



How to use Microsoft Teams



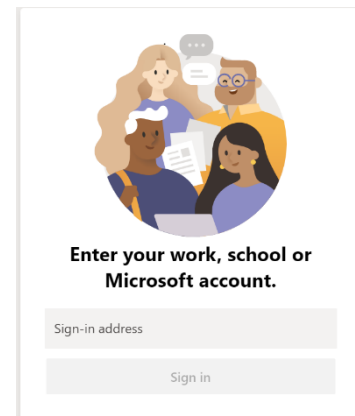
Getting started...

You can get the Teams app on a tablet or smartphone.

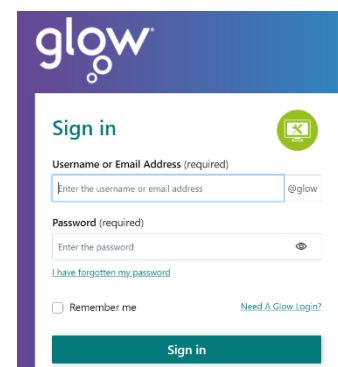
Go to the app store and download the Teams app.



Then open the app and enter your GLOW email address which will end @glow.sch.uk.

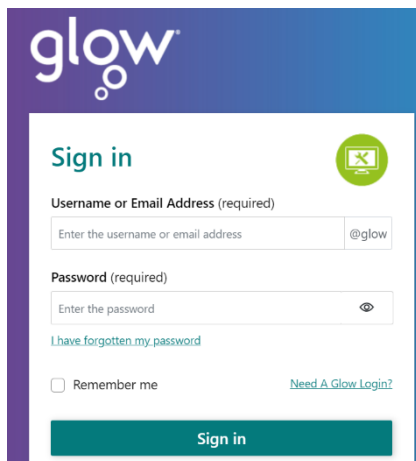


You will then be taken to the Glow log in page where you enter your Glow password - click 'sign in'.



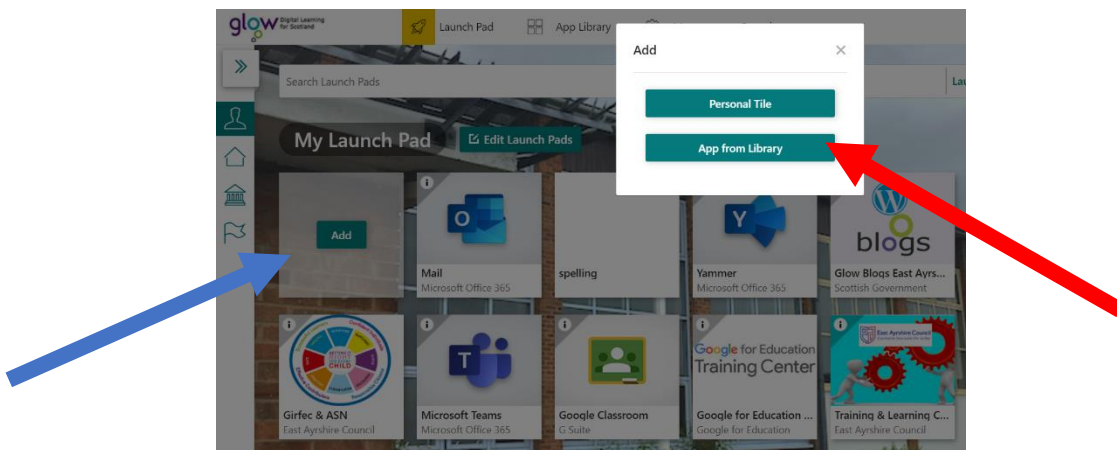
If you have forgotten your password please contact the school.

You can also access Teams via Glow.

