



@MRTAIT1



# Microsoft Teams

How to create a Microsoft team – The basics



KINDNESS



AMBITION



INTEGRITY



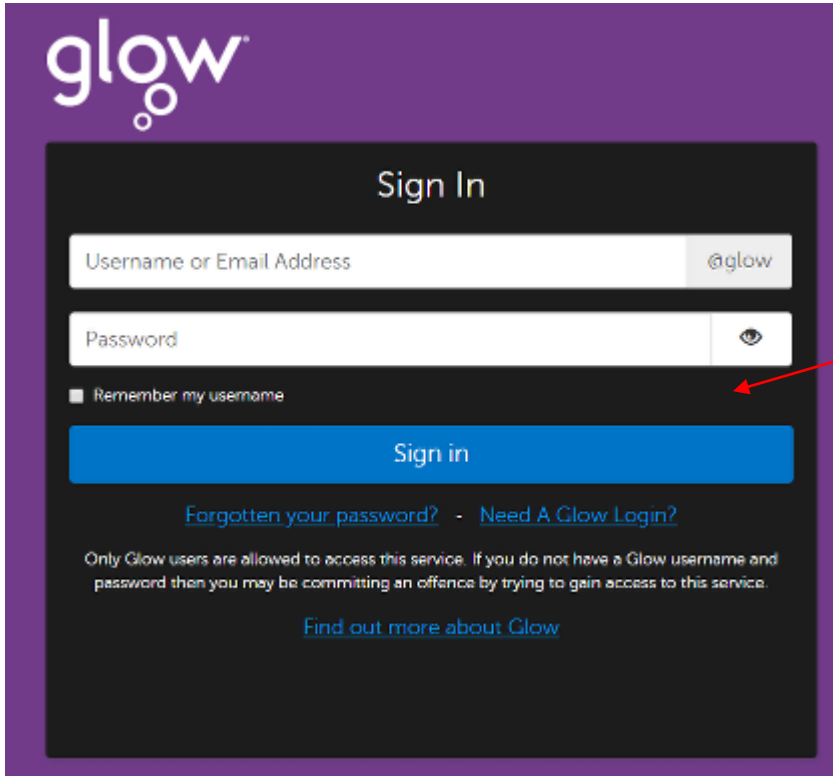
RESILIENCE



RESPECT

# Step 1 – Log in to glow

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A screenshot of the Glow Sign In page. The page has a purple header with the 'glow' logo. Below the header is a black sign-in box. Inside the box, there are two input fields: 'Username or Email Address' with a '@glow' placeholder and 'Password' with an eye icon. Below the password field is a checkbox labeled 'Remember my username'. A blue 'Sign in' button is below the checkbox. At the bottom of the sign-in box, there are links for 'Forgotten your password?' and 'Need A Glow Login?'. Below the sign-in box, there is a disclaimer: '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 'Find out more about Glow'.

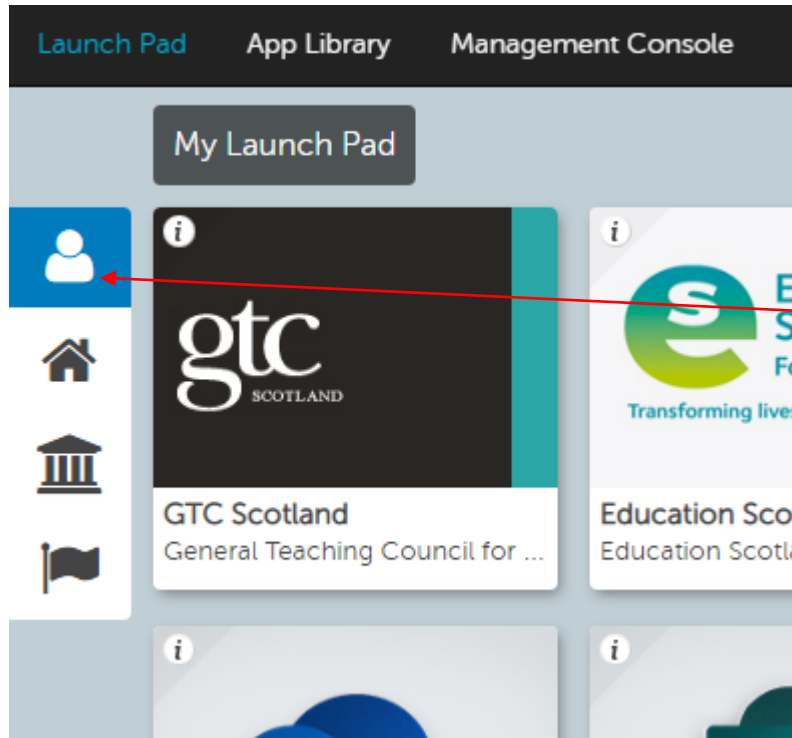
Log in to Glow using  
your username and  
password

