## OPTION 1 – VIA AN APP STORE

If you are using a tablet or mobile phone to access Microsoft Teams, the easiest way to access the application is through downloading the app via your application store.

This can be accessed using the Play Store (Android) and App Store (Apple). This will download an application to your home screen where you can sign in.

Using an iPhone (App Store)
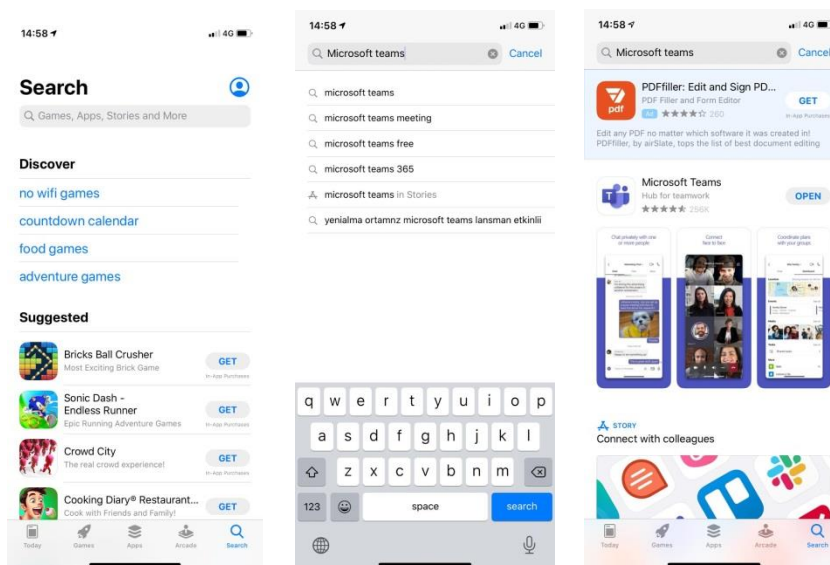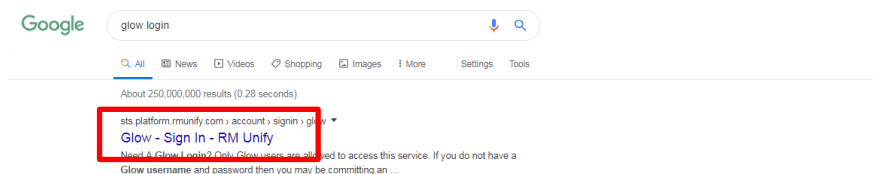

