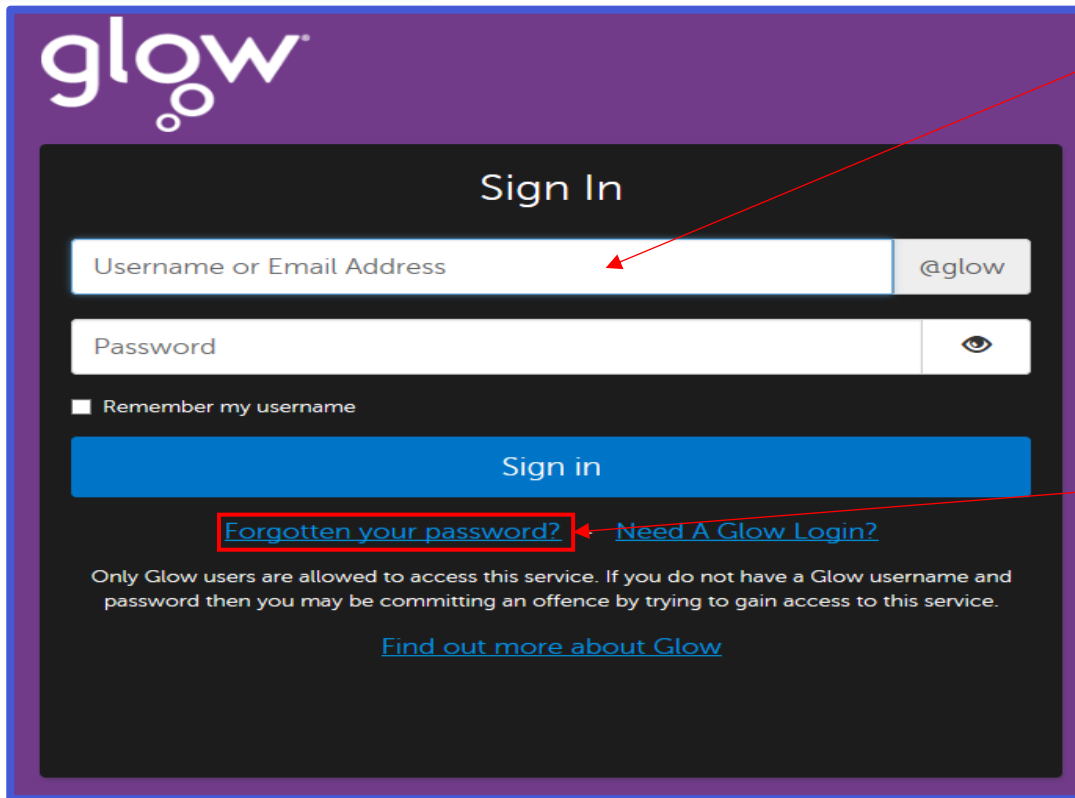# MICROSOFT TEAMS | How To Guide

This is a step-by-step guide on how to:

- Access Microsoft Teams

- Find your class page

- Find any Homework Assignments that have been posted

- Find Home Learning resources

- How to submit assignments

- How to ask the teacher questions

(**ATTENTION:** If you can already access Microsoft Teams but aren't sure how to navigate it, skip to ***Step 3***.)

The first thing you will need to do to access Microsoft Teams, is to log onto your Glow homepage. You can do this using your 'gw(year of registering)(surname)(first name)' login. (You do not have to type in '@glow' or anything, the system does this for you.)

If you aren't sure of your Glow Login, most S1 logins begin with 'gw13', this may help.

Your password can be changed simply by clicking the 'Forgotten Password?' button and following the instructions.

When you have successfully logged in, you will see all of the App Tiles appear. Google Classroom and other Apps will all be here.

You may already have **Microsoft Teams** added to your homepage. If you don't, please follow the steps on the following slide.

