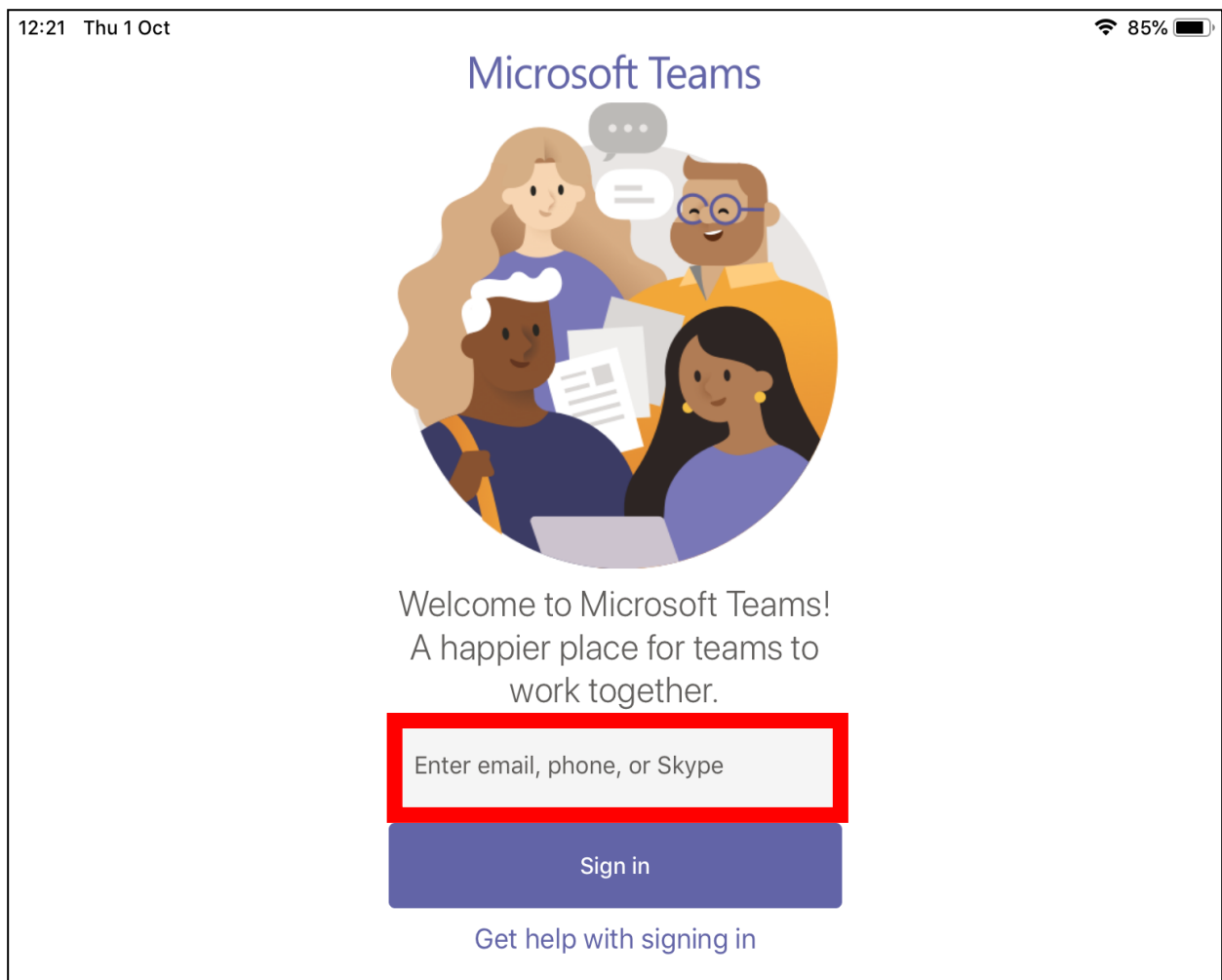


How to access your child's parents evening via Microsoft Teams

