



How to use Microsoft Teams



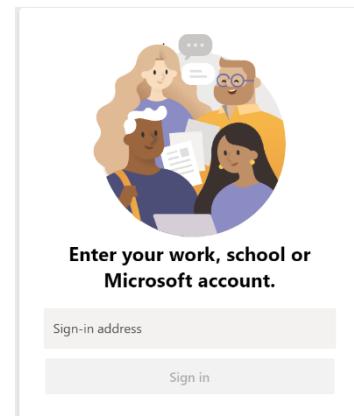
Getting started...

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

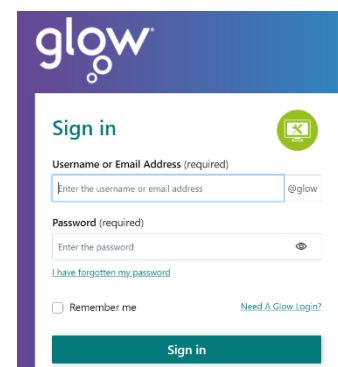
Go to the app store and download the Teams app.



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

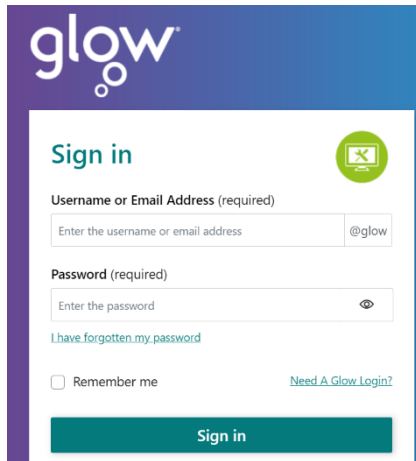


You will then be taken to the Glow log in page where you enter your Glow password - click 'sign in'.



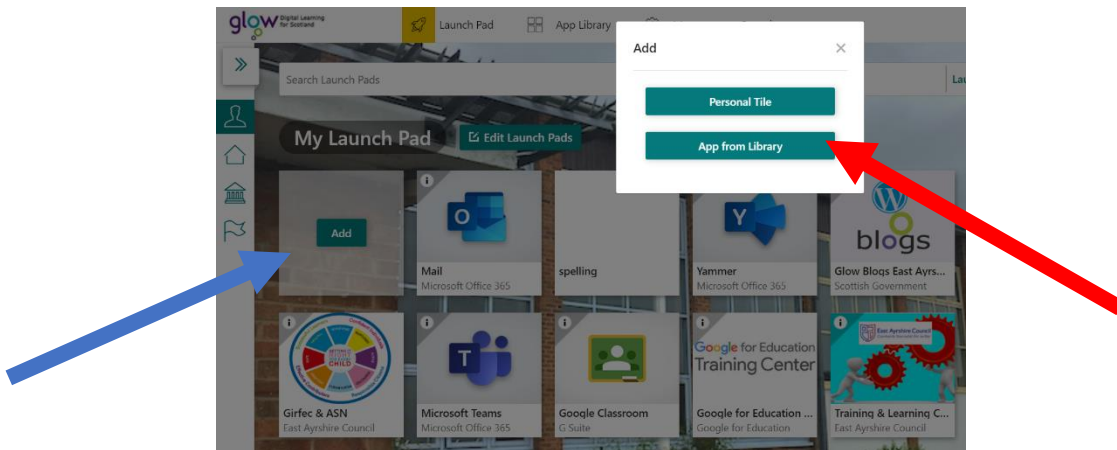
If you have forgotten your password please contact the school.

You can also access Teams via Glow.

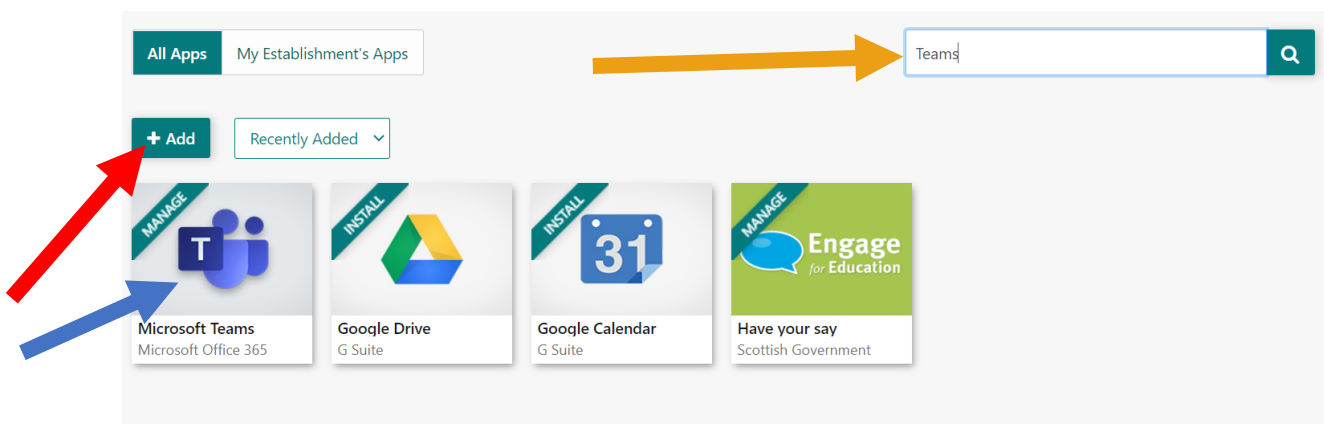
The image shows the Glow sign-in page. It has a purple header with the 'glow' logo. Below the header is a 'Sign in' section with a green circular icon. The form includes fields for 'Username or Email Address (required)' and 'Password (required)'. There are links for 'I have forgotten my password' and 'Need A Glow Login?'. A 'Remember me' checkbox is also present. A green 'Sign in' button is at the bottom.