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



## Step 2 – Access ‘My Launch Pad’

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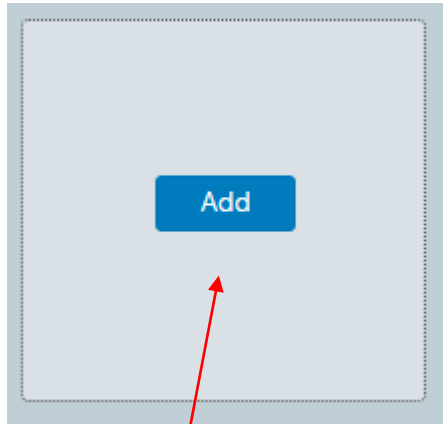


Click on the person icon  
to access my launch pad

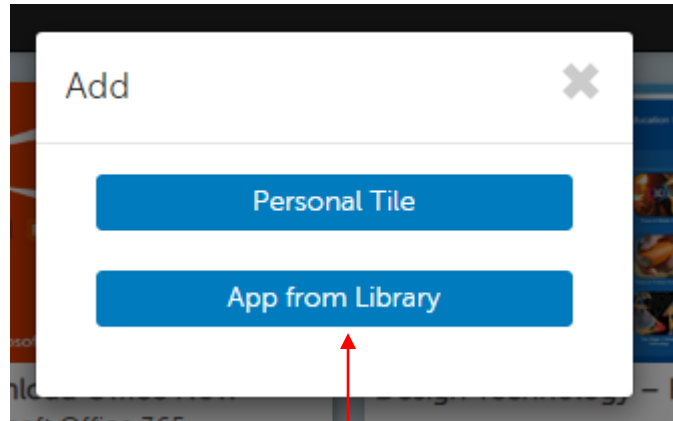