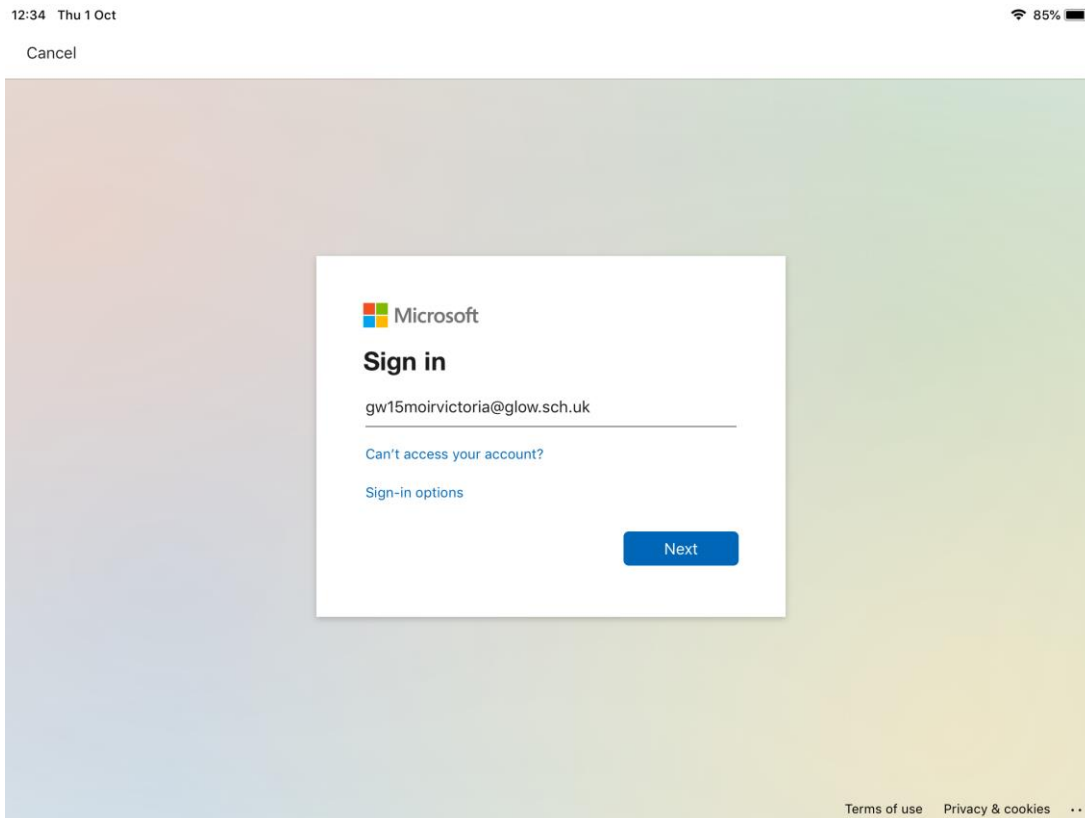
Step 1: Download Teams from your app store or log in via a computer or laptop internet browser.