[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.

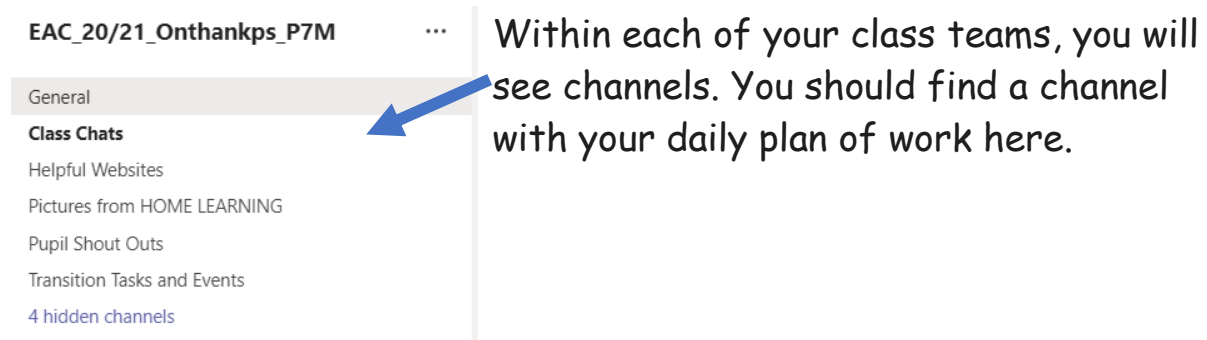
PlayStation

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>



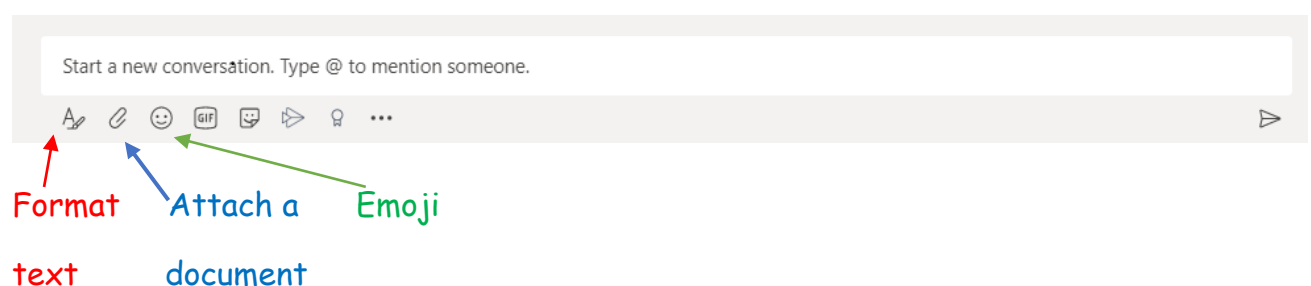
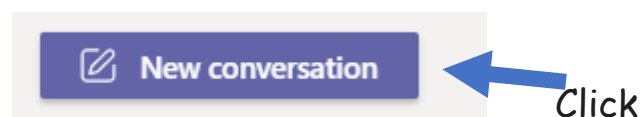
Communicating in Teams - Where will you find your learning?