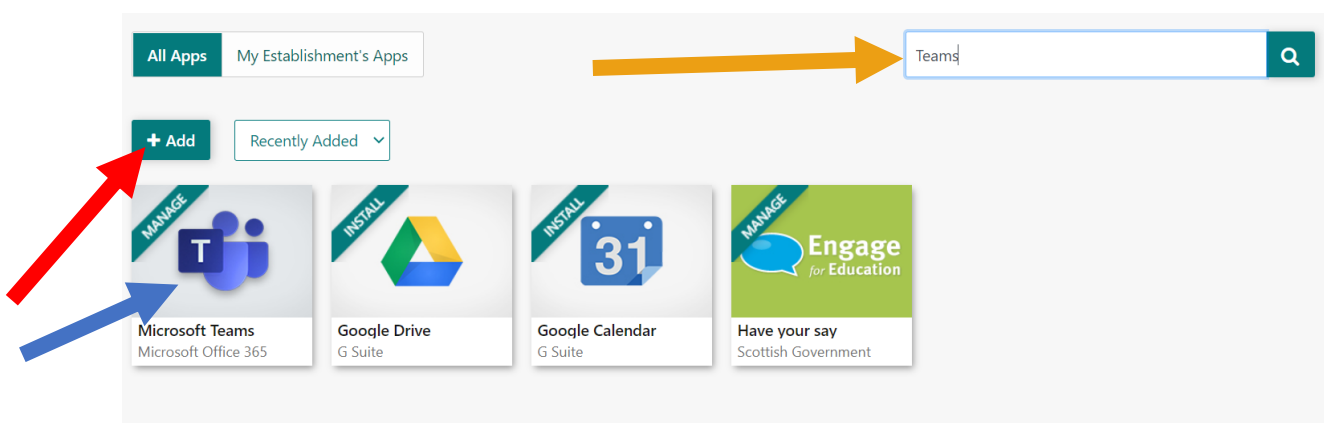


[Glow - Sign In \(rmunify.com\)](https://rmunify.com)

1. Enter your username.
Something like:
gw14surnameforename@glow
Please ask your teacher to reset your password if you cannot remember it.
2. Click on the TEAMS tile on your launch pad
- 3 If you don't have Teams on your launch pad. Click 'Add' then 'App from library' (see image).



4. Type Teams into the search bar. Select the Teams App and press Add (see image).



You can also get Teams on your Xbox or PlayStation!

Xbox

1. Turn on Xbox and launch Edge.
2. Enter the URL <https://glow.rmunify.com>
3. Enter your username _____@glow.sch.uk
4. Enter your password.
5. Click this link for a tutorial
<https://youtu.be/rWTwAfLKbkU>



*if your console does not have Edge browser, it can be downloaded in your store.

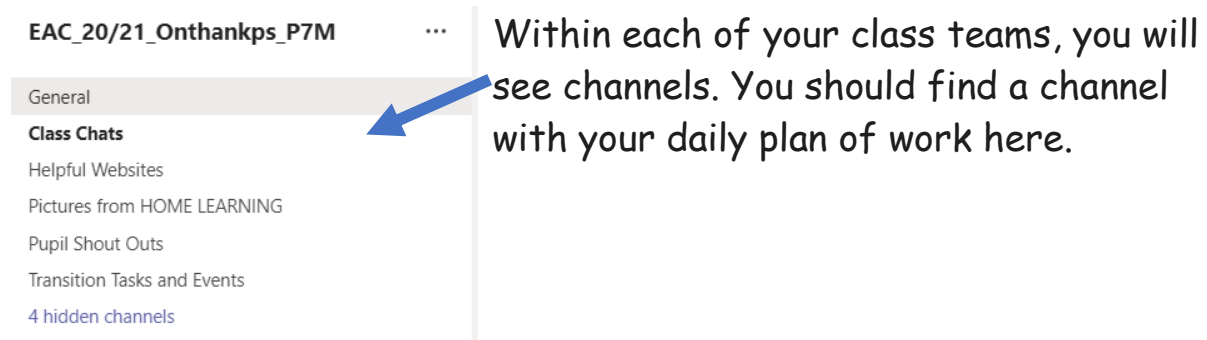
PlayStation

1. Turn on PS4 and launch Internet Browser (select library, then applications).
2. Enter the URL <https://glow.rmunify.com>
3. Enter your username _____@glow.sch.uk
4. Enter your password.
5. Click this link for a useful tutorial.
<https://youtu.be/mHTHaXhccDE>



