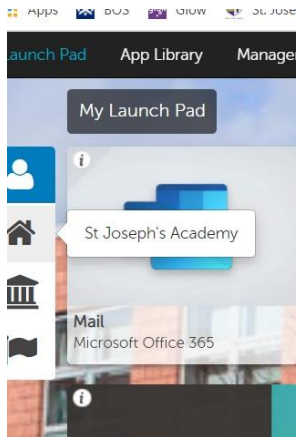


Accessing Microsoft Teams

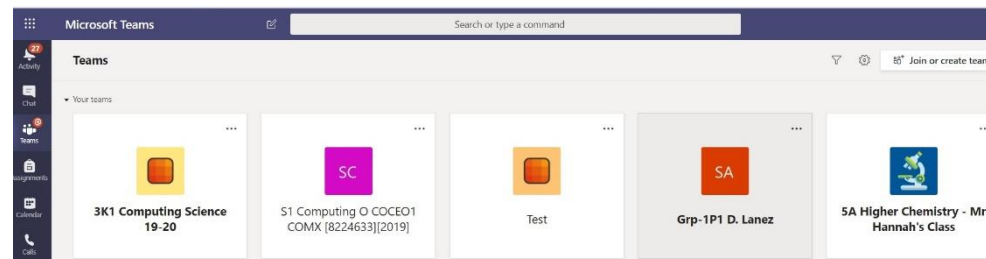
Dear Pupils,

You can access Teams in several ways. Firstly, via Glow:



Click on the 'House' underneath the person on the left-hand side of the screen

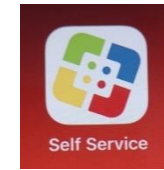
Click on the Microsoft Teams Tile, then either click your class, or the small 'Join or create a class button. You will be asked to enter the class code your teacher sent to you.



You can also download Teams onto any Android, Apple or Windows device as follows:

On School iPads:

You can download the Teams app on the school iPad by going to the Self-Service app and selecting 'Install' under Teams.

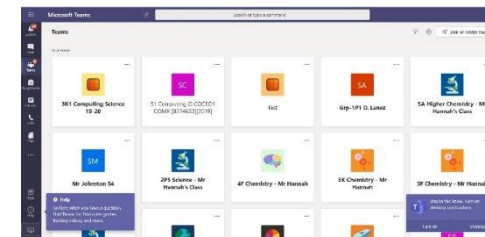


On a desktop PC or Laptop

Open Teams in Glow as normal.



You should then see a screen similar to this one.



In the bottom left hand corner, select the download icon underneath 'Help':



You should now be able to download Teams to your PC or laptop. When you install the software and open it for the first time, sign in using your glow email address and password which is:

yourusername@glow.sch.uk

yourglowpassword

On any other device including phones:

You can download Microsoft Teams from the app store on your mobile device. Once you download the app, you sign in using your glow username and password:

Username: yourglowusername@glow.sch.uk

Password: yourglowpassword