Conversations in channels

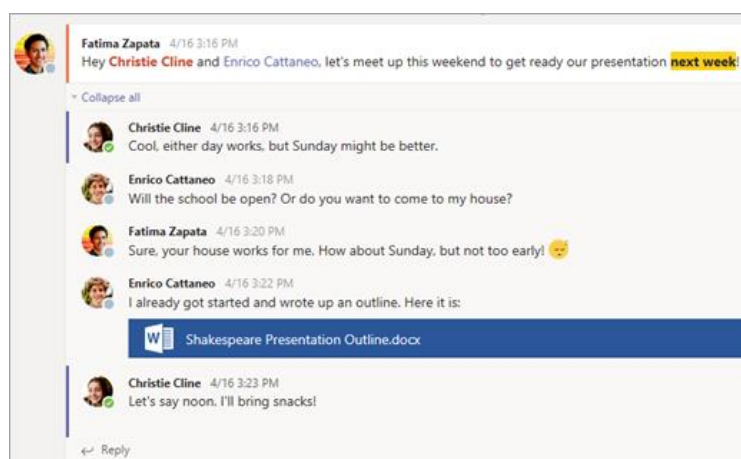


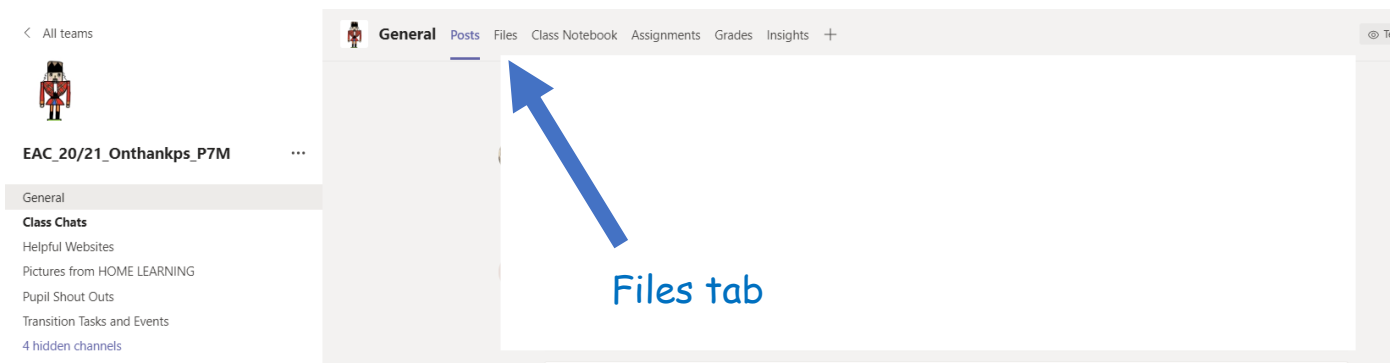
Teams conversations are kind of like social media—you make posts, reply to other posts, and @mention people's names to get their attention. What's different is that you can share school files and easily discuss projects and ideas while reaching everyone in your class.

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!

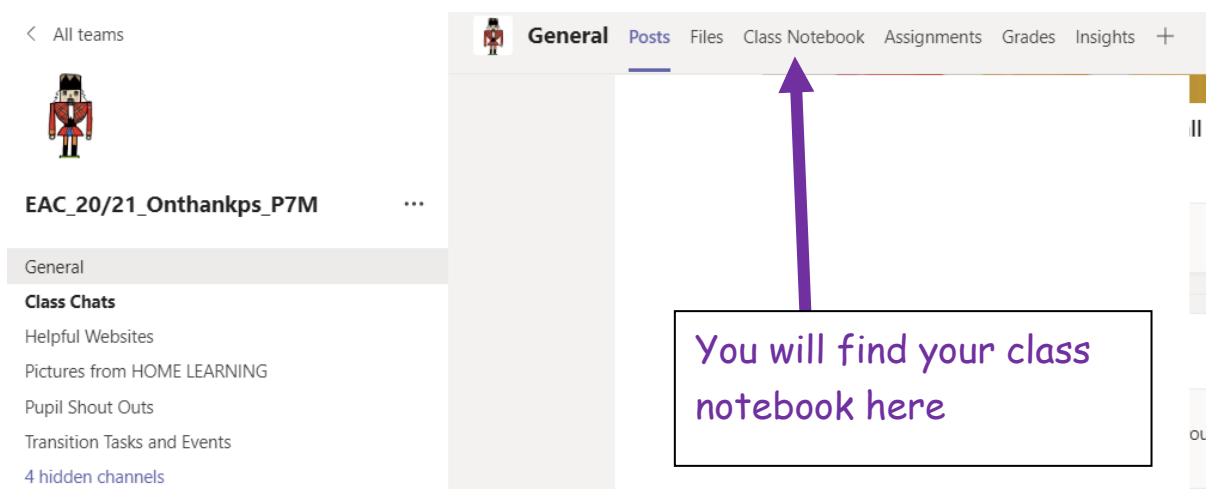
Please remember that teams must be treated as an online class jotter. You should not post or comment anything that you wouldn't write in your school jotters.

OneNote Class Notebook

Depending on how your teacher runs their class team, you may be given access to a OneNote Class Notebook. You will need to download the OneNote App for this.



Head to the **General** channel and check it out.

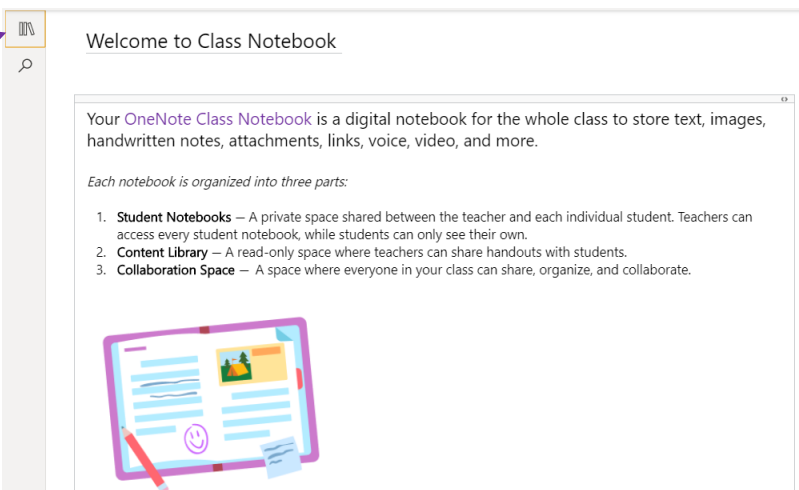


Your OneNote Class Notebook will have different sections:

- **Content Library:** Like a textbook with pages you can read for class.
- **Collaboration Space:** Pages that you can work on with other students.
- **Your own workspace:** This workspace is private to you (it will be called your name) and your teacher, and includes sections like Homework or Class Notes. Use this space to add pages, notes, and thoughts, or work on assignments that your teacher distributes directly to you.