Step Two:

Launch Pad → **App Library** Management Console

Williamwood High School
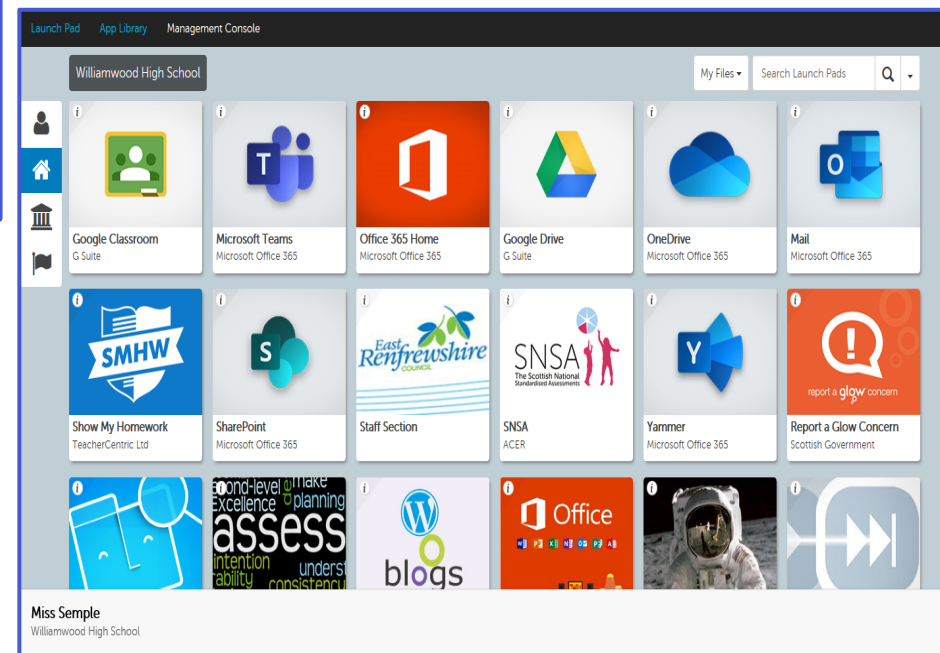
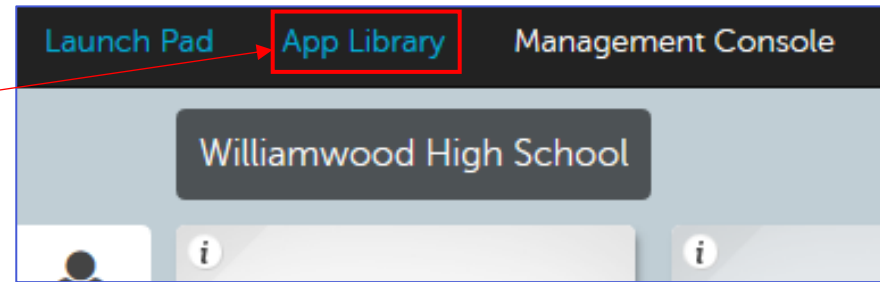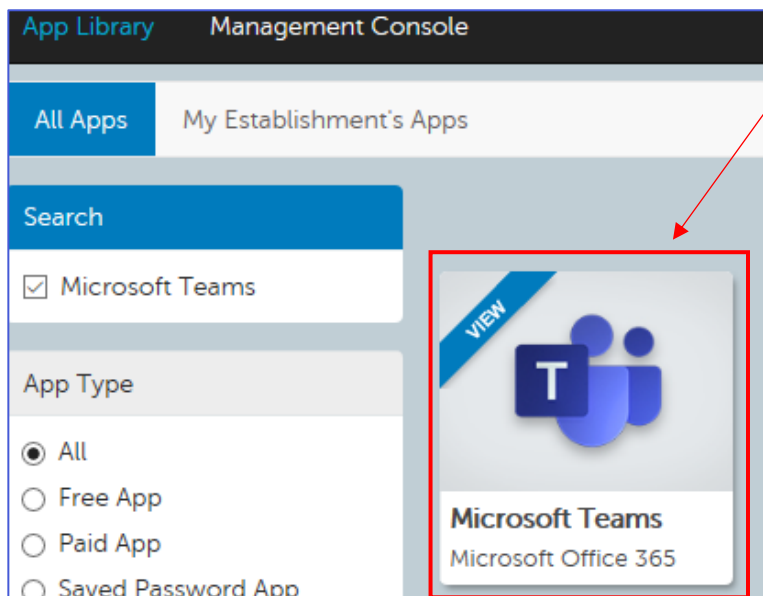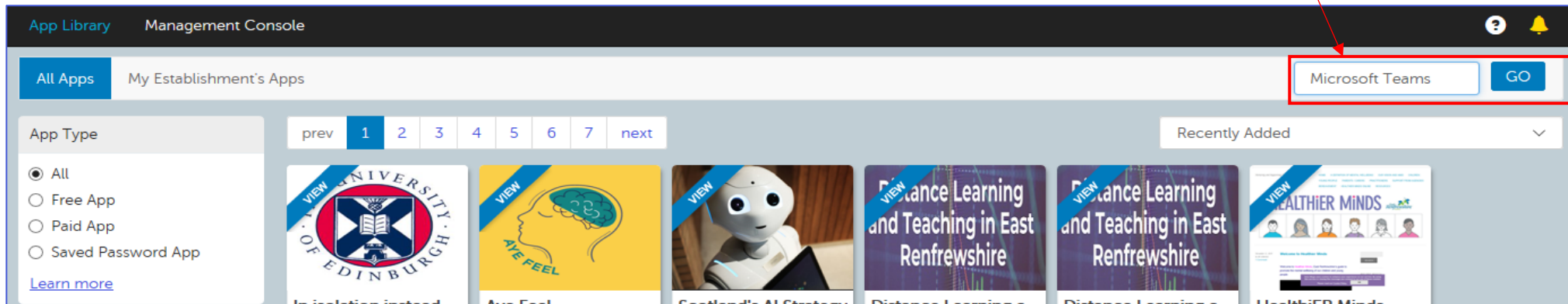In order to download, the Microsoft Team App, you must click on the 'App Library' tab at the top of the homepage. This will take you onto the page shown below.
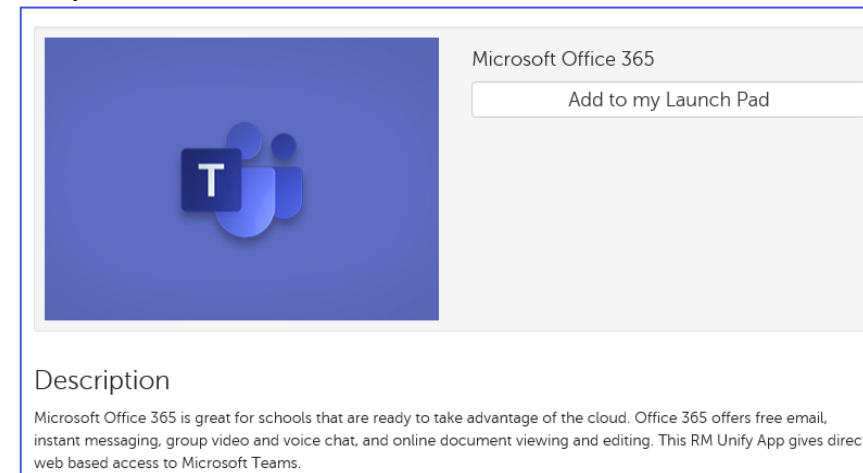
You must search for the Microsoft Teams app in the top right-hand search box, as shown below.

