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**

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ancel		
	Microsoft	
	INICIOSOT	
	Sign in	
	gw15moirvictoria@glow.sch.uk	
	Can't access your account?	
	Sign-in options	
	Next	
	Terms of	use Privacy & cookies

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 it 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'**

16:28 Mon 8 Nov			
🚯 Calendar 🛛 🕂 +	P7b parents evening		
8 November Today	Chat	Details	More
P7b parents evening 16:30 - 17:00 2 MINS	P7b parents evening Monday, 8 November 2021 16:30 - 17:00		
9 November Tomorrow			
No meetings	Join Edit		
10 November Wednesday	Microsoft Teams meeting Join o Learn more Meeting options	n your computer or mobile app Cli	ick here to join the meeting See more
Staff meeting - Wednesday 10th November 15:30 - 16:00	Participants (2)		
11 November Thursday	Mrs Batista		
No meetings	Unknown		
12 November Friday	Meeting options		
No meetings	ightarrow Forward meeting		
13 November Saturday	Cancel event		
No meetings	This will cancel the meeting for all p	articipants.	
💭 Activity 🕞 Chat	📸 Teams 🛱 Assignment	ts 🔛 Calendar 🤇	Calls ••• More

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.

