



@MRTAIT1



Getting Started With Glow

How to Navigate Glow – The basics



KINDNESS



AMBITION



INTEGRITY



RESILIENCE



RESPECT

Search for GLOW using a search Engine

48,400,000 Results

Date ▼

Language ▼

Region ▼

Glow - Sign In - RM Unify

<https://sts.platform.rmunify.com/Account/SignIn/glow> ▼

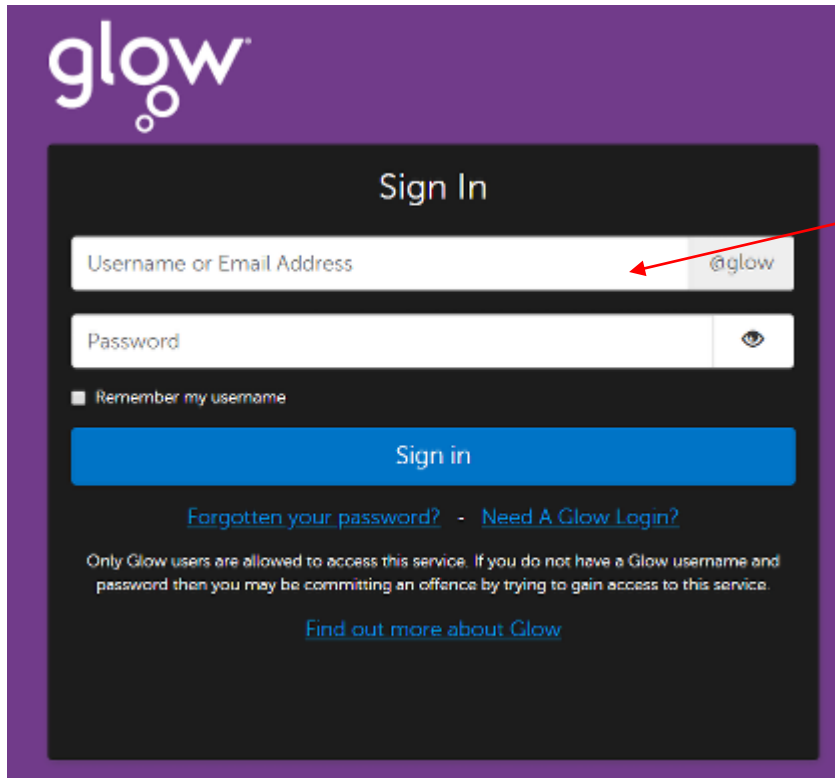
Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service.

RM Unify - Sign In

RM Unify is your Launch Pad to the Cloud - a single sign-on system, application library ...



Logging in to Glow



The screenshot shows the Glow Sign In page. At the top left is the 'glow' logo. The main heading is 'Sign In'. Below it are two input fields: 'Username or Email Address' and 'Password'. The 'Username or Email Address' field has a dropdown menu with '@glow' selected. A red arrow points from the text box 'Log in to Glow using your username and password' to this dropdown. Below the input fields is a checkbox labeled 'Remember my username'. A blue 'Sign in' button is below the checkbox. At the bottom, there are links for 'Forgotten your password?' and 'Need A Glow Login?'. A disclaimer states: 'Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service.' and a link for 'Find out more about Glow'.

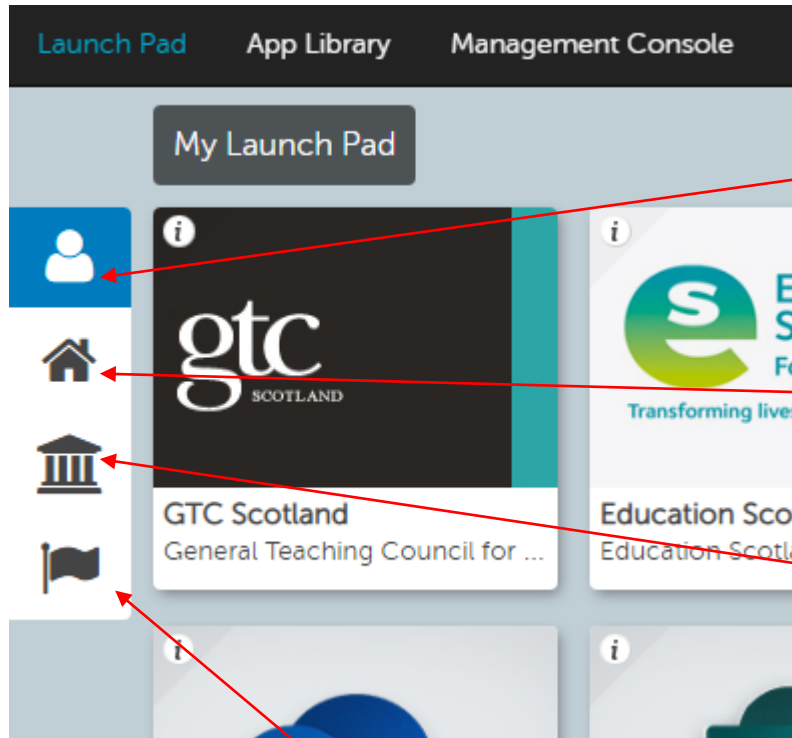
Log in to Glow using
your username and
password

Note: If you don't know
your Glow username and
password, office staff can
reset it for you.