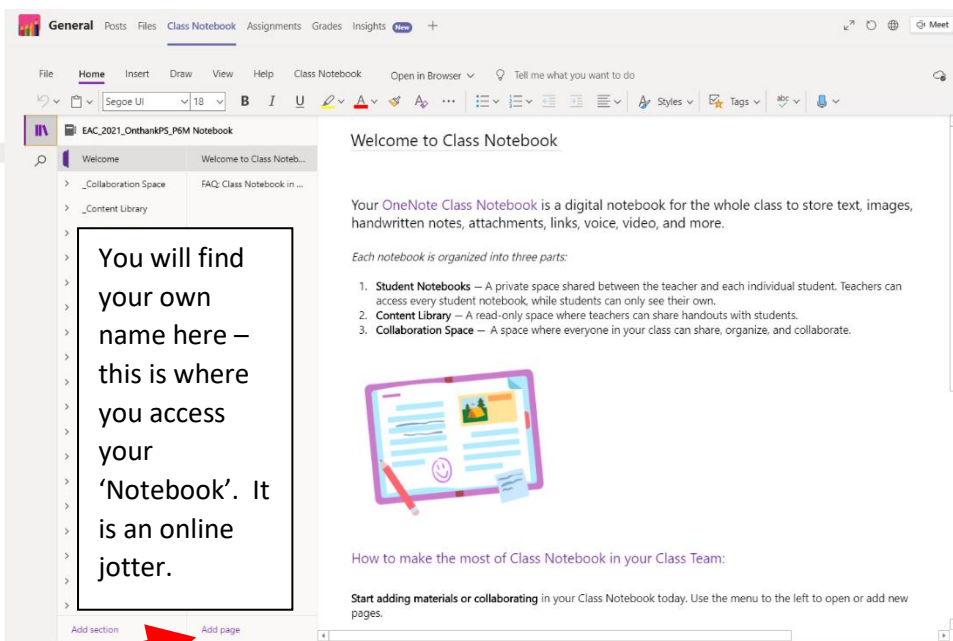
This is what Notebook looks like when you open it.

Click to open navigation
and to find your
digital work space.



OneNote Class Notebook pages don't act like normal document pages. Each one can go as long or as wide as you need, and you can draw or write on them with a touch screen device, add multimedia, and move things around just by selecting and dragging.

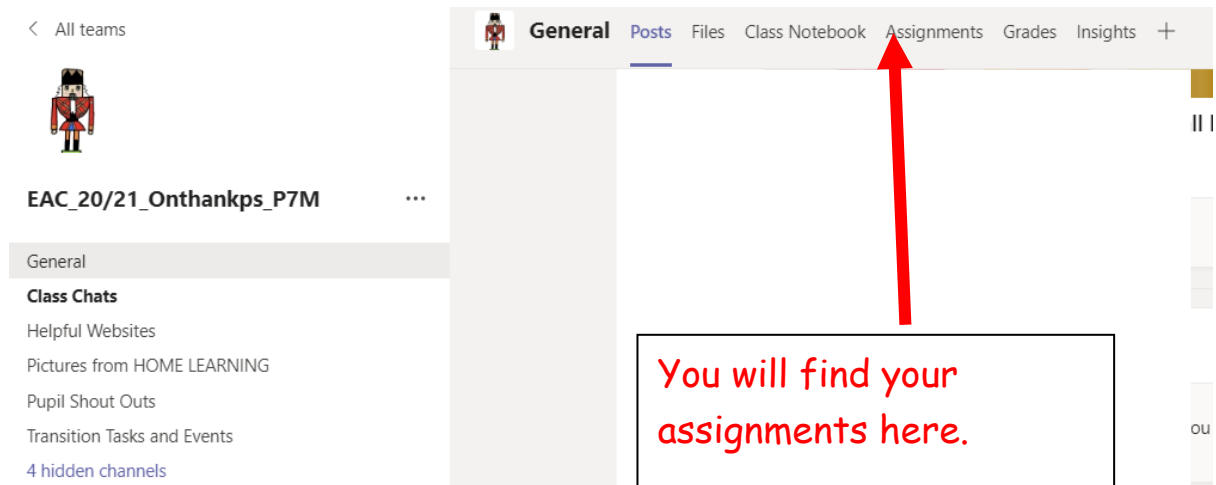
Each day you should
click 'Add page'
for your new work.