App Library   Management Console

All Apps   My Establishment's Apps

Microsoft Teams   GO

App Type

prev 1 2 3 4 5 6 7 next

Recently Added

○ All
○ Free App
○ Paid App
○ Saved Password App

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Distance Learning and Teaching in East Renfrewshire

HEALTHiER MiNDS

App Library   Management Console

All Apps   My Establishment's Apps

Search

☑ Microsoft Teams

App Type

○ All
○ Free App
○ Paid App
○ Saved Password App

Microsoft Teams
Microsoft Office 365

The App should then appear. Click on it and then it will prompt you to add it to your launch pad.

Microsoft Office 365

Add to my Launch Pad

The app will automatically appear when you return to your Launch Pad following these steps.

Description

Microsoft Office 365 is great for schools that are ready to take advantage of the cloud. Office 365 offers free email, instant messaging, group video and voice chat, and online document viewing and editing. This RM Unify App gives direct web based access to Microsoft Teams.
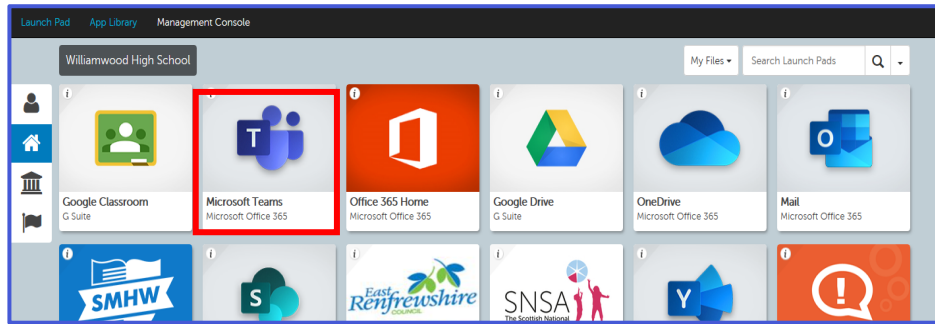
To access Microsoft Teams, you must click on the App.