Top Tip: Use google
chrome as your web
browser as it can save
your username and
password



Accessing 'My Launch Pad'



Click on the person icon to access 'My launch pad', which is your own personal launchpad

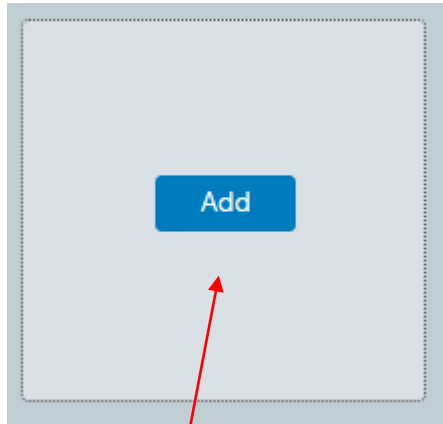
The house signifies your 'School's' Launchpad

The pantheon icon signifies your 'Authority's' launchpad

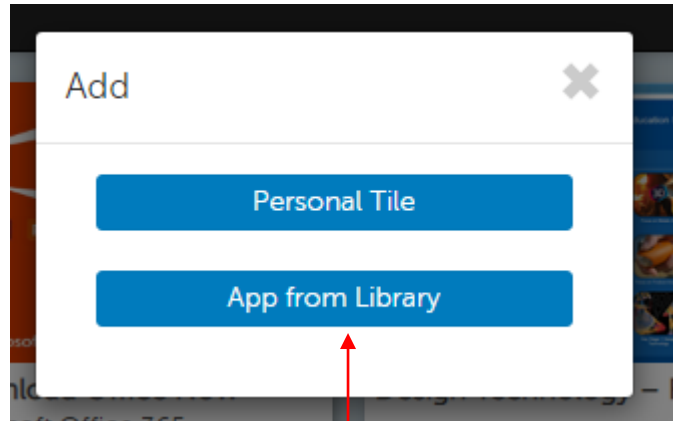
The flag signifies the 'National' launchpad



Adding Tiles to your Launchpad



Select ADD



Select App from
Library



Search for 'apps'
And add to Launch Pad

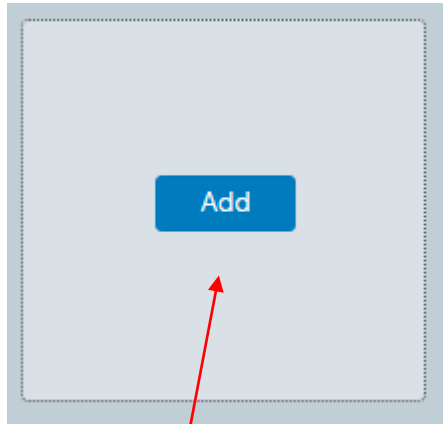


Add the following tiles to 'My Launch Pad'

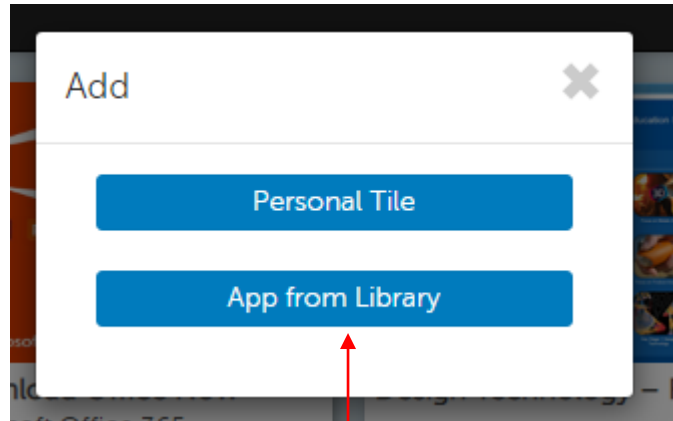
- ▶ Mail
- ▶ One Drive
- ▶ Microsoft Teams
- ▶ Office 365 Home



