

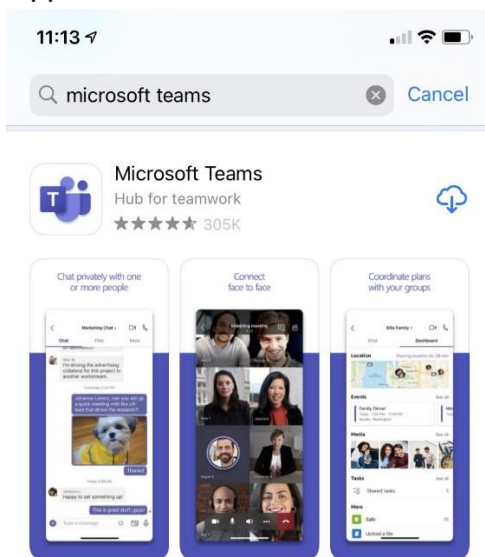
## How to use Microsoft Teams

In the event of your child or child's class having to isolate, all online teaching will be carried out using 'Microsoft Teams'. You are expected to log on to Teams every day, Mon-Fri to complete your learning.

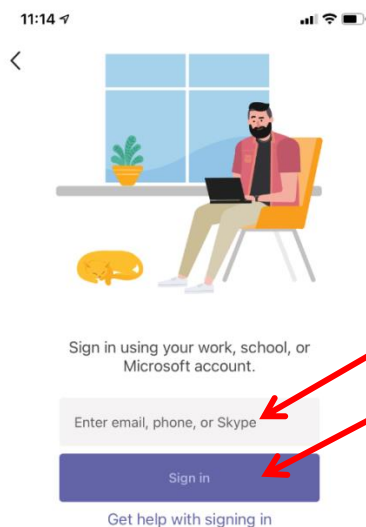
**Here is a step by step guide of how to use Microsoft Teams:**

**If you are using a Tablet or phone:**

1. Go into your App store and search for 'Microsoft Teams'. Download the App.

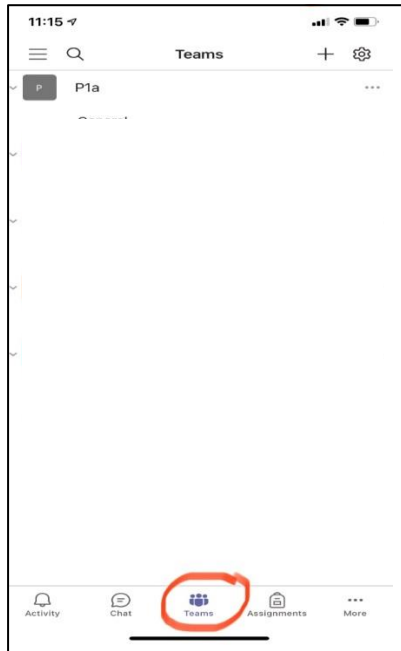


2. Enter your username - this is your WHOLE glow email address i.e. 'gw20jonesjenny@glow.sch.uk'

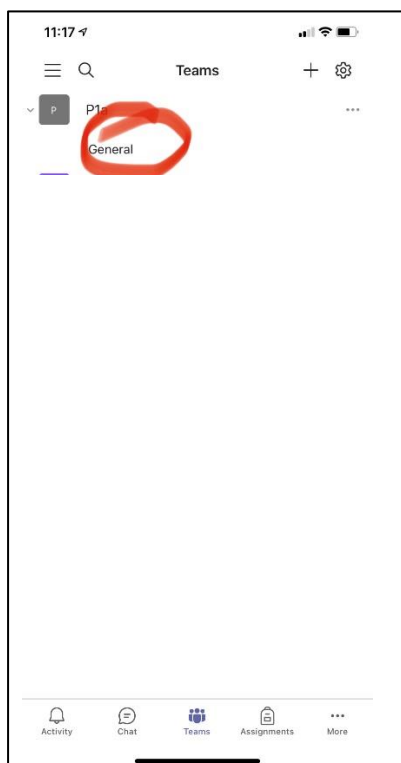


Enter your username then click Sign In.

