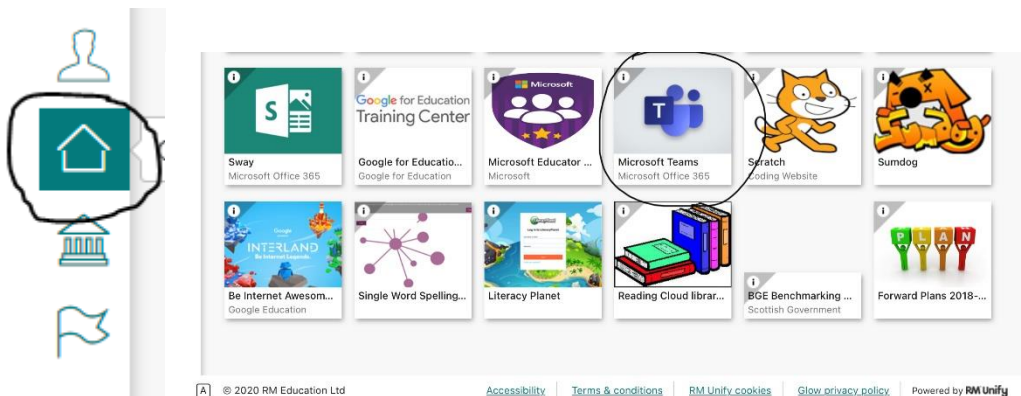




Using Microsoft Teams



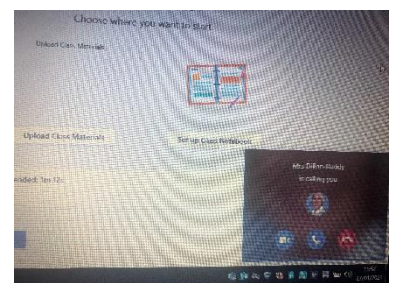
- If you are using a laptop, tablet, phone or iPad you should download the Microsoft Teams app
- If using a Chromebook children should use the web based Teams and should access this via their Glow Launchpad as shown below
- Children should be encouraged to keep this open to ensure they can be contacted from relevant staff members



- When signing into Teams children should use their **gw...@glow.sch.uk**
- Similar to using Google Meet children should use a device which has a **microphone** and **camera** to allow them to fully participate in the session
- To allow children to receive notifications of a 'Teams call' devices should have **volume** turned up on them

Accessing a call on Microsoft Teams

- Your child will be added to a 'Team' named e.g Primary 5, this is automatic and you do not need to do anything
- When the Pupil Support Assistant *calls* your child will be notified by a ringing sound on your device as well as an incoming visual alert
 - On a mobile phone this will be like an incoming call
 - On other devices a notification will come up on the bottom right of the device



- To accept the call either:
 - Click on the video icon and you will then connect
 - Or click *accept*, then *allow*, then *join now*