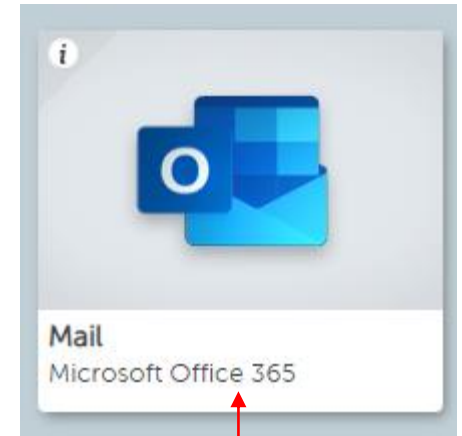
Accessing Emails



Select ADD



Select App from
Library



Search for 'Outlook'
And add to Launch Pad

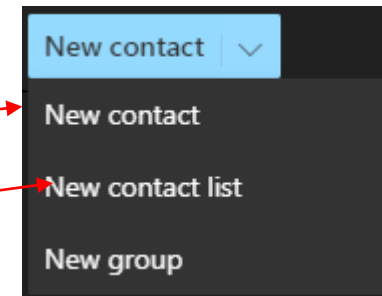
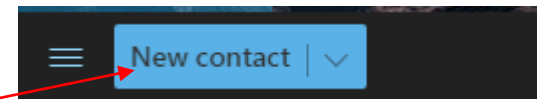


Using the People Tab

You can access the people tab by selecting this icon



To create a new contact or contact list select 'new contact', then select 'new contact' or 'new contact list'. By selecting 'new group' you will create a group



Top Tip: Accepting events on group Calendars will automatically add them to your own personal calendar and you will receive notifications (top right of your window)



Creating A New Contact

To create a new contact you can enter the following:

- A picture
- First and surname
- Email address
- Phone number
- Company
- Notes

You can add more detail to your contact by selecting 'Add more'.

This includes nicknames, address, etc.

The screenshot shows the 'New contact' form with the following fields and sections:

- First name** (text input)
- Surname** (text input)
- Contact information**
 - Email address** (text input)
 - Device number** (text input)
- Work**
 - Company** (text input)
- Notes**
 - Add notes** (text input)
- Create** (button)
- Discard** (button)
- + Add more** (dropdown menu)

The dropdown menu is open, showing the following options:

- Email address
- Chat
- Name >
- Phone >
- Work >
- Address >** (selected)
 - Home
 - Business
- Other >
- + Add more** (dropdown menu)
- Other

