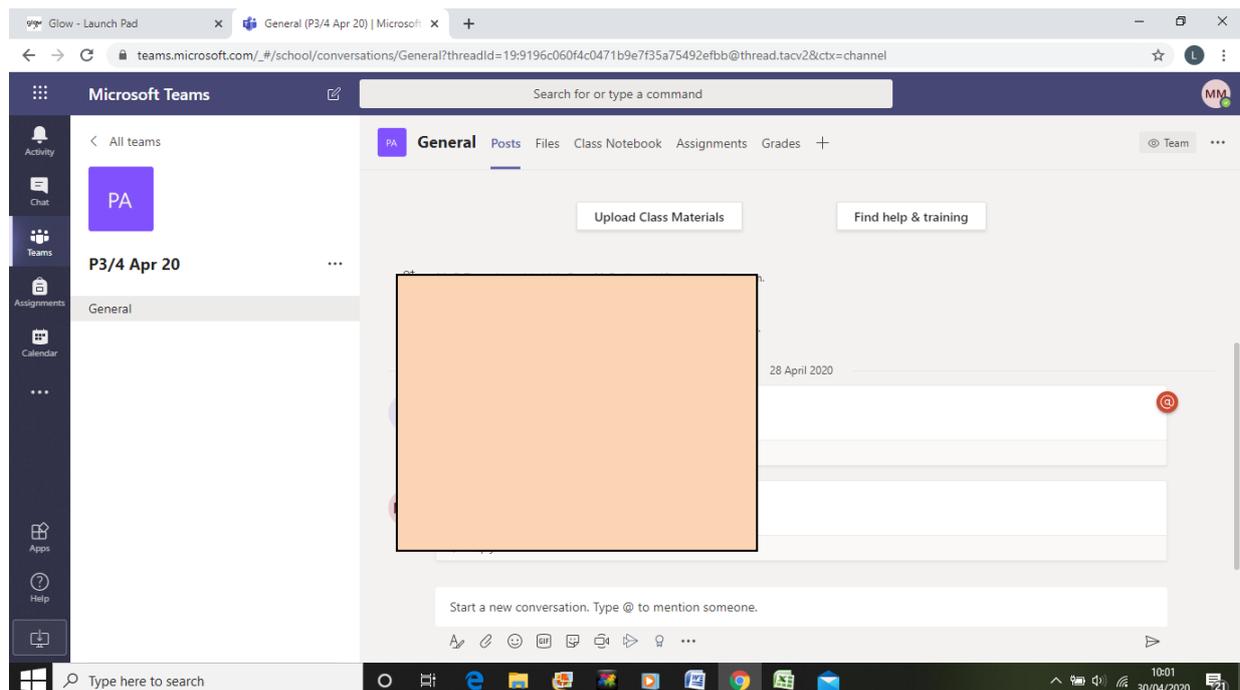
Follow the steps above to add any other tiles that you may find useful to you launch pad.

Step 3: Accessing Microsoft Teams:

- Click on the Teams button at the left hand side. You should already be a member of you class team.

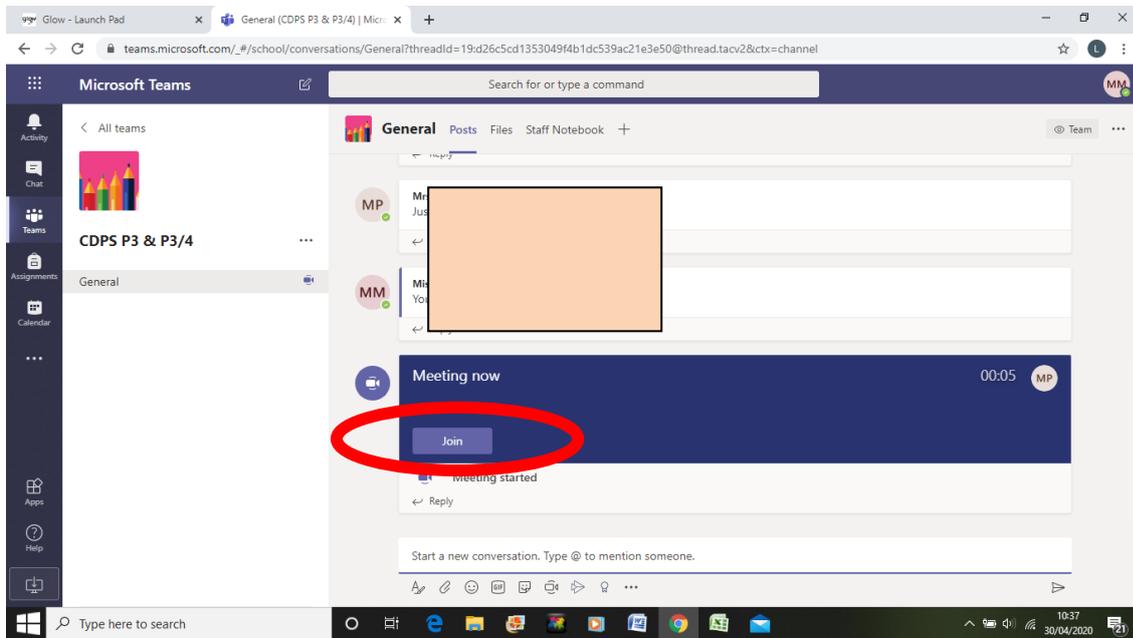


- When you click into your class team you will be able to send and receive messages to and from your classmates and your teacher.



Step 4: Joining a video/audio call.

- When your teacher has set up a 'meet' you will see this in the chat section of your Team.
- Click 'Join' to enter the video/audio meet.



- You will then see a screen similar to the one below. This is where you can choose to enter the meet with your audio and camera on or off.
- When you've selected your video and audio preferences (this can always be changed when you enter the meet) select 'Join Now' and you will enter the video/audio chat.