## Step 3 – Adding Teams to your Launchpad

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Select ADD



Select App from  
Library

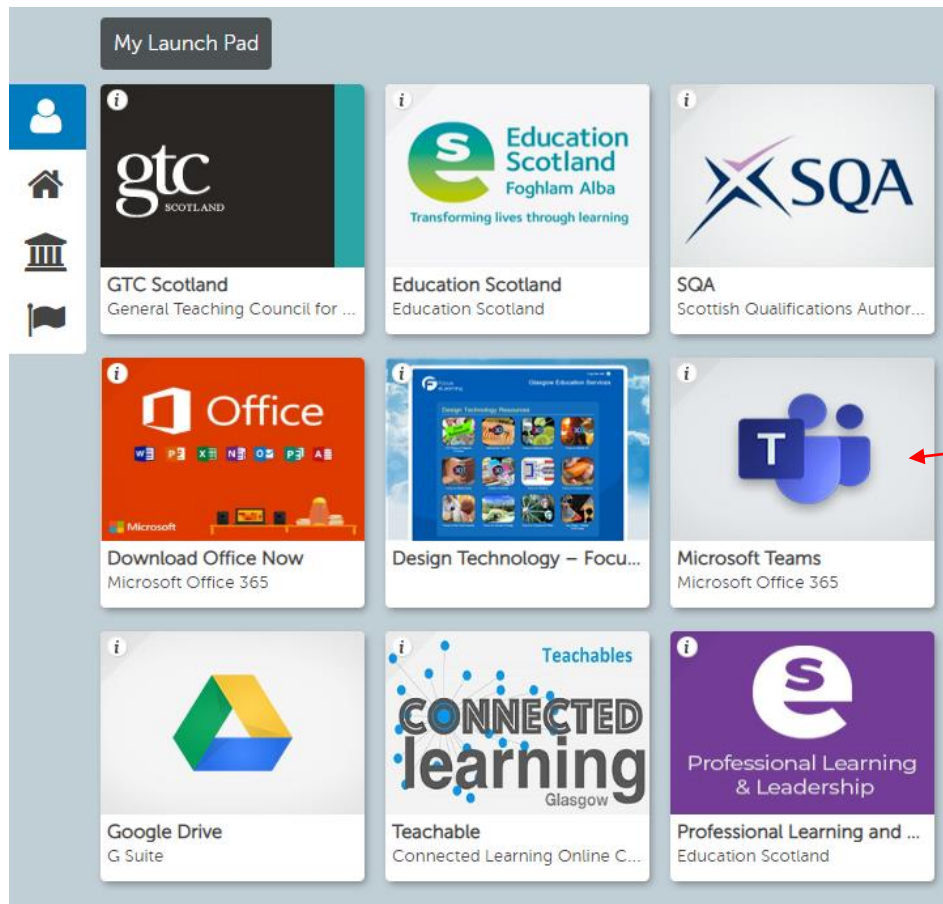


Search for 'Teams'  
And add to Launch Pad



# Step 4 – Accessing Teams Via GLOW

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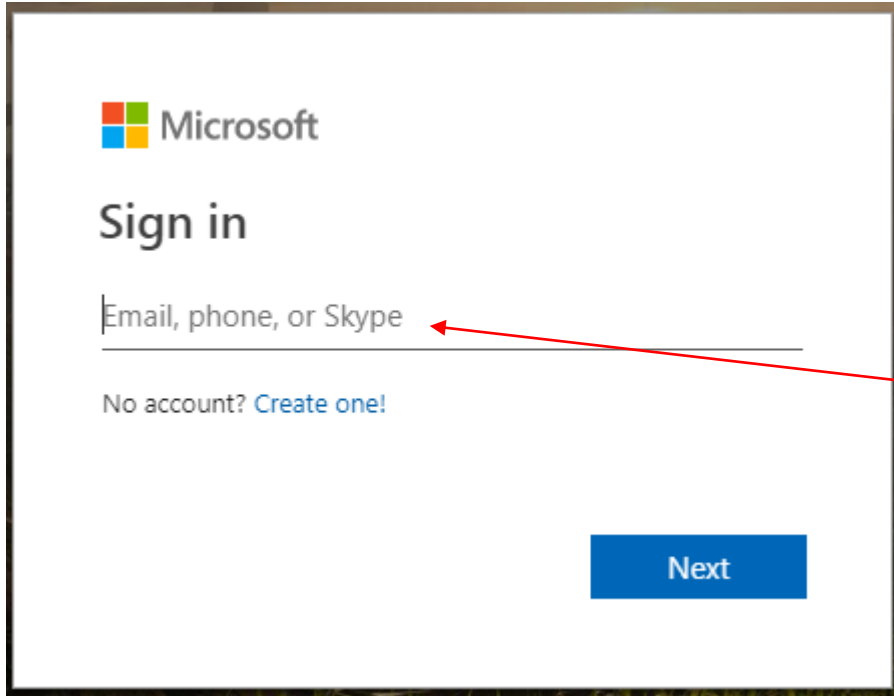