Using an Android (Play Store)
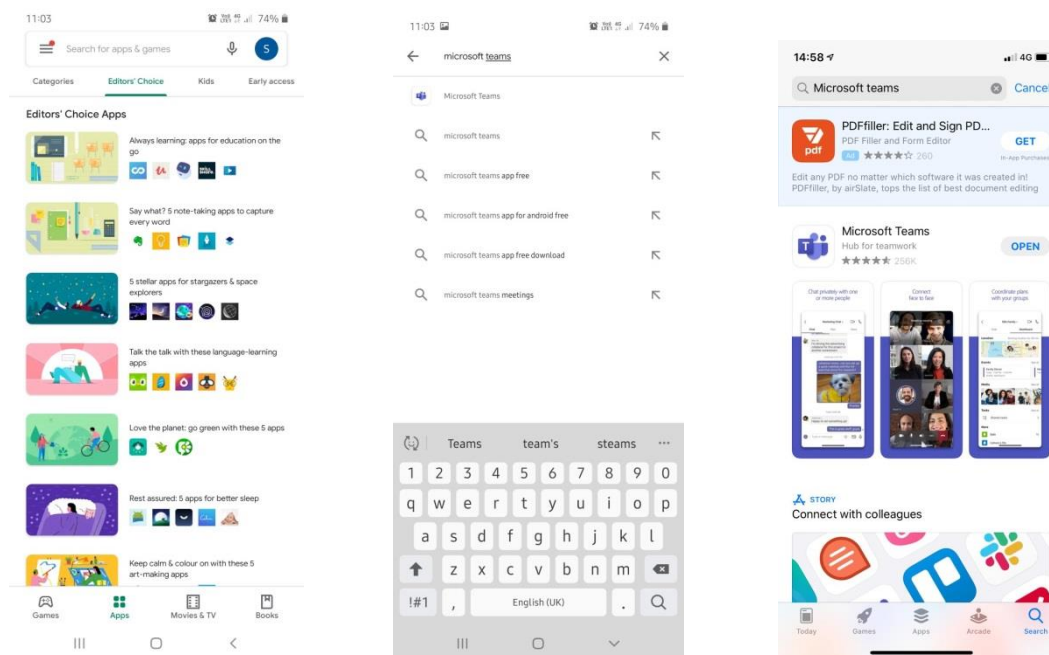
The images located above can be used as guide to support you gaining access the Microsoft Teams Application. You will proceed from the log in page with the details you have been provided with.
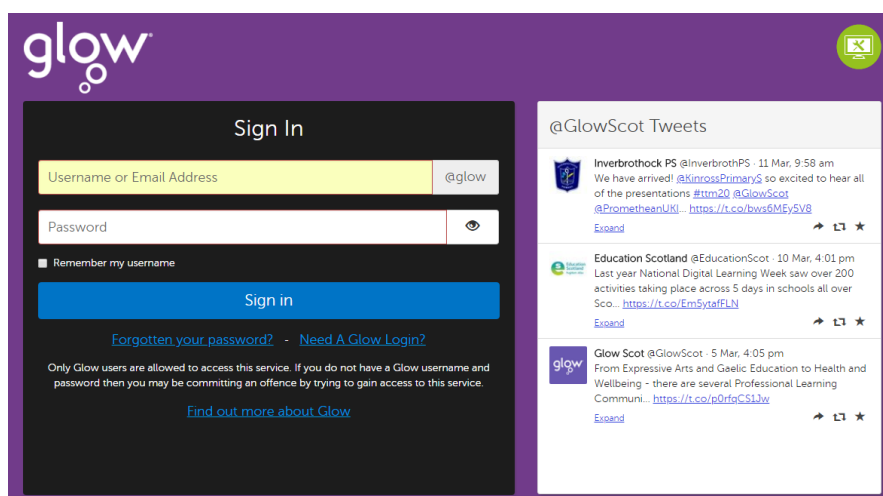
OPTION 2 – ACCESS VIA GLOW

Step 1 – Access GLOW

Google 'glow login' then select the first option that appears.

### Step 2 – Enter GLOW Pupil Credentials

Insert Pupil GLOW details that have been provided;

Username (example);
gw12surnameforename

Password (example);
highpark1

Step 3 – Add 'Teams' as an App

Select 'add' from the tile selection. The next dialogue box that will open will ask you to 'add' a tile, please select 'App from Library'. You can also select 'App Library' and search Teams from there.
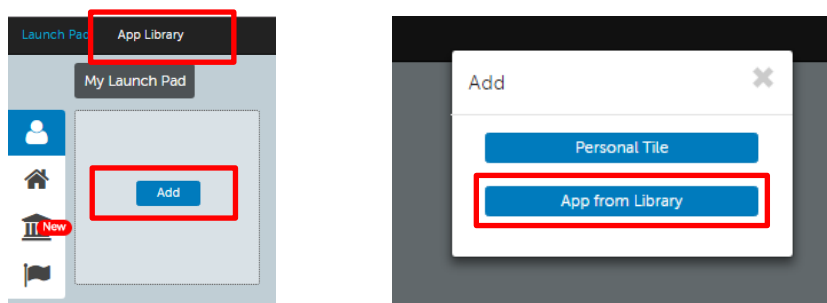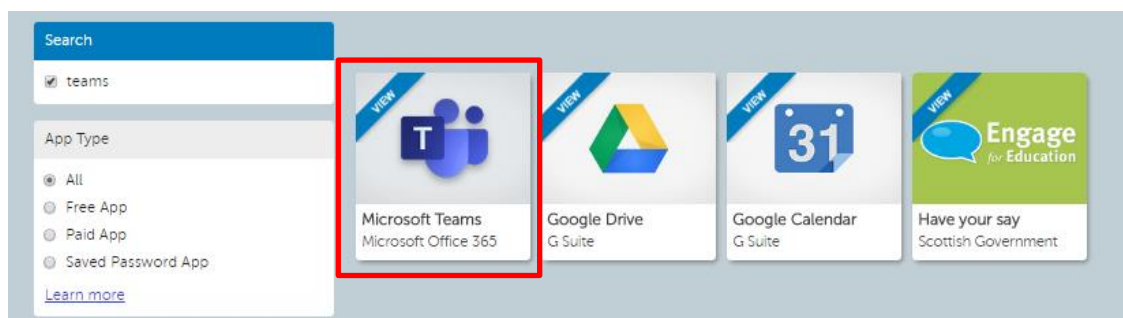