If you haven't accessed the app before, you will be met by this message shown below.

In the event of this happening on a Windows device, please click the link underneath the 'Get the Windows App'.
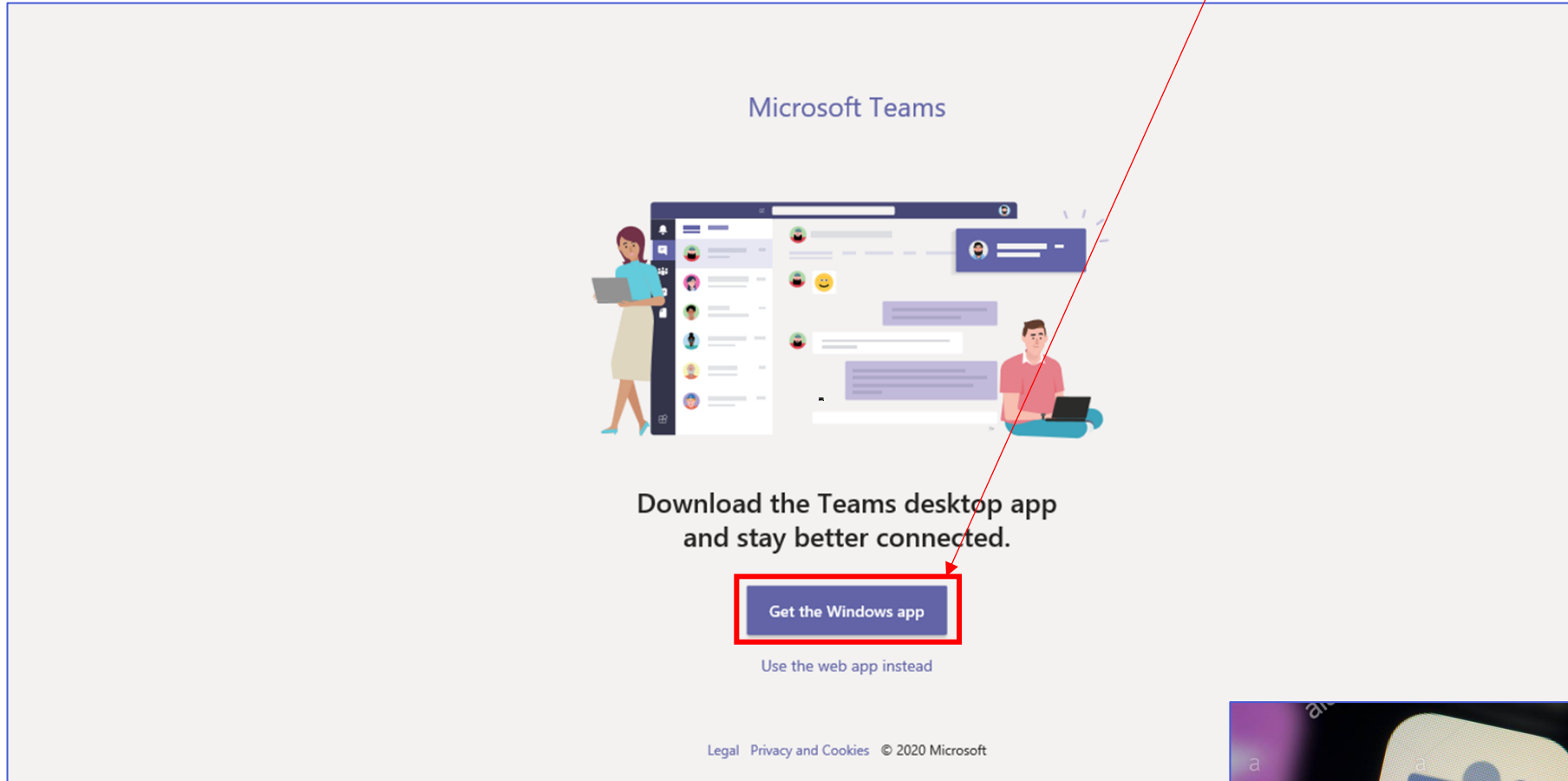

Microsoft Teams

Download the Teams desktop app and stay better connected.