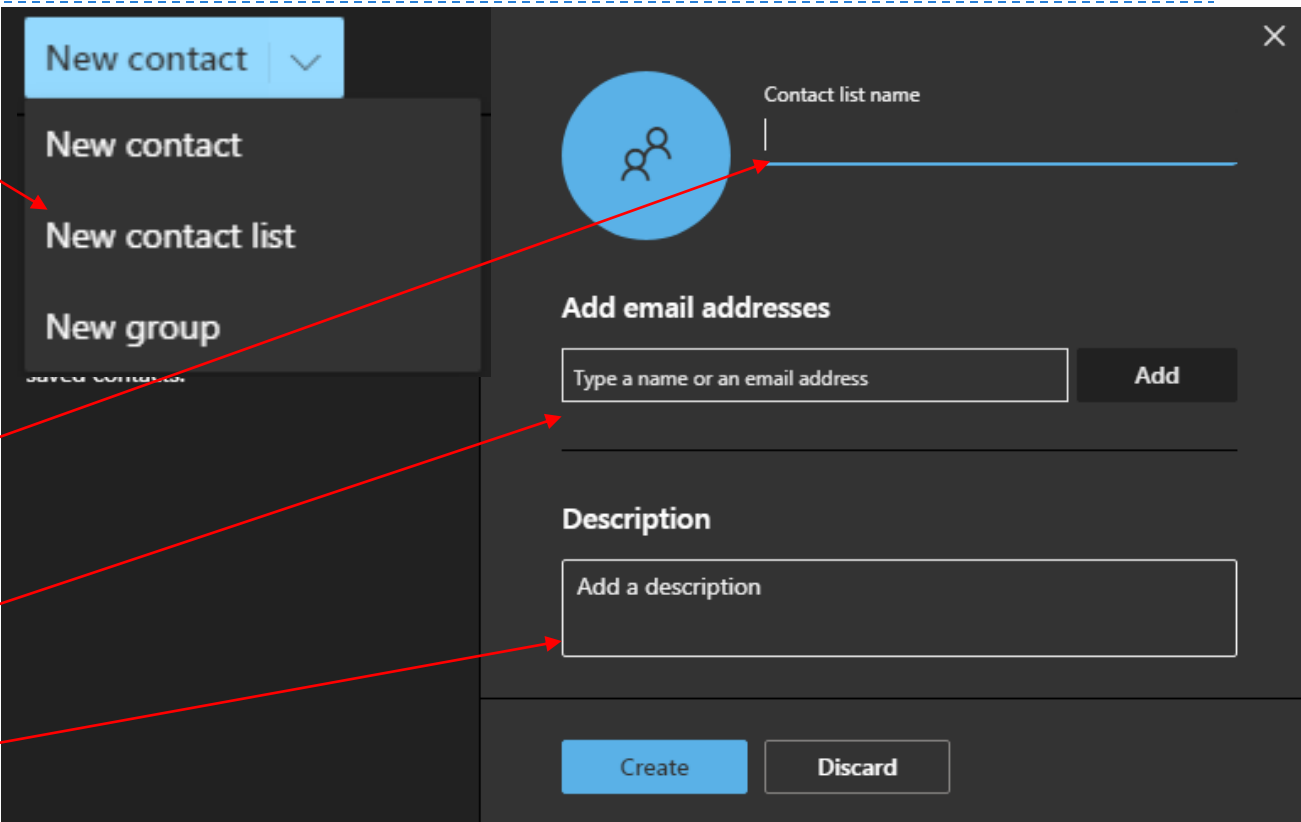
Creating A New Contact List

To create a new contact list

Enter a name for your contact list.

Add their email addresses

Add a description

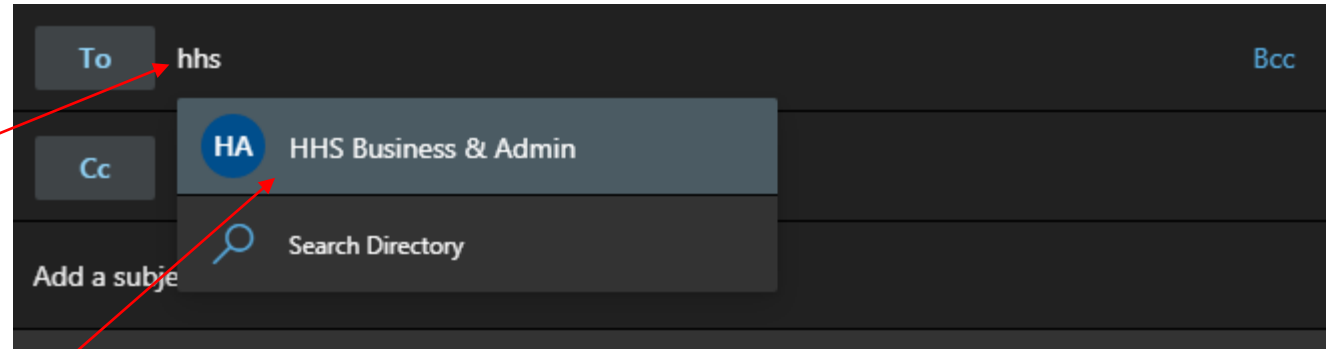


The screenshot shows a dark-themed user interface for creating a new contact list. On the left, a sidebar menu has a 'New contact' button highlighted in blue. A dropdown menu is open below it, showing three options: 'New contact', 'New contact list' (which is selected), and 'New group'. The main area on the right is a form titled 'New contact list' (implied by the context). It features a blue circular icon with two white figures. Below the icon is a text input field labeled 'Contact list name'. Further down is a section titled 'Add email addresses' containing a text input field labeled 'Type a name or an email address' and a blue 'Add' button. Below that is a section titled 'Description' with a large text input field labeled 'Add a description'. At the bottom of the form are two buttons: a blue 'Create' button and a grey 'Discard' button. Four red arrows originate from text boxes on the left and point to specific elements in the form: the first points to the 'New contact list' option in the dropdown, the second points to the 'Contact list name' input field, the third points to the 'Add' button in the email addresses section, and the fourth points to the 'Add a description' input field.

Top Tip: Create a contact list for the individual departments or your classes. For example HHS Technical. This will save you time rather than typing individual email addresses.

Sending An Email To A Contact List

When composing an email, search for the name of your contact list.



The screenshot shows an email composition window with a dark theme. The 'To' field contains 'hhs'. Below it, the 'Cc' field is empty. A search bar with a magnifying glass icon and the text 'Search Directory' is visible. A dropdown menu is open, showing a contact list entry with a blue circular icon containing 'HA' and the text 'HHS Business & Admin'. A red arrow points from the text 'search for the name of your contact list' to the search bar. Another red arrow points from the text 'select the list from your list of contacts' to the contact list entry.

You should be able to select the list from your list of contacts

Top Tip: Create a contact list for the individual departments or your classes at the start of the year. If staff or young people are no longer needed in your contact list you can go back to it and edit.