Select the search tab, located in the right-hand corner of the screen. Type in 'teams' and press enter or select 'go'.
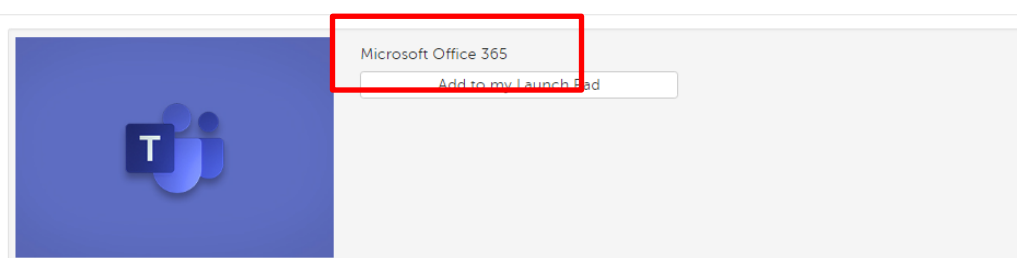
The screen below will be returned once 'go' has been selected. Click/ press on the 'Microsoft Teams' tile.

You will be met with the following dialogue option.
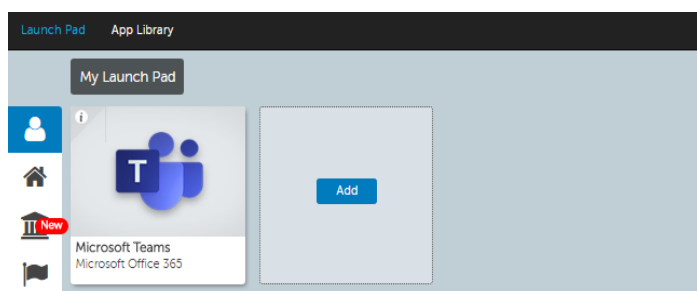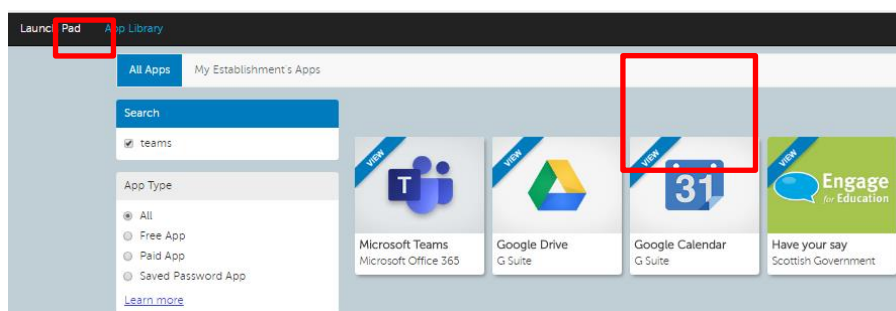
Select 'Add to my Launch Pad'.

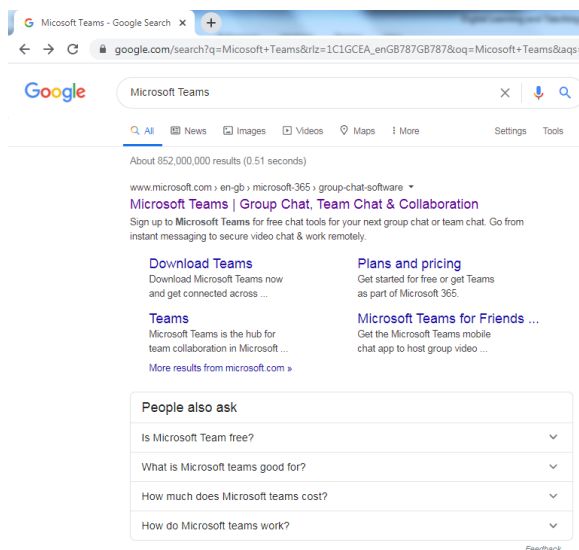*Step 5 – Launching Microsoft Teams*

Close down the Microsoft Teams Tile information dialogue book, and then select 'Launch Pad' from the top-left hand corner. Select the 'Microsoft Teams' tile to access the digital platform