Return to your Launch Pad  
and select Teams



# Step 5 – Logging in to Teams

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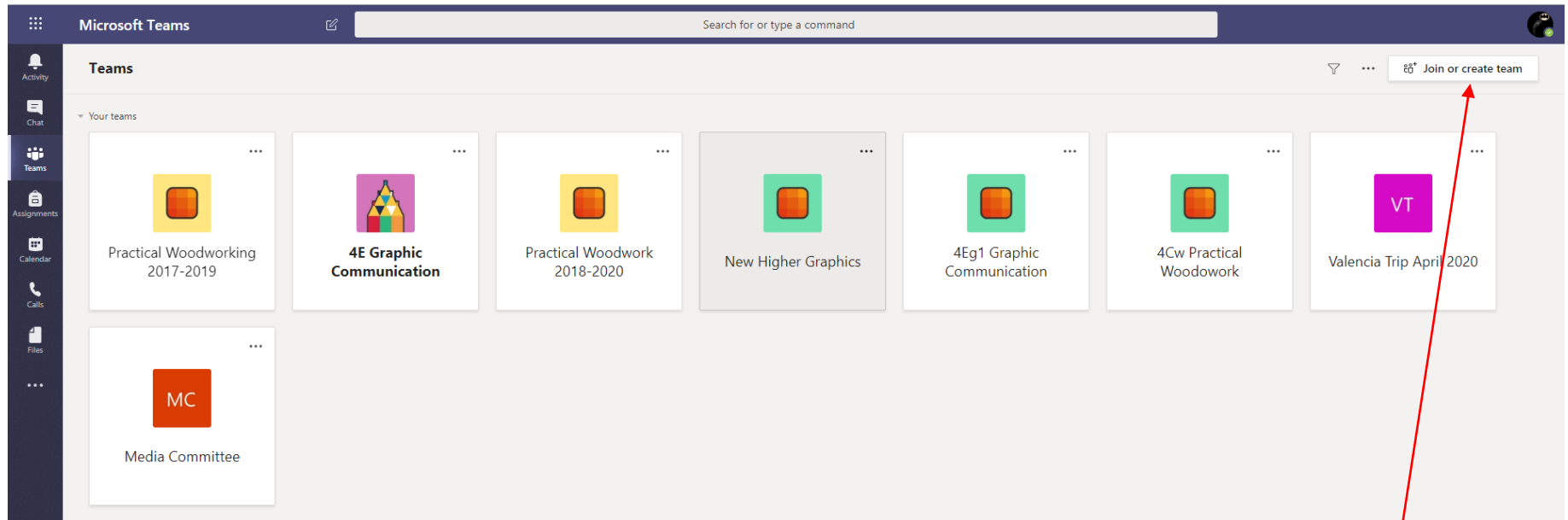
A screenshot of the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. Underneath is a text input field with the placeholder text "Email, phone, or Skype". Below the input field, there is a link that says "No account? Create one!". At the bottom right of the sign-in area is a blue button with the word "Next" in white text. A red arrow points from the text "Sign in with your Glow email address" to the input field.

Sign in with your  
Glow email address  
For Example:

**JoeBloggs@glow.sch.uk**

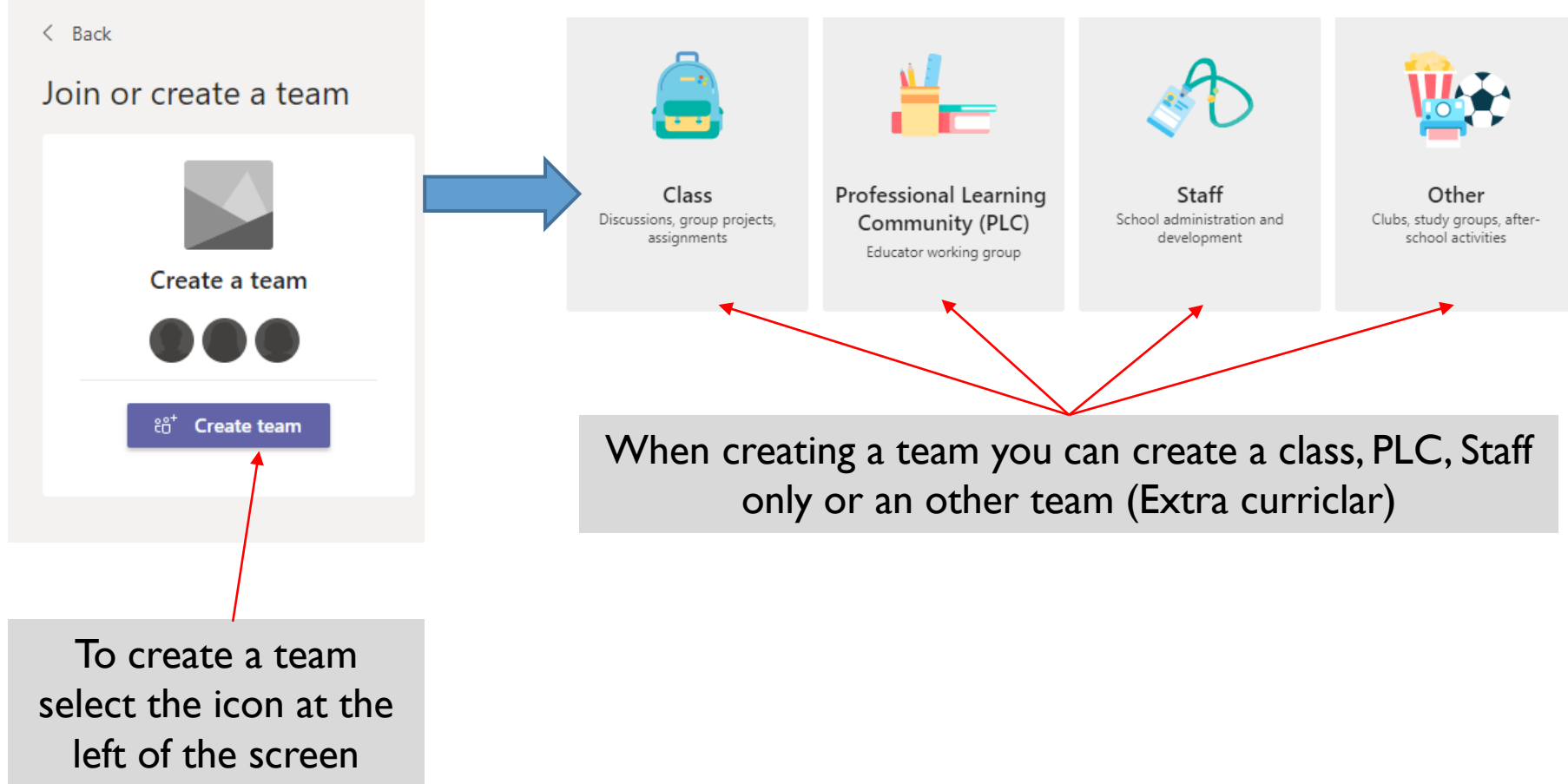


# Step 6 – Creating or Joining a Team



To join or create a team select the icon at the top right of the screen

# Step 6 – Creating or Joining a Team





# Step 8 – Conversations

The screenshot shows a chat interface with a header labeled "Conversations". Below it is a text input field with the placeholder "Start a new conversation. Type @ to mention someone." and a toolbar with icons for text, link, emoji, GIF, sticker, video, and a menu. A message from "Mr Tait" dated "06/10 18:58" contains a YouTube link and a video player for "Abstract: The Art of Design | Season 2 Trailer | Netflix - YouTube". Below the video player is a "Reply" button. Another message from "Mr Tait" dated "27/09 16:30" is a text reminder about homework, also with a "Reply" button. Red arrows point from three text boxes to the interface: one to the "Conversations" header, one to the message input area (pointing to each icon), and one to the "Reply" button of the first message. A yellow box with a red arrow points to the "Reply" button of the second message.

**Conversations**

Start a new conversation. Type @ to mention someone.

Mr Tait 06/10 18:58  
Hi all, came across this docuseries on netflix that might interest some people. Has episodes covering most aspects of design

<https://www.youtube.com/watch?v=PHXxKZkeFmc&feature=share>

**Abstract: The Art of Design | Season 2 Trailer | Netflix - YouTube**  
Abstract: The Art of Design returns to take you beyond blueprints into the art, science, and philosophy of design. From how we see the world to how we impact...  
www.youtube.com

Reply

Mr Tait 27/09 16:30  
Final reminder about the homework that is due tonight. Also, have a nice weekend

Reply

Once your team has members you can create a conversation. Select Conversations

You can post text, attachments, stickers & more

**Top Tip: post useful links or important updates in relation to your team**

# Step 9 – Files

Select the files section

Create new documents in the file section using the new option

Type	Name	Modified	Modified by	Size	
Folder (Read-only)	Class Materials		Mr Tait		...
Folder	Revision	13/05/2019	Mr Tait		...
Folder	Lessons	13/05/2019	Mr Tait		...
Folder	Past Papers	13/05/2019	Mr Tait		...
Folder	Homework Booklets	13/05/2019	Mr Tait		...
Folder	Mock Assignment	13/05/2019	Mr Tait		...
Folder	Course Notes	13/05/2019	Mr Tait		...

When using the files section you can organise the files into separate folders that the class can collaborate on, download or view through Teams.

**Top Tip:** use the class materials section to create read only files

# Step 10 – Class Notebook

Class Notebook  
uses Microsoft  
Onenote

Top Tip: read through the  
tutorial on the first page of  
the class notebook

Select the arrow  
at the top left of  
the page to  
access the  
collaboration  
space, content  
library and class  
notebooks