3. Enter your password '**stalberts123**'
4. **NOTE:** If you are asked to change your password please change it to '**stalberts1234**'
5. Go to the Teams icon at the bottom



6. Select your team e.g. 'P1a'
7. Click 'General'. This will take you to your class' online learning page.

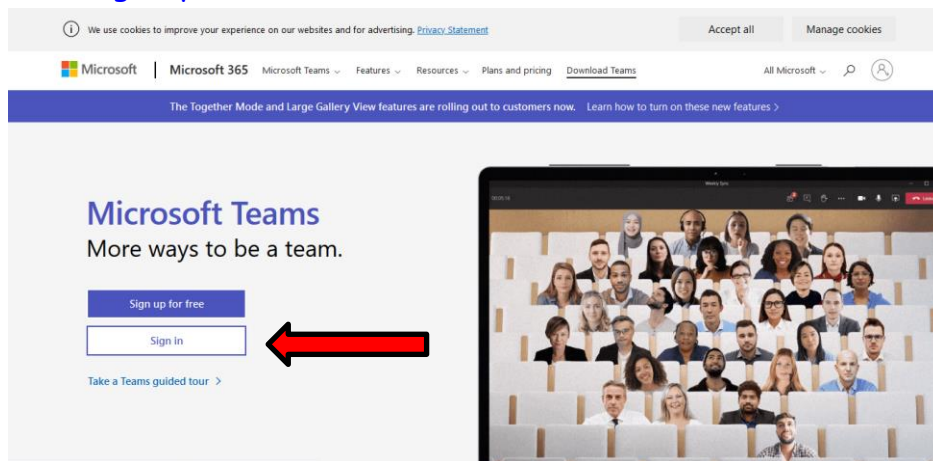


8. Scroll to the top to see all of the learning posted by your teacher so far.

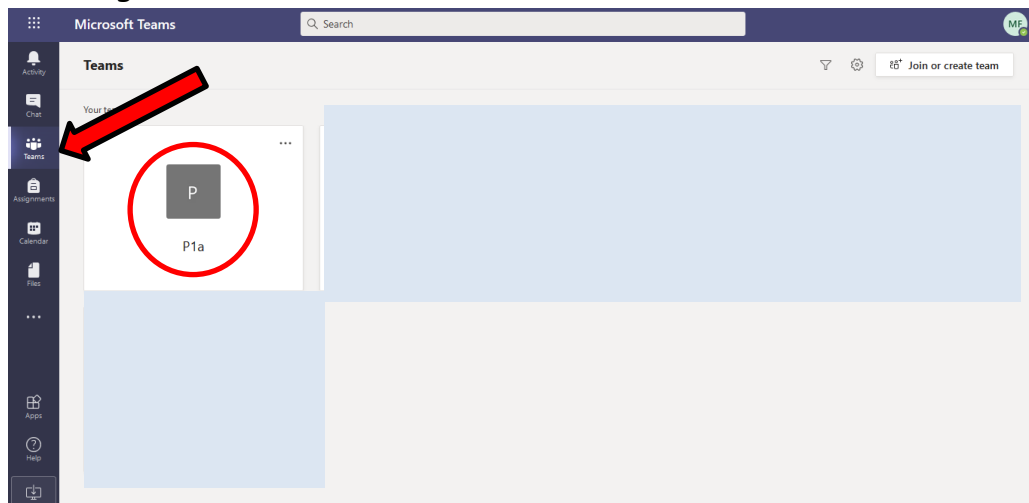
## If you are using a lap top or desk top computer:

1. Follow this link or search for 'Microsoft Teams' in the google search bar.

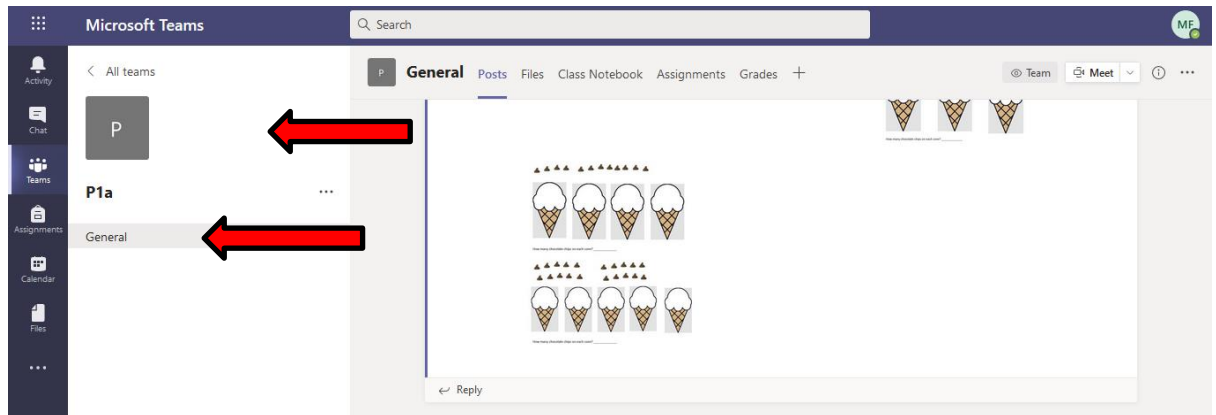
<https://www.microsoft.com/en-gb/microsoft-365/microsoft-teams/group-chat-software>



