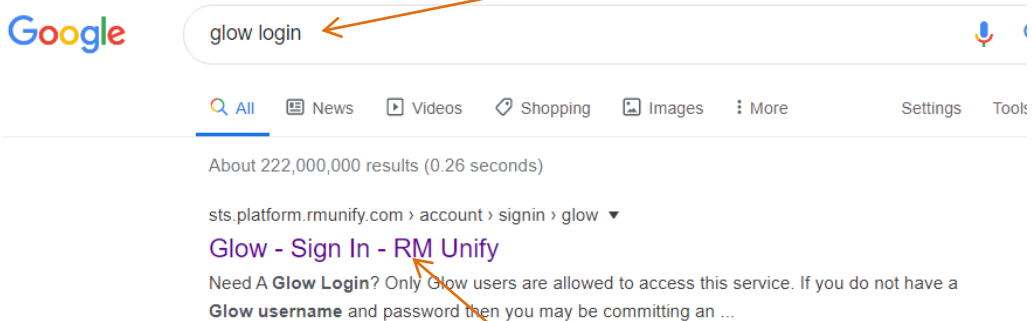


# Loanhead Primary School Accessing Glow and Teams



**Step 1** To access the Glow login page you can search for it by launching your internet server and type in the words 'glow login' in the search function.

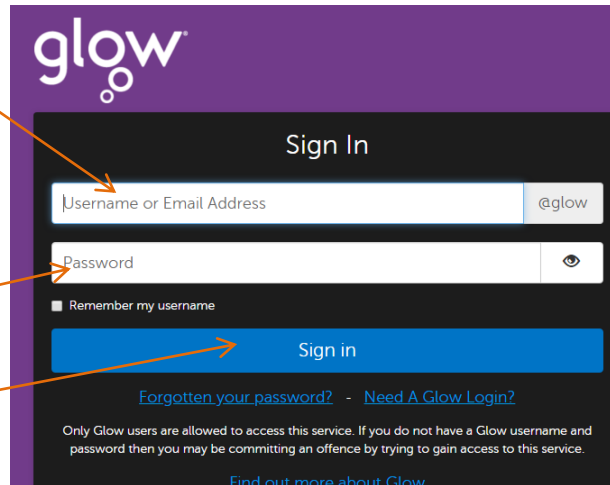


**Step 2** Now click here to get to the login page.

**Step 3** Type in your username – this will have been given to you by your school (see grab bag for your username if you are unsure of it).

Then type in your password.

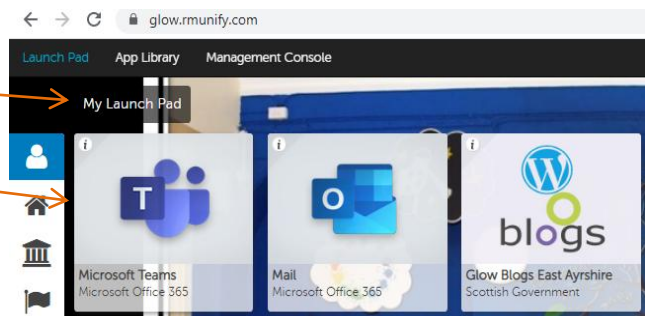
Click on Sign in.



If you are unable to find your login details or password then please email Mrs Milne at: [amanda.milne@east-ayrshire.gov.uk](mailto:amanda.milne@east-ayrshire.gov.uk)

**Step 4** Once logged in you will see your My Launch Pad. Each box you can see is called a tile.

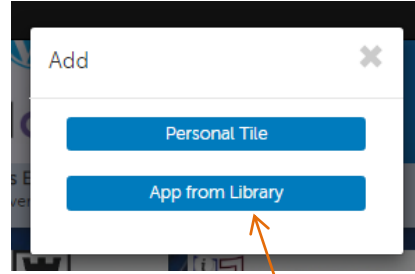
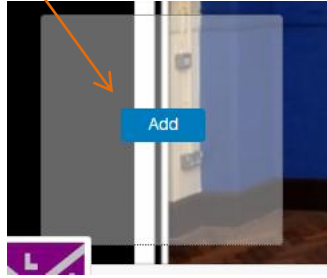
If you don't have any tiles on your launch pad then go to step 5.



If you have a Teams tile set up already then go to step 6.

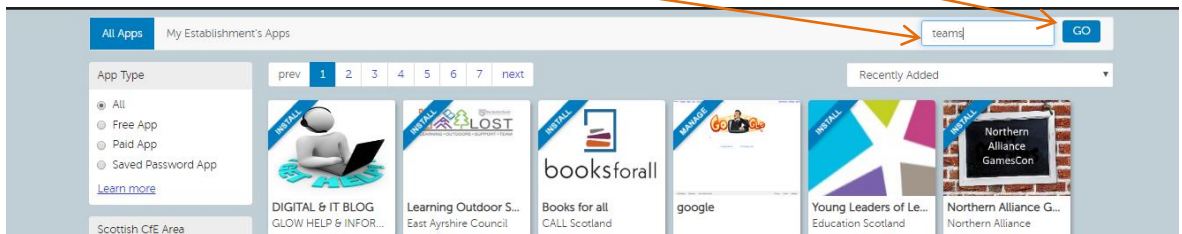
## Step 5

To add a new tile to your launch pad you need to click on the tile with the Add button. Your button might look a little different from this one as it is a clear button and the image behind it will be part of the picture that on your launch pad.

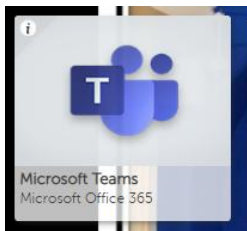


You will now see this pop up box. Click on App from Library.

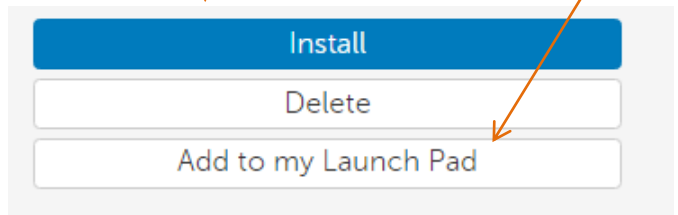
There is a large selection of tiles for you to pick from. You can search for Teams by typing Teams here and then clicking go here.



This is what the Teams tile looks like.



Click on this tile and you will now have a pop up box that looks like this. Click on 'Add to my Launch Pad'.



You will now see the Teams tile on your My Launch Pad. Click on the tile to open your Teams. Remember... you can visit this 'Add to my Launch Pad' function at any time so you could also add your glow mail and the school blog as well as any other tiles for things that you are interested in.

## Step 6

Now you will see the Teams that you are part of. Check that you can see your Class Team, Loanhead Social Time Team, Celebrate Team and Holiday Team.

If you do not have access to these four teams then please email Mrs Milne at: [amanda.milne@east-ayrshire.gov.uk](mailto:amanda.milne@east-ayrshire.gov.uk)