The screenshot shows the Microsoft OneNote interface for a Class Notebook. At the top, there are tabs for 'Conversations', 'Files', 'Class Notebook', and 'Assignments'. Below this is a purple header bar with the OneNote logo and the title '4Eg1 Graphic Communication Notebook - Saved'. The ribbon menu includes 'File', 'Home', 'Insert', 'Draw', 'View', and 'Help'. The 'Home' tab is active, showing a toolbar with various formatting and drawing tools. The main content area displays a 'Welcome to Class Notebook' message. A red arrow points from the 'Class Notebook' tab to the top left corner of the page, where a small square button with a right-pointing arrow is located. Another red arrow points from the 'Class Notebook' tab to the text 'Your OneNote Class Notebook is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.' A third red arrow points from the 'Class Notebook' tab to the text 'Each notebook is organized into three parts:'. Below this, there is a list of three parts: 1. Student Notebooks, 2. Content Library, and 3. Collaboration Space. At the bottom of the page, there is a colorful illustration of a tablet displaying a notebook page with a smiley face and a pencil.

Conversations Files **Class Notebook** Assignments +

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OneNote 4Eg1 Graphic Communication Notebook - Saved

File Home Insert Draw View Help Open in browser

Segoe UI 18 B I U A Styles Tags abc

Welcome to Class Notebook

Your **OneNote Class Notebook** is a digital notebook for the whole class to store text, images, handwritten notes, attachments, links, voice, video, and more.

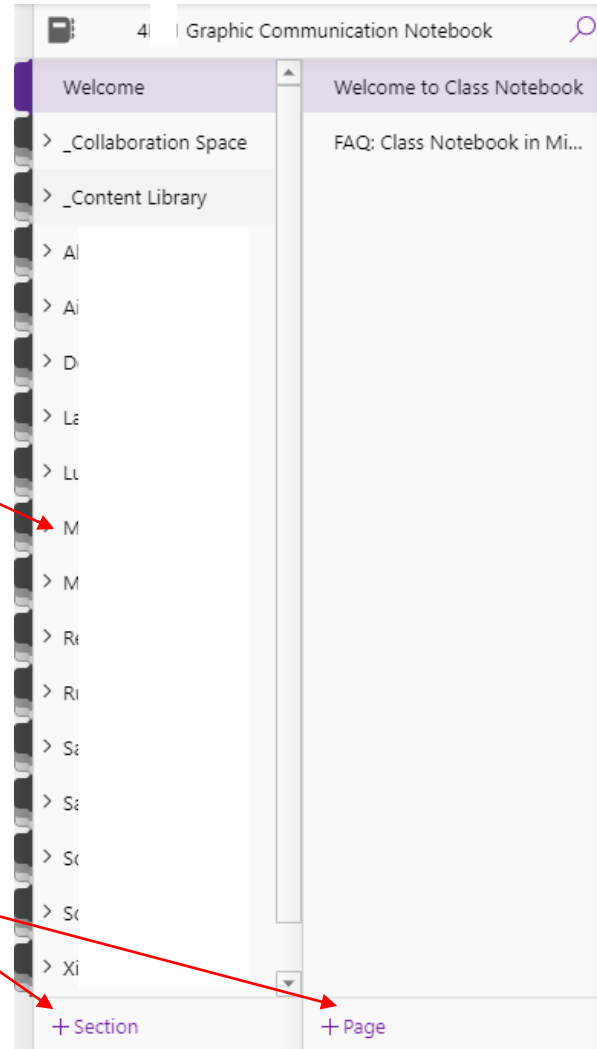
Each notebook is organized into three parts:

1. **Student Notebooks** — A private space shared between the teacher and each individual student. Teachers can access every student notebook, while students can only see their own.
2. **Content Library** — A read-only space where teachers can share handouts with students.
3. **Collaboration Space** — A space where everyone in your class can share, organize, and collaborate.

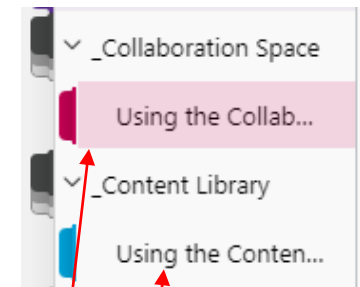
# Step 10 – Class Notebook

Each individual member of the team has their own notebook with specific sections such as class notes and homework

The owner of the team can add in sections to the class' notebooks as well as pages