Get the Windows app

Use the web app instead

Legal   Privacy and Cookies   © 2020 Microsoft

Step Three:

If you have an Apple device or are using Safari instead of Internet Explorer/Google Chrome, you will have to download the app, as you will not be able to access Microsoft Teams without it.

Microsoft Teams

Download the Teams desktop app and stay better connected.

Get the Windows app

Use the web app instead
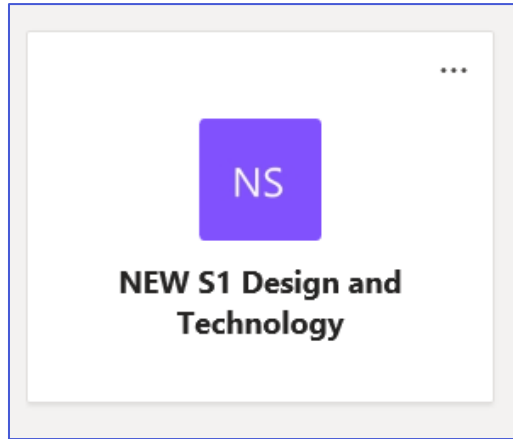
Legal Privacy and Cookies © 2020 Microsoft

Once you have clicked the appropriate button, you will be taken straight to the Microsoft Teams pages. You should never have to separately log into a Microsoft account or anything. Glow logs you on automatically.

If you wish to access Microsoft Teams via the app on your phone, you must successfully log into the app via Glow before it allows access via the mobile app.

Step Four:

This is the tile you should see in front of you when Microsoft Teams opens. You probably will only have one tile, so it should be easy to find.

Click on the tile to access the Teams page.

Once you have clicked onto the page, you should be able to see this page shown opposite. This is the General page where teachers will post about Homework and will post Home Learning Tasks every week.
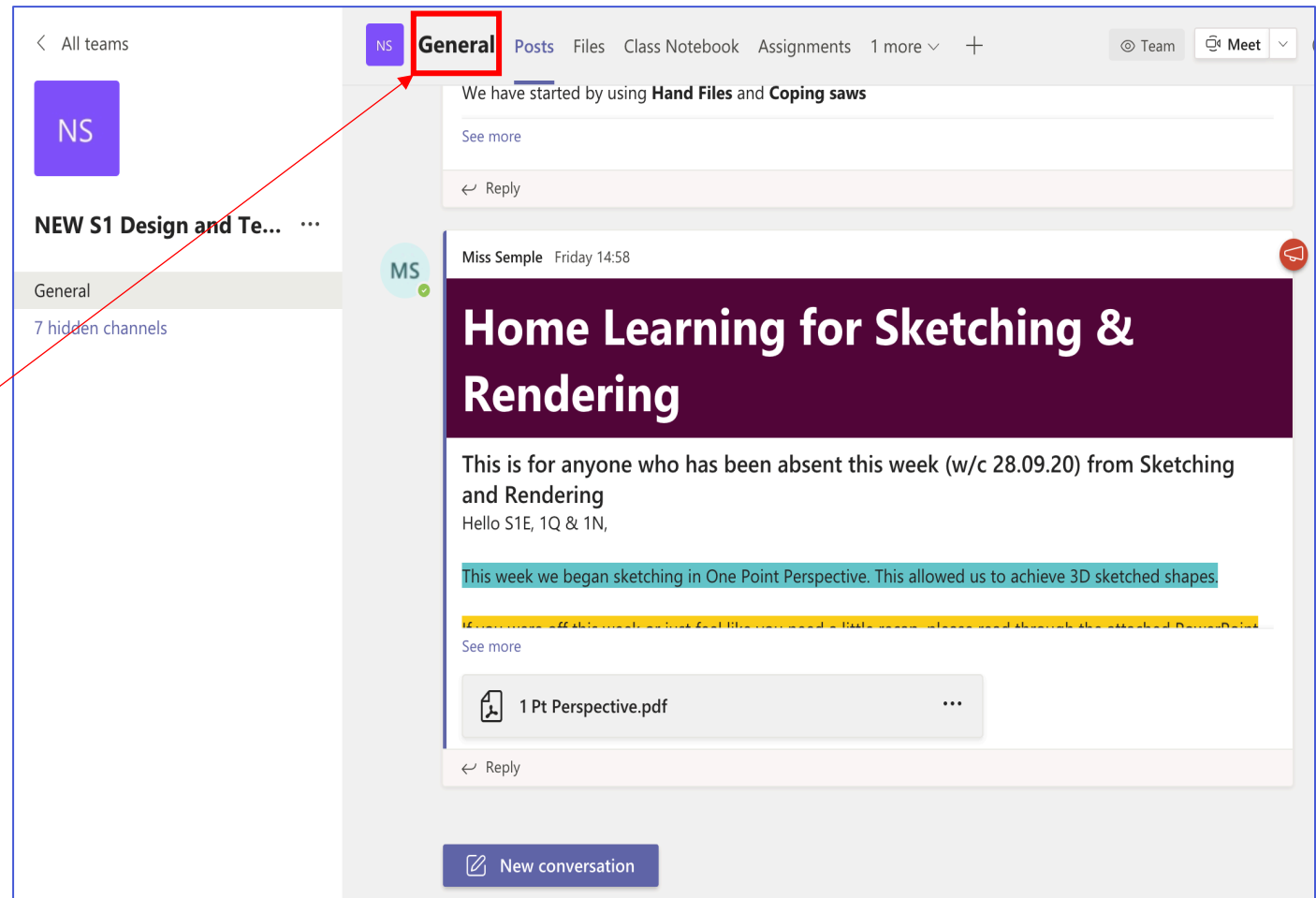
In order to access and submit Home Learning materials, you must go onto the General tab.

