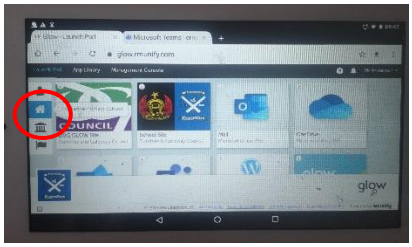
Using Glow / Teams on Android

Before attempting to use **Teams**, please **download and install** the **free** Microsoft Teams **app** from the Google **Play store**. Also, please ensure the Android operating system has been updated. Teams **will not** open or operate without this being done first.

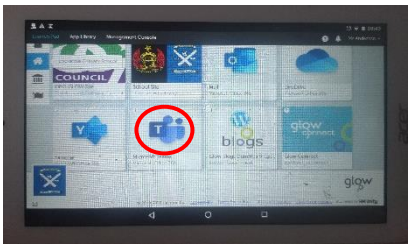
Once the Teams **app** has been **installed**, log-in to Glow as normal. It is easiest to log-in with the tablet held in **portrait**.

When the Launch Pad opens, turn the tablet to **landscape** view for better access.

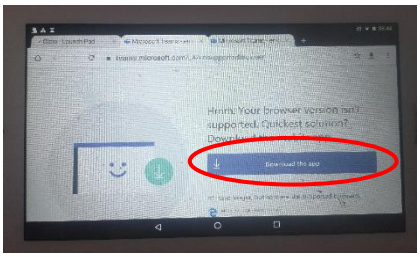
Find the Launch Pad **access buttons**.



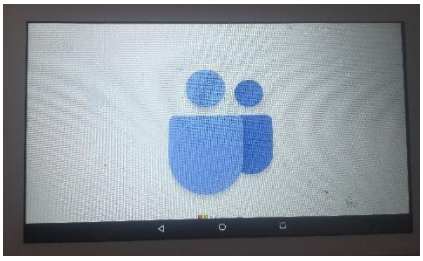
Click on the **School Launch Pad** button – shown by a **house** icon.



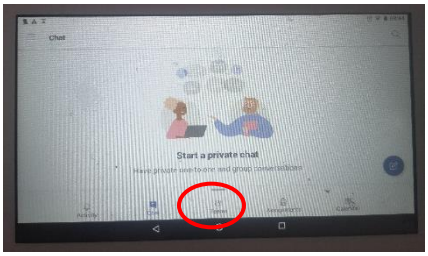
From the **School apps**, find and click on the '**Teams' tile**.



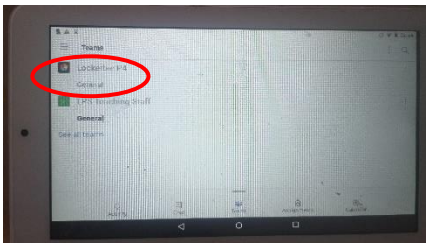
You will see a message informing you that your **browser isn't supported**. Click on the '**Download app**' button. You may have to **repeat** this each time you want to use **Teams from Glow**.



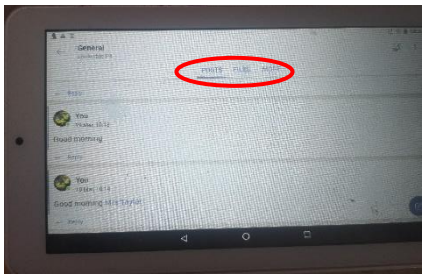
Because we have already downloaded the 'Teams' app, the screen shown should appear.



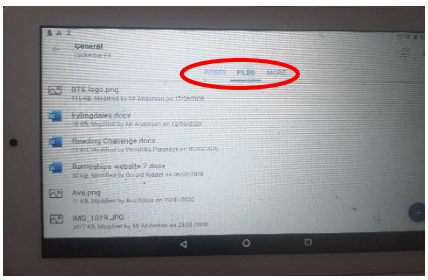
You should now see the main 'Teams' page. **Click** on the button **circled** to continue.



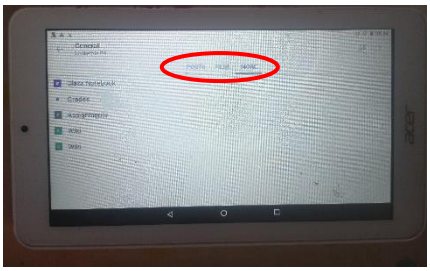
Find the **Team** you have been assigned to. **Don't** click on the Team name – instead, **click** on the word '**General**' below the Team name.



You can now access all of the sections within Teams.



Click on '**FILES**' to access available files.



Click on '**MORE**' to access other features, such as Assignments'.

Any issues, errors or omissions, send an email to:

gw08andersonscott7@ea.dumgal.sch.uk