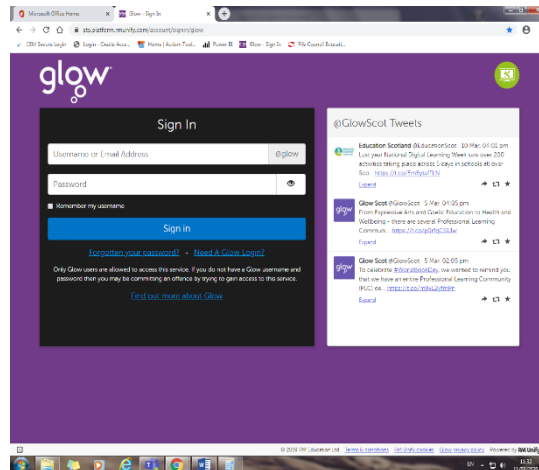
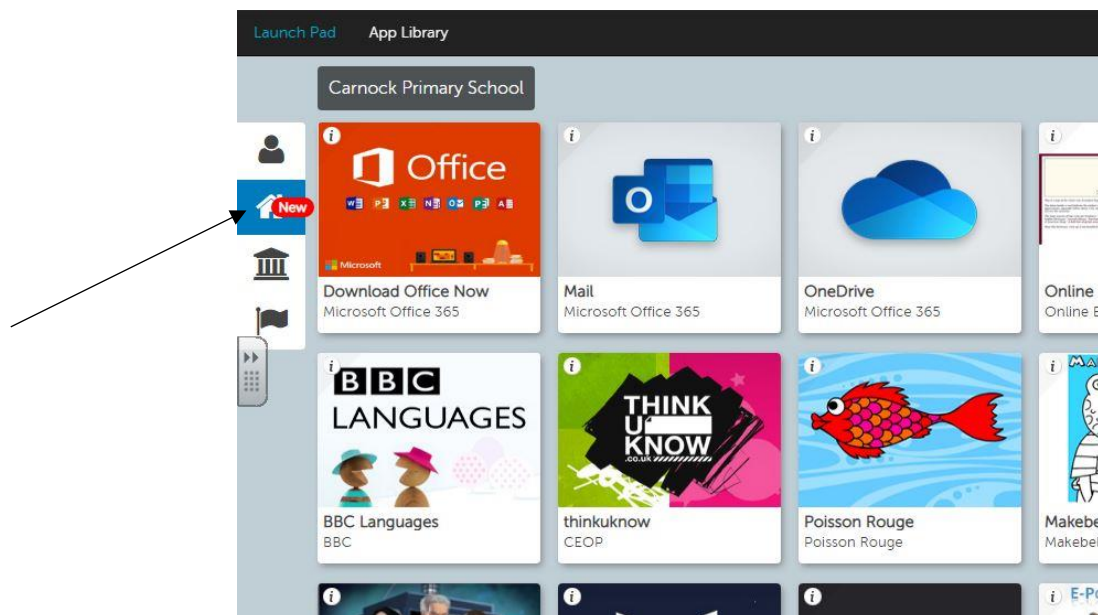


How to access TEAMS on a laptop or PC

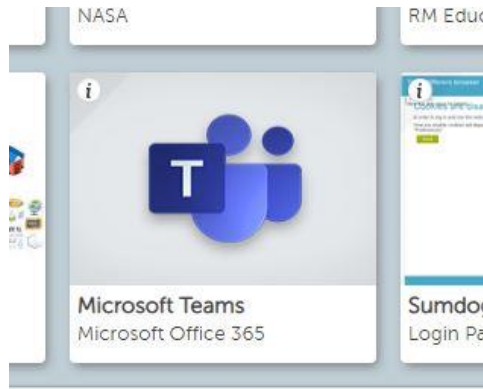
1. Log on to GLOW <https://sts.platform.rmunify.com/account/signin/glow>. This is the Scottish schools intranet. All children have their username and password on this letter. (email sarah.ewart@fife.gov.uk if there is a problem)



2. Once you're logged in you'll see your dashboard, click on the icon to see the Carnock Launch Pad (2nd icon down)



3. From there you will be able to see the TEAMS icon. When you click on it you'll have access to the class team. The teacher will load up work and you'll be able to message each other.



4. Most of the children have been shown how to do this in class.

How to access TEAMS on a tablet or phone

1. Download the free Microsoft TEAMS app from the app
2. Log on with your GLOW email address, and GLOW password

(glow username)@glow.sch.uk

3. You should now be able to access your class team on your tablet or phone.

If you need any further information please email sarah.ewart@fife.gov.uk