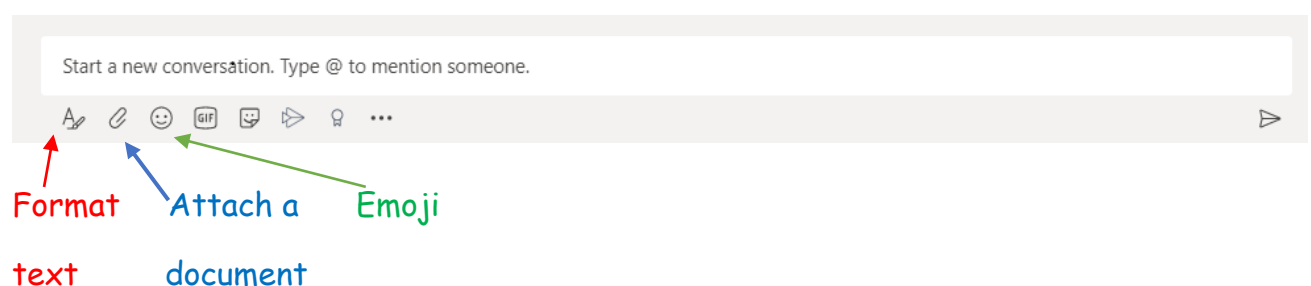
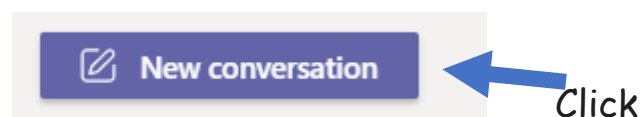
Communicating in Teams - Where will you find your learning?

Conversations in channels

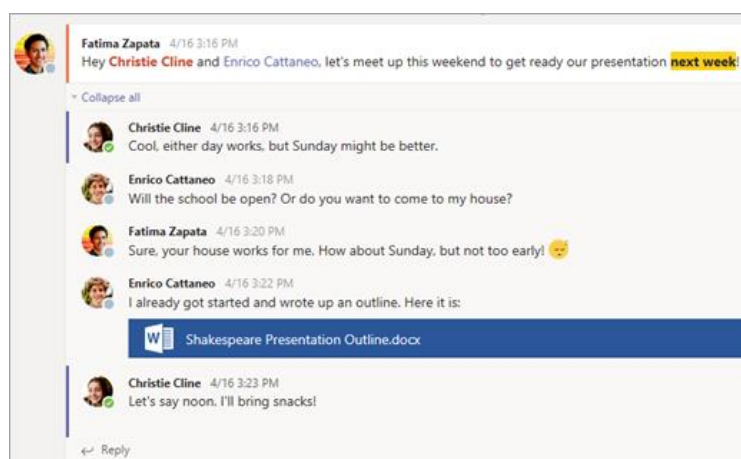


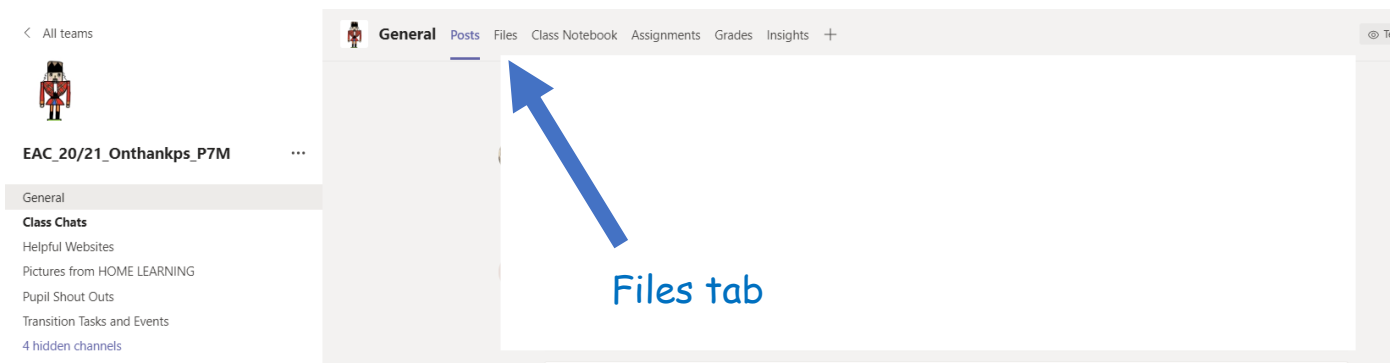
Teams conversations are kind of like social media—you make posts, reply to other posts, and @mention people's names to get their attention. What's different is that you can share school files and easily discuss projects and ideas while reaching everyone in your class.

How to start a conversation in a channel.



Example conversation





Every time a file is shared in a conversation, it automatically gets added to the Files tab of that channel. So, even if a channel piles up with different conversations, you'll know where to go to see that file again. Everyone in your class can see, open, and edit these files, so it's a great way to work together in Word, PowerPoint, or Excel.

Remember!

Please remember that teams must be treated as an online class jotter. You should not post or comment anything that you wouldn't write in your school jotters.