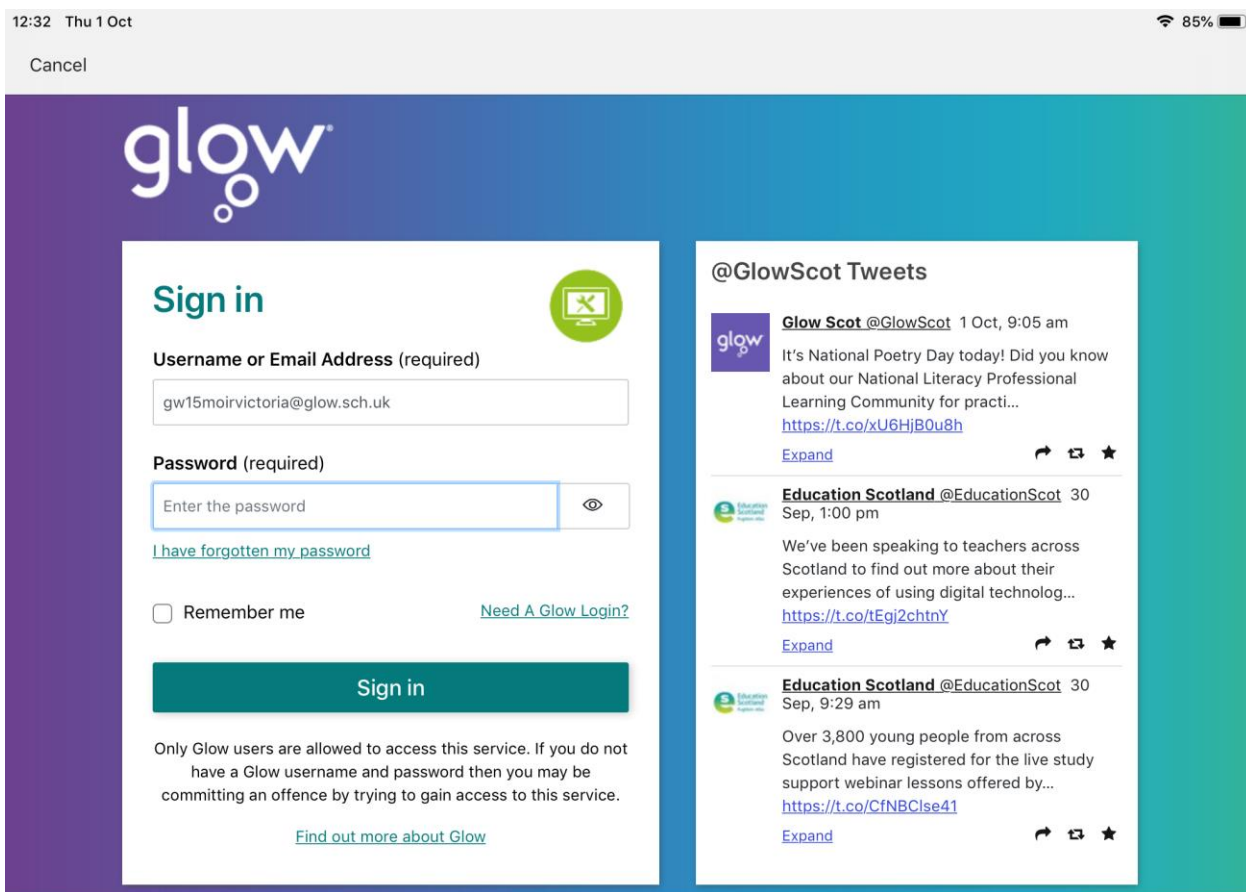
Step 2: login to Teams using your child's details. You will be taken to the set up page for Teams, this will only appear the first time you launch and set up Teams. Type in your Glow email address in the highlighted box making sure it ends with **@glow.sch.uk** Then click sign in.