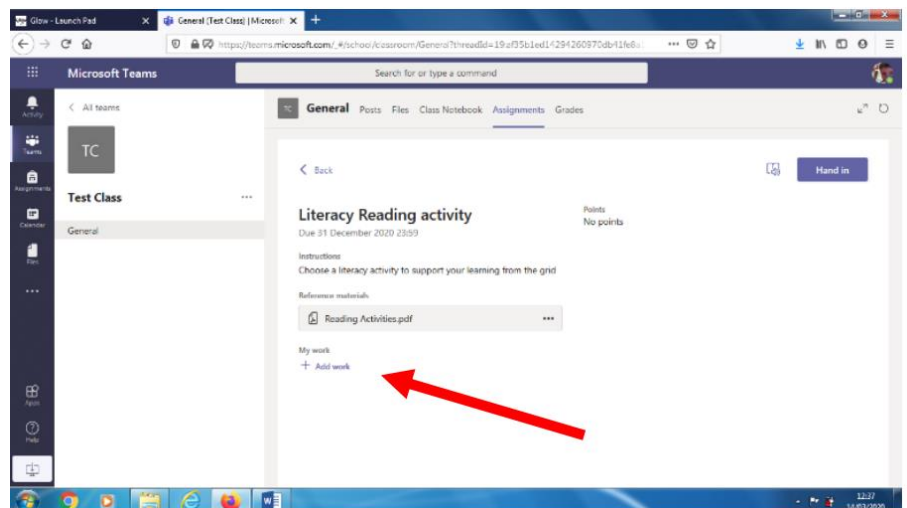
You can upload photos of work you have written in jotters, drawings etc here too - just go to the 'Insert' menu .

Assignments

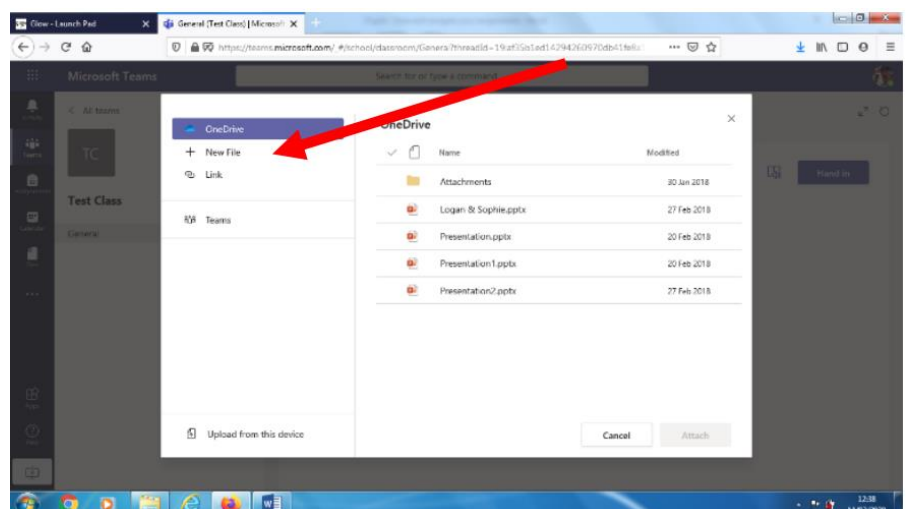
Your teacher may assign you work through the 'Assignments' tab



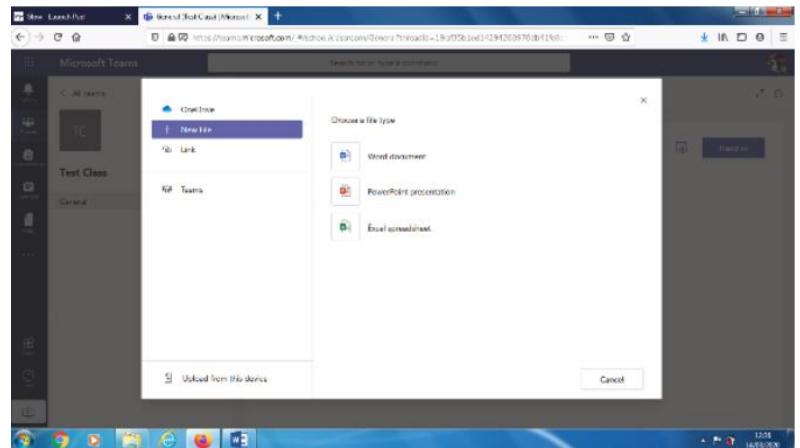
Click add work to the assignment you want to complete.