All Home Learning will appear in this tab, not in the Assignment tab.

More often than not you will have to expand the view of the Home Learning post to see all instructions and any corresponding files.

To expand Home Learning task posts, you simply click on the 'See more' button. This will open the tab up so that you can see all information.

Home Learning for Sketching & Rendering

This is for anyone who has been absent this week (w/c 28.09.20) from Sketching and Rendering

Hello S1E, 1Q & 1N,

This week we began sketching in One Point Perspective. This allowed us to achieve 3D sketched shapes.

If you were off this week or just feel like you need a little recap, please read through the attached PowerPoint

See more

📄 1 Pt Perspective.pdf   ...

↩ Reply

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If you were off this week or just feel like you need a little recap, please read through the attached PowerPoint and complete both tasks.

This is a great skill to learn and will help you sketch in 3D more easily!

Please submit a photograph of your work as a reply or send me it via a Glow email!
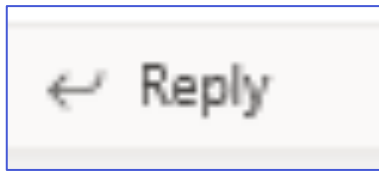
See less
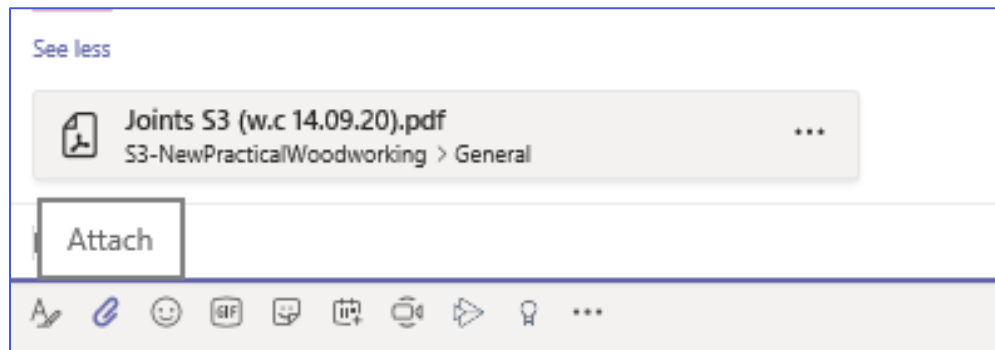
📄 1 Pt Perspective.pdf   ...

↩ Reply

When submitting work for Home Learning, you can choose to either submit it directly onto the General feed under the Home Learning work that was originally assigned.

This is a quick way to do it, however, it means that all members of the team can access this work, including other pupils.

↵ Reply

Simply click the 'Reply' button and then the 'Attach' paperclip to add any files.

See less

Joints S3 (w.c 14.09.20).pdf
S3-NewPracticalWoodworking > General

...

Attach

In the situation where you may not wish others to access your work, you can attach it to an email via Glow and email it directly to your teacher.