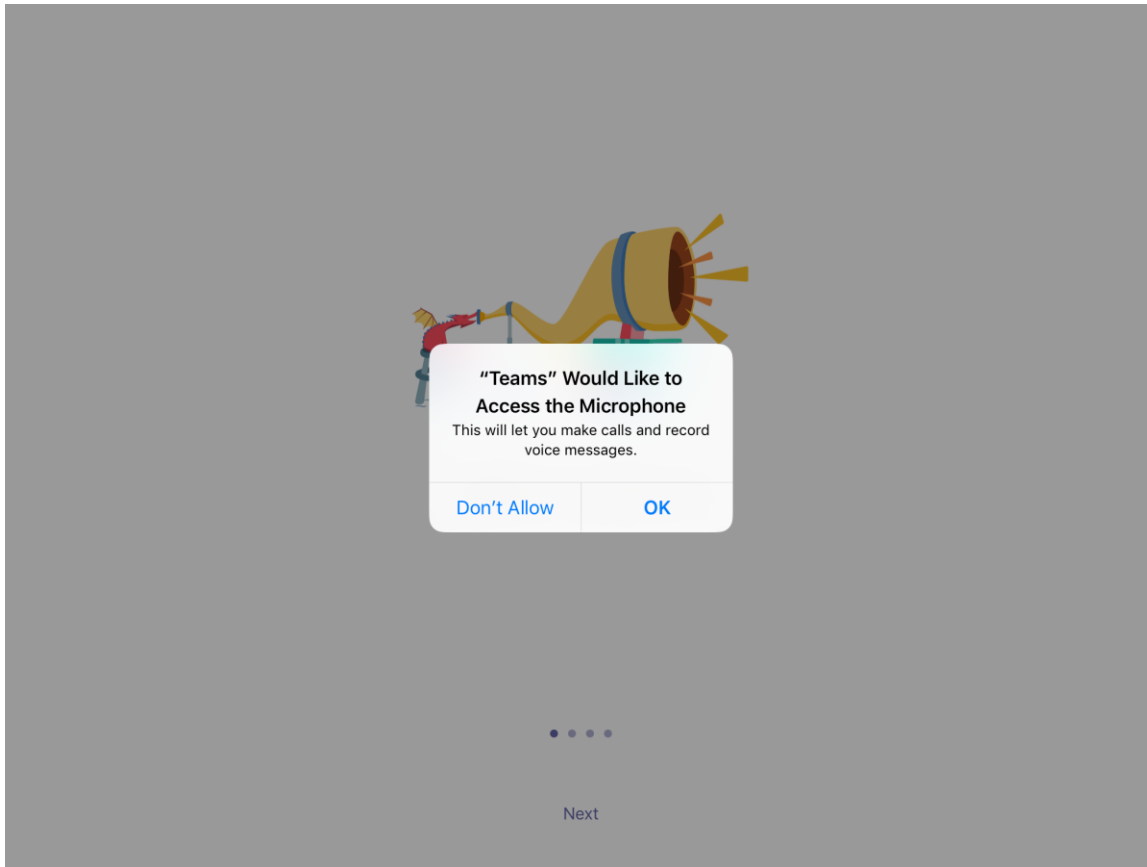
Step 3: You will then be directed to a further sign in page where you will have to re-enter you Glow email. This time please ensure it ends with **@glow.sch.uk**



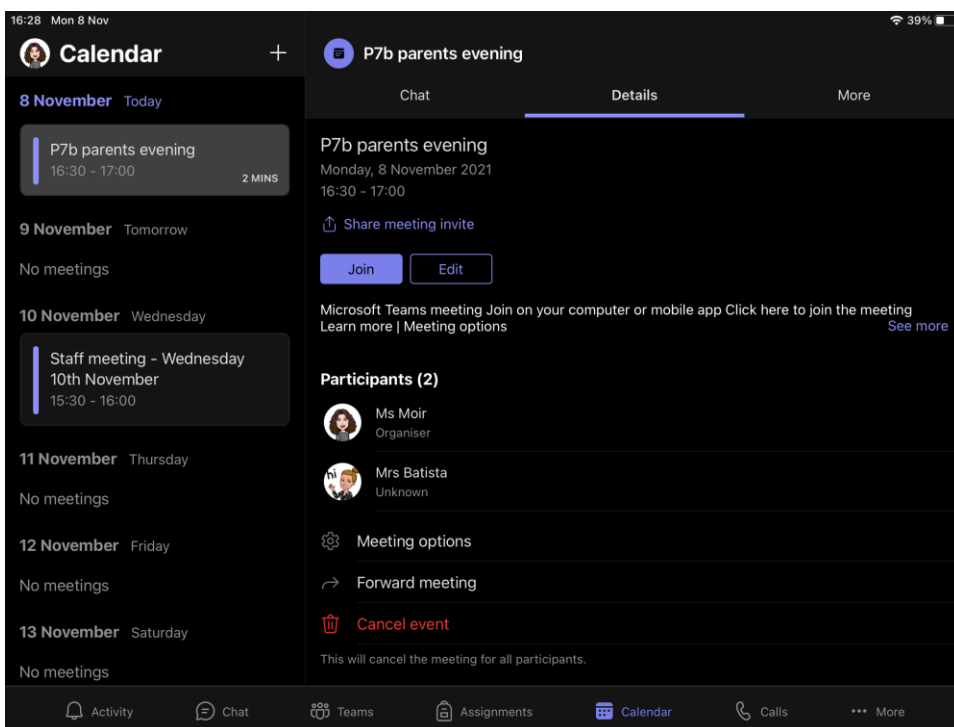
Step 4: You will then be directed to the main Glow login page where it will already have your Glow email address with **@glow.sch.uk** Please now type in your password and click on Sign In