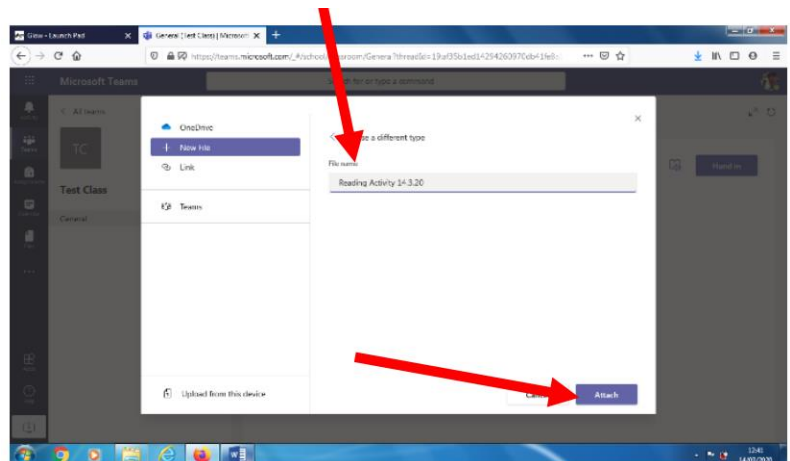
Click + New file



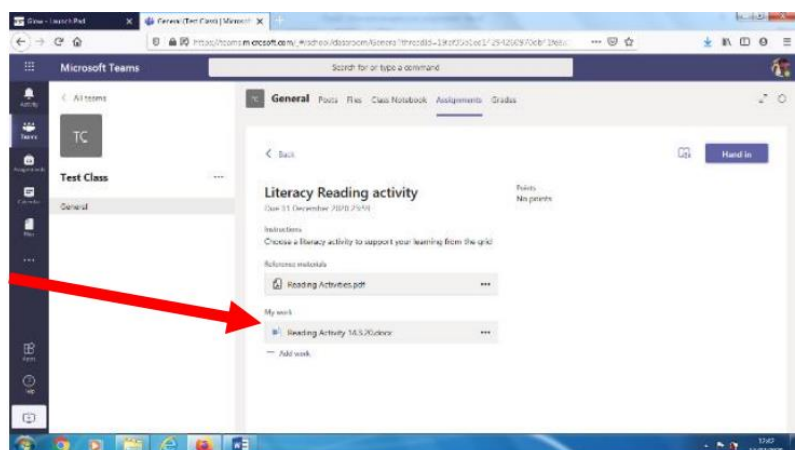
Choose how you wish to present your learning.



Name your file and click attach.



Click on the file you have just created and complete assignment.
Only you and your teacher can see your learning.



When completed click 'close'. Your work automatically saves. You do not need to complete work in one sitting. You can return at any time to finish it.

Click 'Hand in' when you are completely finished.

What if I have recorded my learning in another way?

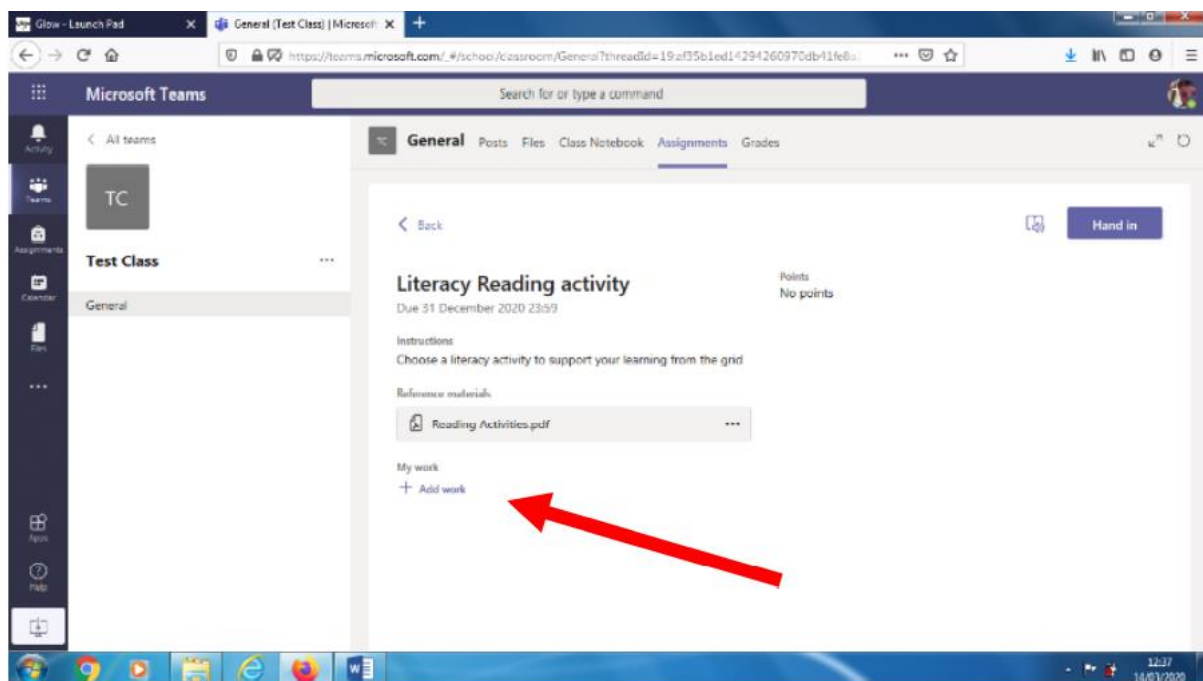
You do not need to record your learning straight into assignments. You can choose to record and save your learning elsewhere on your computer, in a jotter, as a picture or model.