2. Enter your username - this is your **WHOLE** glow email address i.e. 'gw20jonesjenny@glow.sch.uk'
3. Enter your **password 'stalberts123'**
4. **NOTE:** If you are asked to change your password please change it to **'stalberts1234'**
5. Click on the Teams icon on the left hand side of the page. Select your team e.g. 'P1a'



6. Click 'General'. This will take you to your class' online learning page.

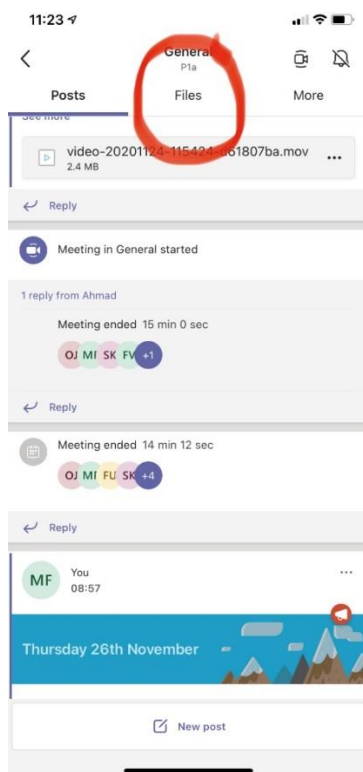


7. Scroll to the top to see all of the learning posted by your teacher so far.

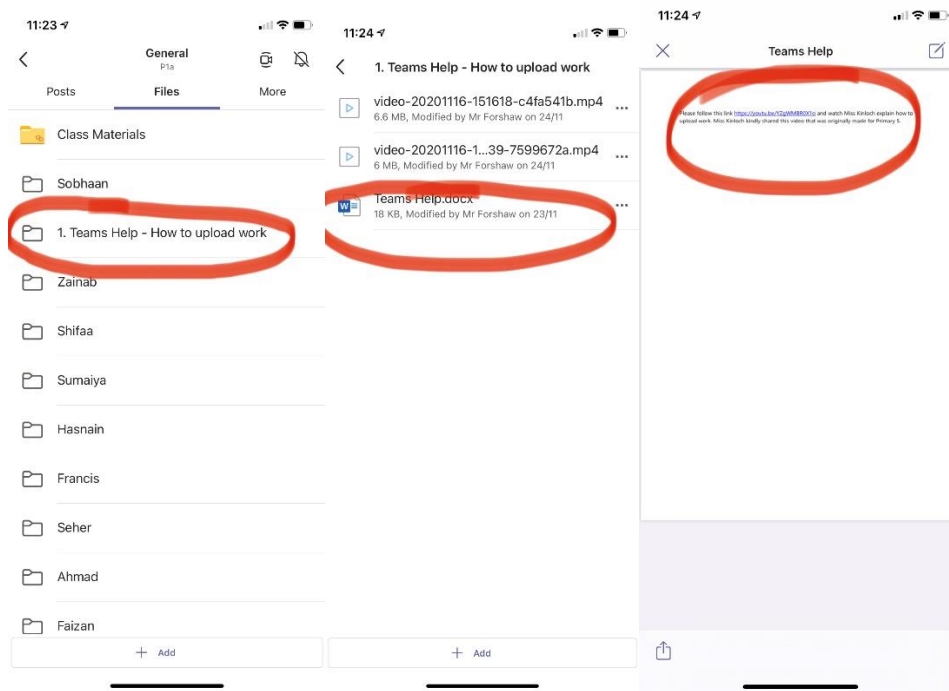
## UPLOADING WORK

When you have completed the learning tasks, you will need to take a photo of your work and upload it to your child's folder.

1. Click on 'Files' at the top of the page- you will see a list of the children's files in your child's class.



2. Click on your child's folder.
3. Watch this video <https://youtu.be/YZgWMBROX1o> which explains how to upload your child's work to their folder. This is how you get to this video.



4. To get back to the online learning chat page, click on 'Posts' at the top of the page.