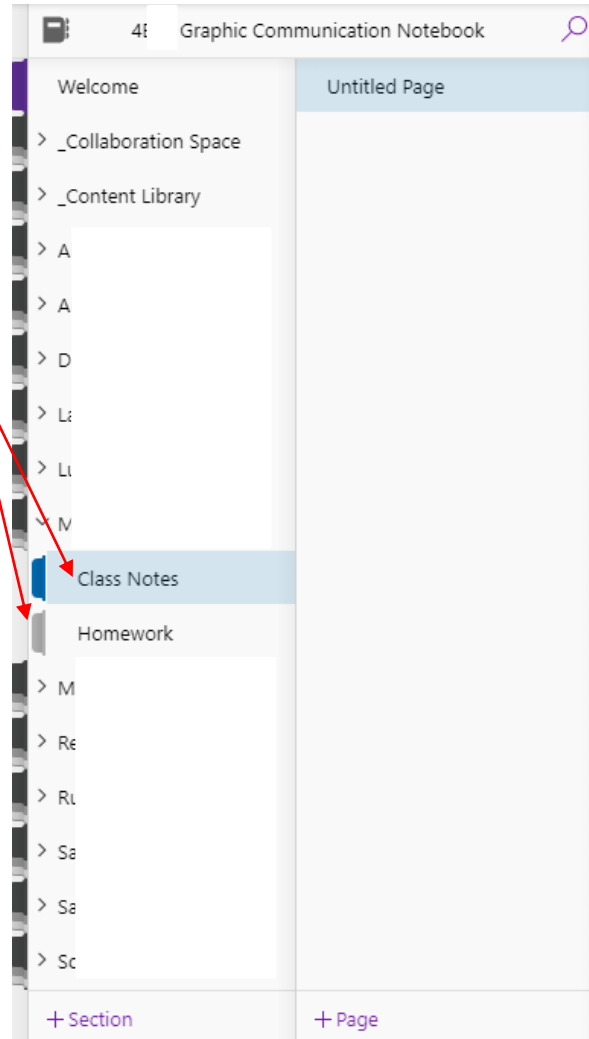
**Top Tip:** When setting up the class notebook create sections specific for your subject such as homework, class notes, revision, etc.



**Top Tip:** read through the tutorial on the first page of the collaboration space and content library.

# Step 10 – Class Notebook

The owner of the team can view and edit each individual members notebooks but the individual members can't edit or view each others notebooks



**Top Tip: Distribute Class notes, revision materials and homework through the class notebook as it 'autosaves' so that it can't be lost and accessed on mobile devices or at home.**

# Step 11 – Reviewing An Assignment

When reviewing an assignment you view who has turned in the assignment and who hasn't turned in the assignment

Top Tip: leave feedback about the assignment
















< Back Edit assignment Student view

Export to Excel Return

## Materials Homework

Due on 27 September 2019 23:59

To grade (18) Graded (0) Search students

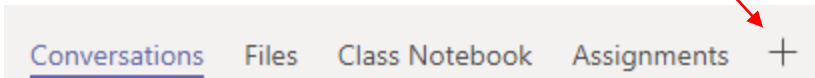
Name ▲	Status ▲	Feedback
 SA	 Viewed	
	 Viewed	
	 Turned in	
 AA	 Turned in	
 E	 Not turned in	

# Step 12 – Adding further Apps to the Team

Owners of the team can add further tabs/apps to the team by selecting the + sign

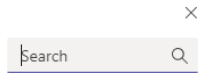
**Top Tip:** Add useful links that are frequently visited by the team members such as Youtube links

You can add key apps that are relevant to the class such as Word, PowerPoint or Excel.

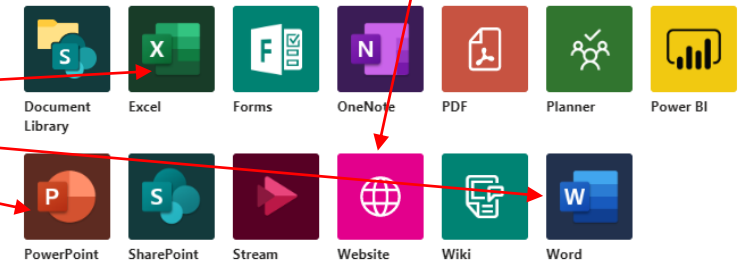


## Add a tab

Turn your favourite apps and files into tabs at the top of the channel  
[More apps](#)



### Tabs for your team



### More tabs



# Step 13 – Downloading the Teams App

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Download the Teams app from the Apple App store, Google play store or Microsoft Market.

Sign in with your  
Glow email address

For Example:

**JoeBloggs@glow.s**  
**ch.uk**

