

Teams - Part 1

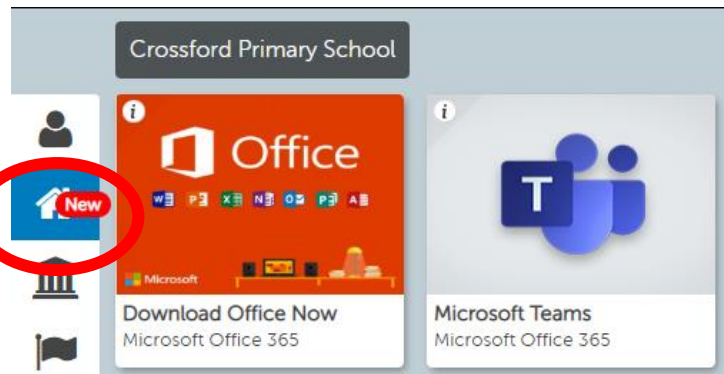


We are going to be using Teams to share work with pupils. Teams can be accessed direct from Glow or you can download Teams on your phone/iPad. We are still at the early stages so here is Step 1.

1. Log in to Glow

2. Go to the School Tab

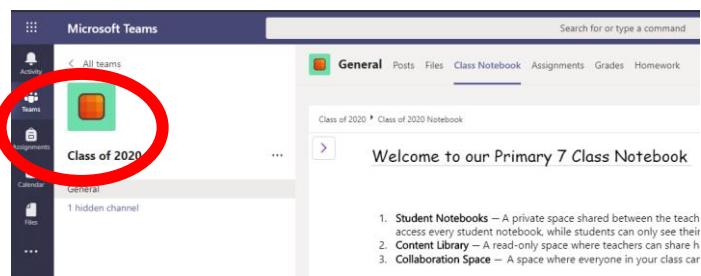
Please note: Microsoft Office can be downloaded on up to 5 devices for home use. Follow the instructions on the Tile.



OR Go to App Store > search for Microsoft Teams > download/install > open App > enter your Glow email address which is your Glow user name followed by @glow.sch.uk > enter your password then sign in

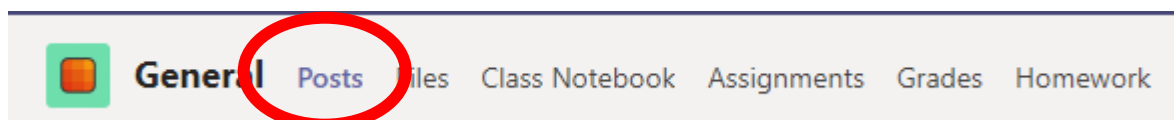
3. You will see your Class Team

You should get an email inviting you to the page - if you are asked for a code please email me - that means something has not worked.



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4. Along the top there is a tab bar that will look similar to this one.



5. The part we are going to focus on at the moment is **Posts**

This will be where messages can be added and replied to – these messages can be seen by everyone who is in the group so please keep that in mind when posting or replying.

6. When you get a chance it would be good if you left a message to let us know you have been successful 😊