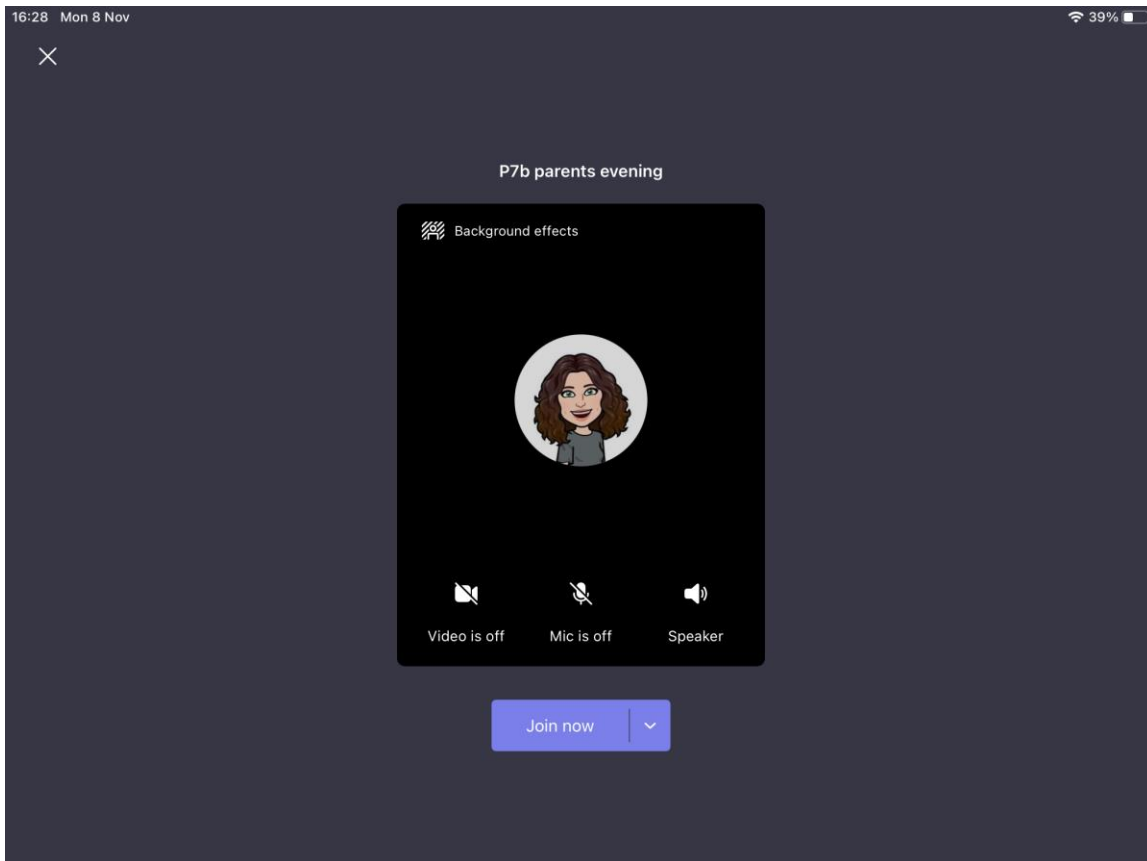
Step 5: You will now be signed in after accepting your preferences in a series of pop up boxes. Please select 'ok' to allow your microphone to be used.



Step 6: Once you have signed in, select the Calendar tab at the bottom of the screen. If you are using a smartphone it may look a little different but the Calendar button should still be at the bottom of your screen. Your parents evening meeting should then be on the left hand side. To join the meeting select 'Join'



Step 7: You will be asked if you wish to have your video and microphone, you can choose this option before you join the call.



Step 8: Once you are on the call, you can unmute, turn your video on and off all through the tool bar at the bottom of the screen. Once the meeting has ended you can press the red button to leave the call.

