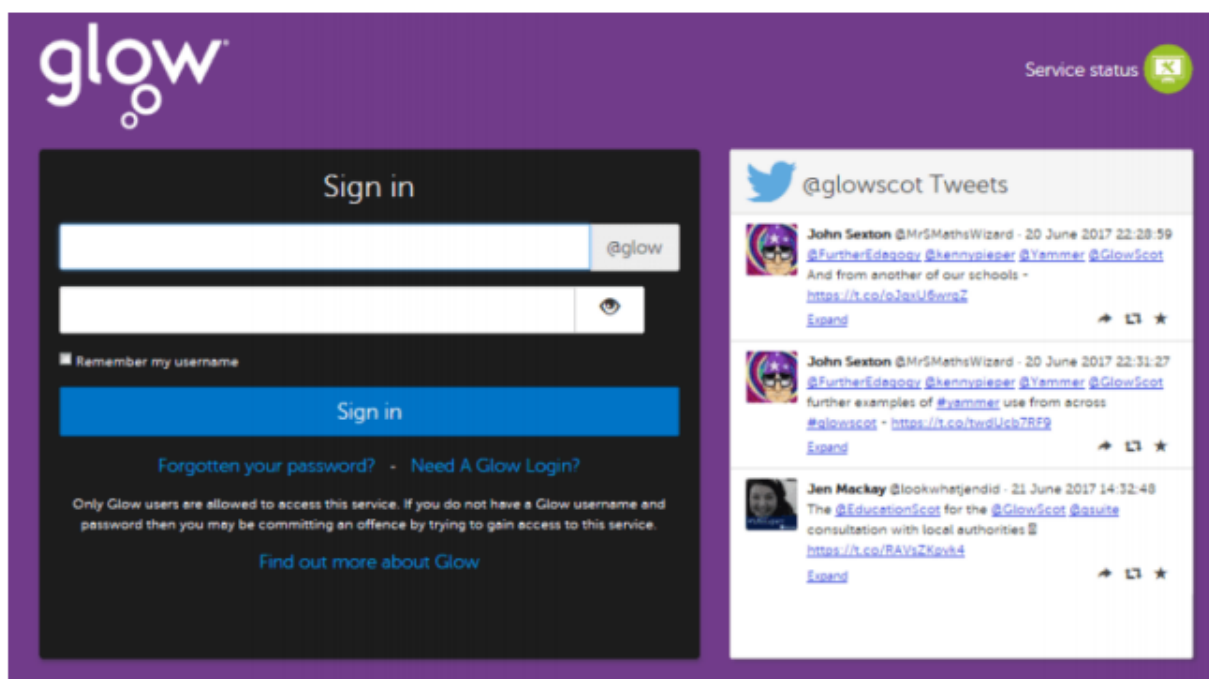# Accessing Your GLOW Emails

1. You need to log into GLOW:

You need a username and password to access GLOW. All pupils have had their username and password details sent home. If they have forgotten then please email their class teacher.
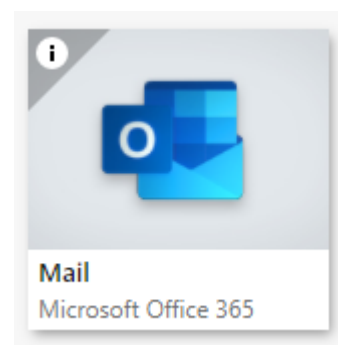
Visit the GLOW sign in screen: https://glow.rmunify.com/

Enter your username and password in the boxes shown (clicking the eye icon allows you to see your password as you type it in) then click 'Sign in'. Please note: If you log in to GLOW using the GLOW RM Unify screen it will automatically add the @glow. If you don't see this you can add the @glow to the end of the address yourself.
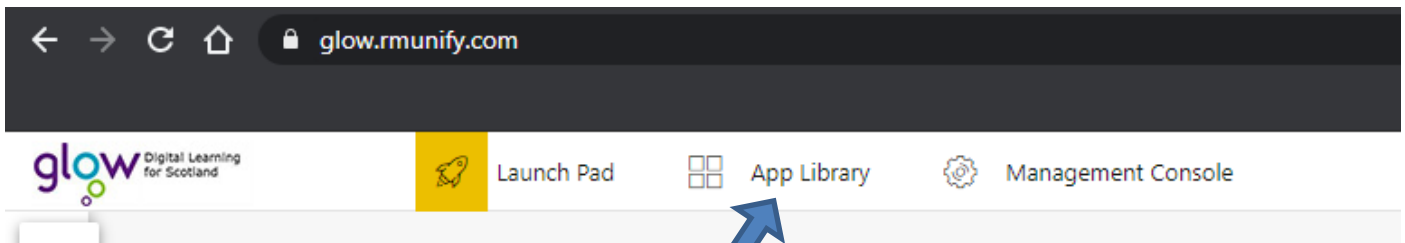
2. Open Outlook:

If you have this icon on your Launchpad click on it and you will be taken straight to your emails. Your class teacher will email your work to you each day.
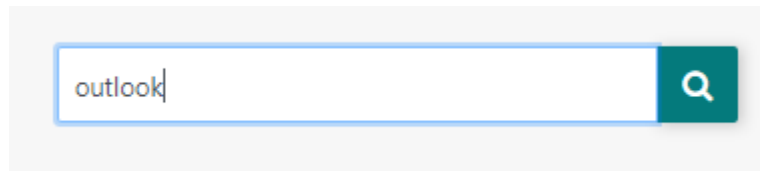

3. Adding the Mail App:

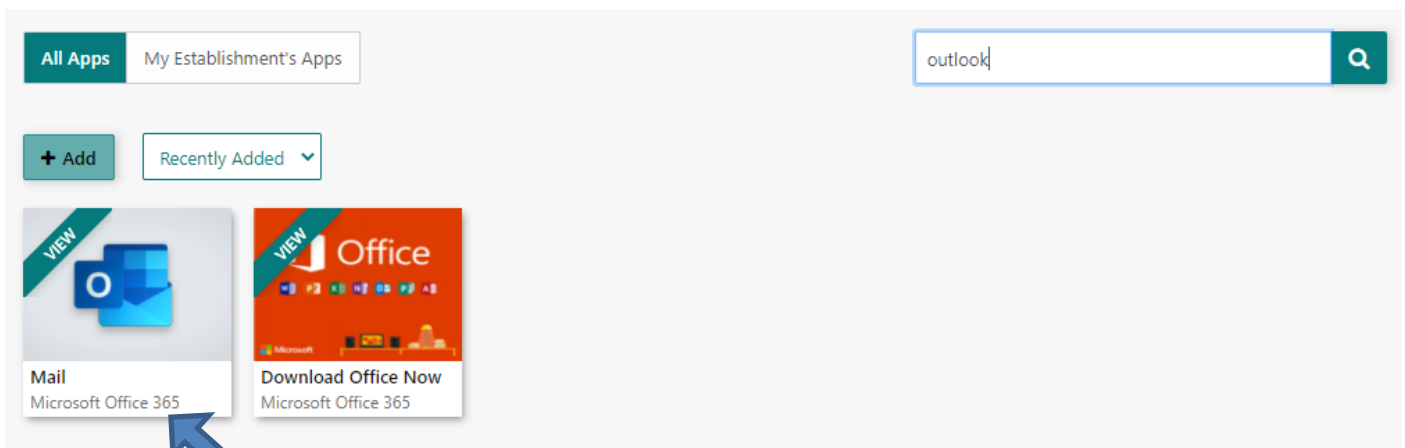If you do not have this icon on your Launchpad here is how to add it:
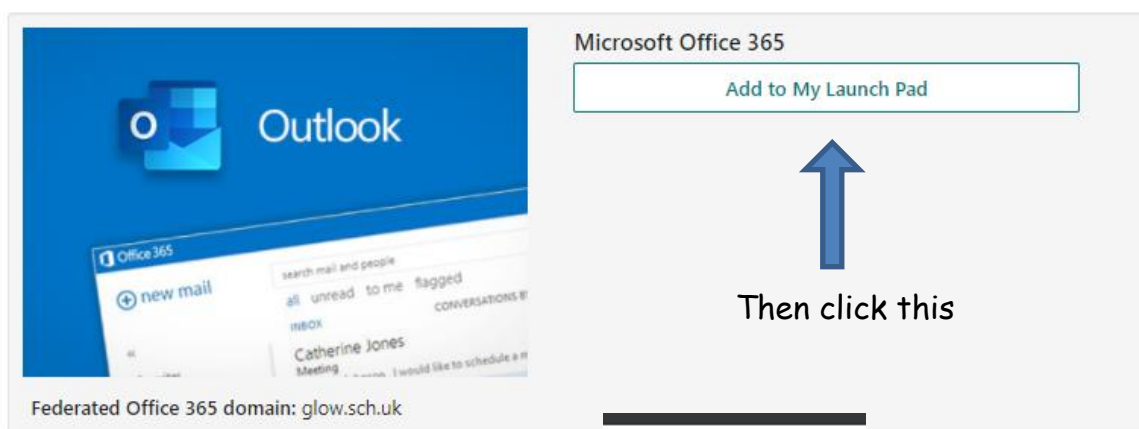
Click on 'App Library'

Search for 'Outlook'

outlook

This is what you will see:

All Apps | My Establishment's Apps

outlook

+ Add | Recently Added ⌄

Mail
Microsoft Office 365

Download Office Now
Microsoft Office 365

Click on this

Mail

Microsoft Office 365

Add to My Launch Pad

Then click this

Federated Office 365 domain: glow.sch.uk

Hit the X in top right corner, then click 🚀 Launch Pad and you will now have the mail app ready to use and be able to easily access all your emails from your teacher.