OPTION 3 – VIA INTERNET BROWER

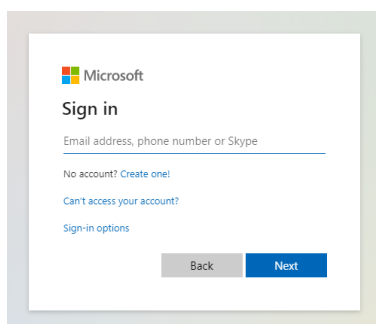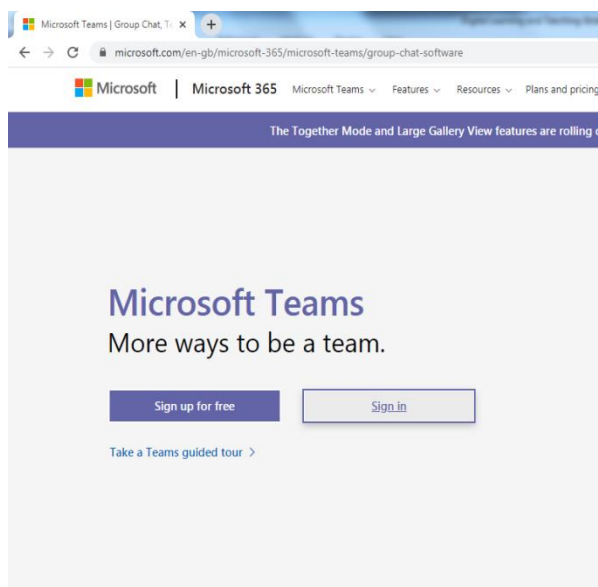### *Step 1 – Search for Microsoft Teams*

Open your web browser and search for 'Microsoft Teams', the first return will be the site that you are looking for.

You may access using;

- Internet Explorer
- Microsoft Edge (new)
- Google Chrome
- Safari
- Firefox

For the best functionality, it is recommended that you use either Google Chrome or Safari (Apple).
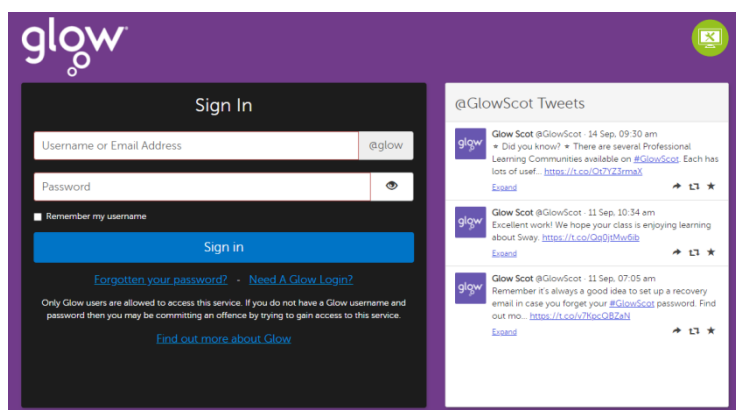
Step 2 – Sign in

Use the credentials (username and password) that you have been provided with by the school.

Example:
Email – gw20surnameforname@glow or gw20surnameforname@glow.sch.uk
Password – highpark1

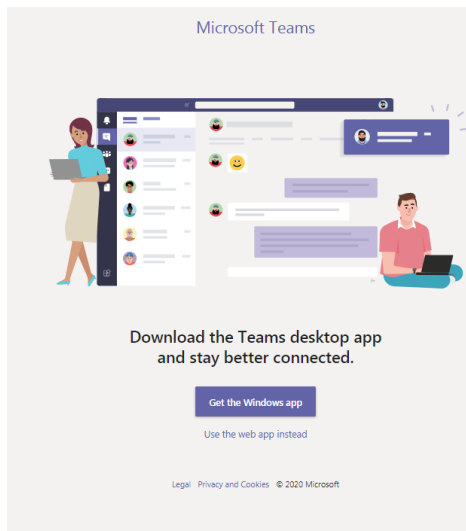You will be redirected to the official GLOW website to complete the sign in process.

Use the same details as above, for example:

Email – gw20surnameforname@glow or gw20surnameforname@glow.sch.uk
Password – highpark1

Upon signing in with the valid credentials (username and password), you will be asked which version you would prefer to use.

The options are:

- Get the desktop app
- Use the web app instead

The choice is yours which option you choose. The Desktop App is download the Microsoft Teams software and place a direct short on your desktop. Alternative, if you don't wish to add new software to your computer, you can continue to use Teams as a web-based application.