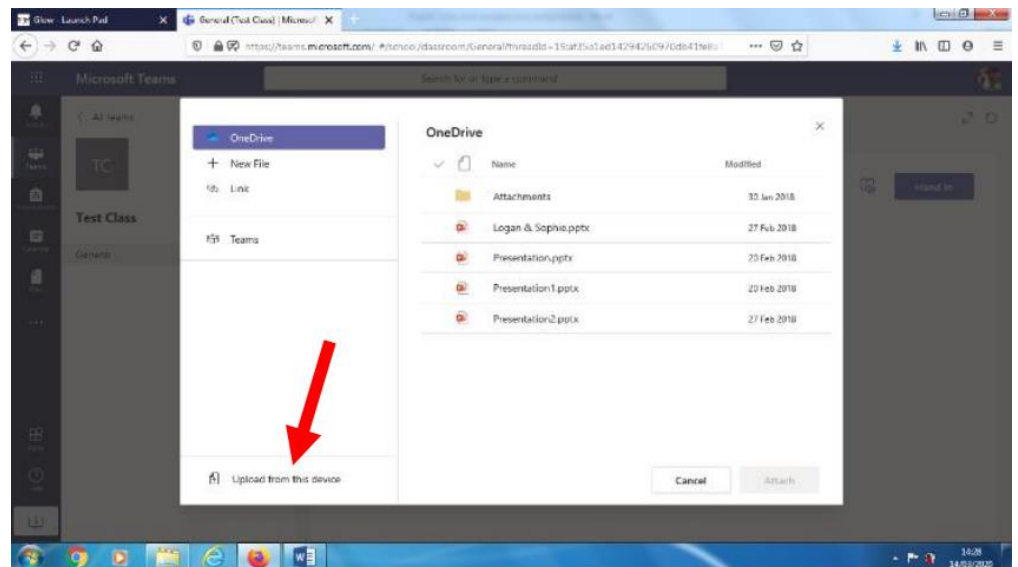
Once you have completed your learning, you will need to take a photograph of it and upload it.

How to upload learning:

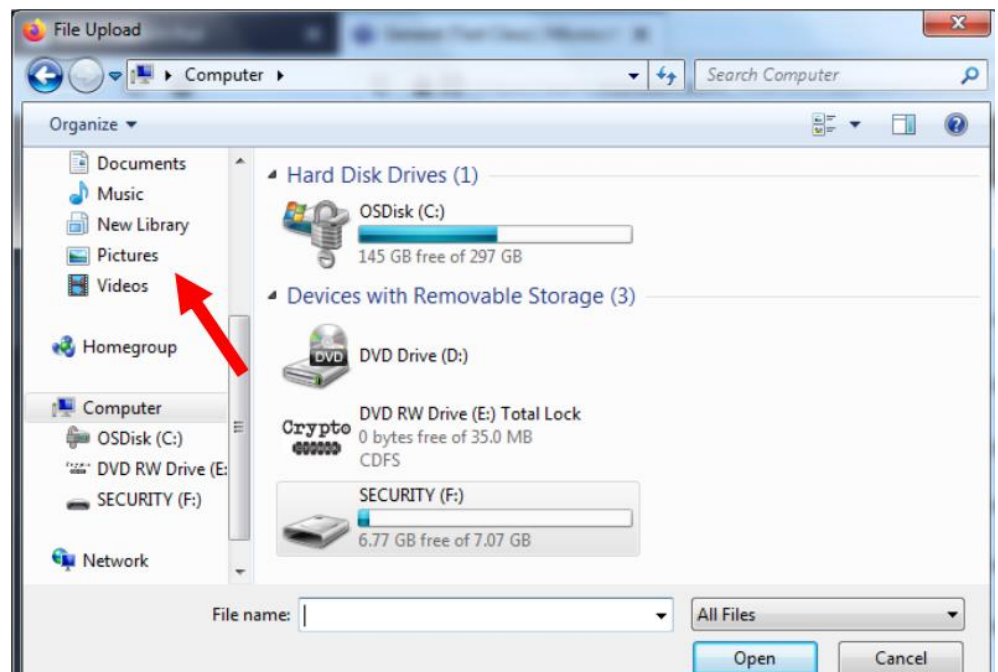
In Assignments Click '+ add work' underneath the assignment you wish to complete.



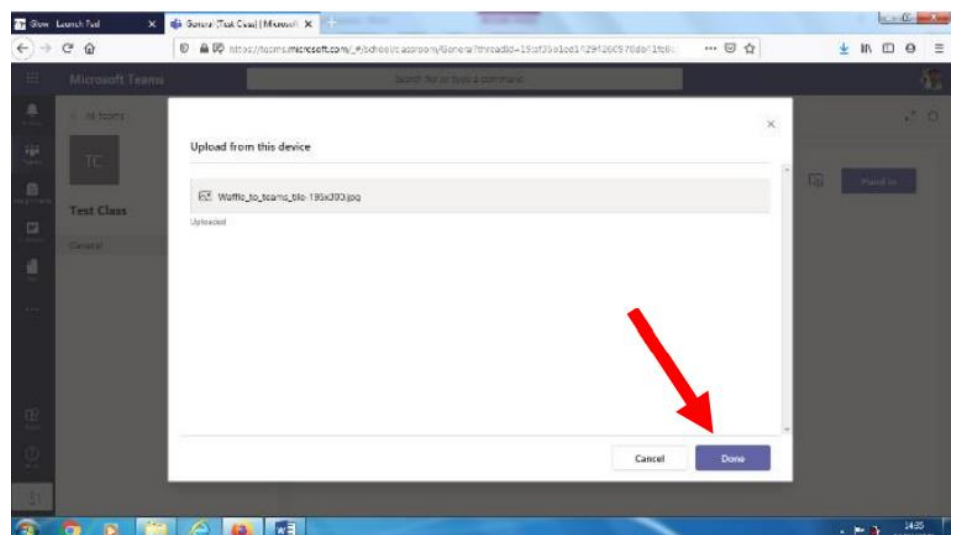
Click 'Upload from this device' from this device'.



Your photo should be stored in 'Pictures'.

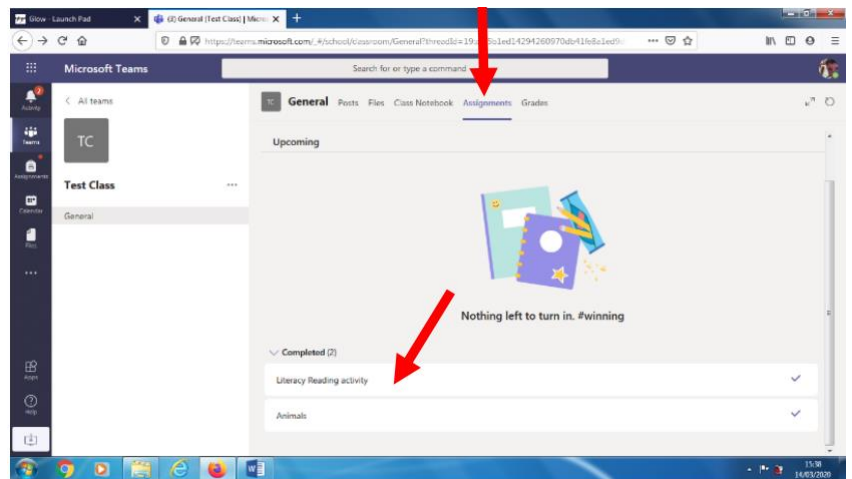


Click 'Open' on the picture you want. Then click 'done'.

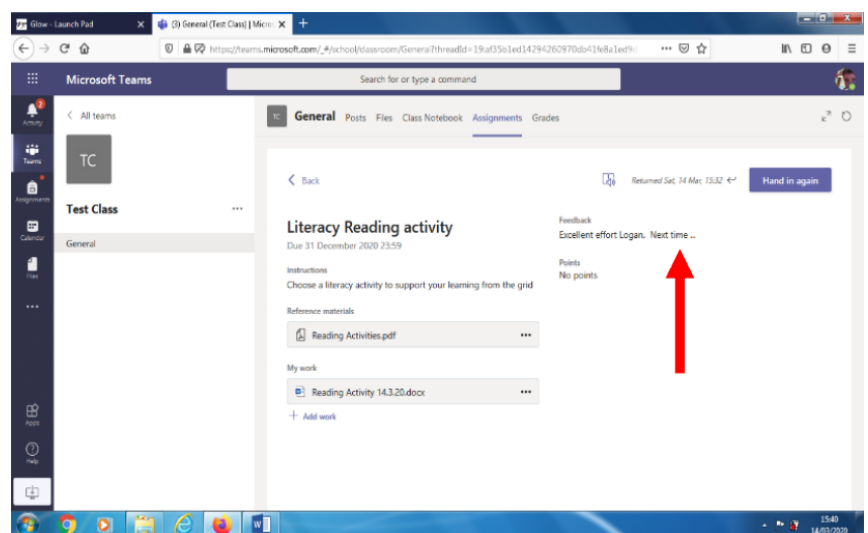


After you have handed in your learning, your teacher will be able to look at it and give you feedback.

Click 'Assignments' and the learning you wish to look at to see if you have any feedback.



Feedback can be found here.



Following feedback you can revisit your learning and hand it in again. There is a 'Hand in again' button you can click. Your teacher will look at your changes and may provide you with more feedback.

Quick Start Guide

New to Microsoft Teams? Use this guide to learn the basics.

The image shows a screenshot of the Microsoft Teams application interface with several callout boxes providing instructions on how to use various features. The interface includes a left-hand navigation pane with icons for Activity, Chat, Teams, Meetings, Files, and an App Store. The main area displays a conversation within the 'Mark 8 Project Team' channel, showing messages from team members and a file attachment. A right-hand pane shows the user's profile and settings.

Move around Teams
Use these buttons to switch between Activity Feed, Chat, your Teams, Meetings & Files.

View and organize teams
Click to see your teams. In the teams list, drag a team name to reorder it.

Find personal apps
Click to find and manage your personal apps.

Add apps
Launch the Store to browse or search apps you can add to Teams.

Every team has channels
Click one to see the files and conversations about that topic, department, or project.

Start a new chat
Launch a one-on-one or small group conversation.

Add tabs
Highlight apps, services, and files at the top of a channel.

Use the command box
Search for specific items or people, take quick actions, and launch apps.

Manage profile settings
Change app settings, change your pic, or download the mobile app.

Manage your team
Add or remove members, create a new channel, or get a link to the team.

Add files
Let people view a file or work on it together.

Reply
Your message is attached to a specific conversation.

Compose a message
Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

Join or create a team
Find the team you're looking for, join with a code, or make one of your own.