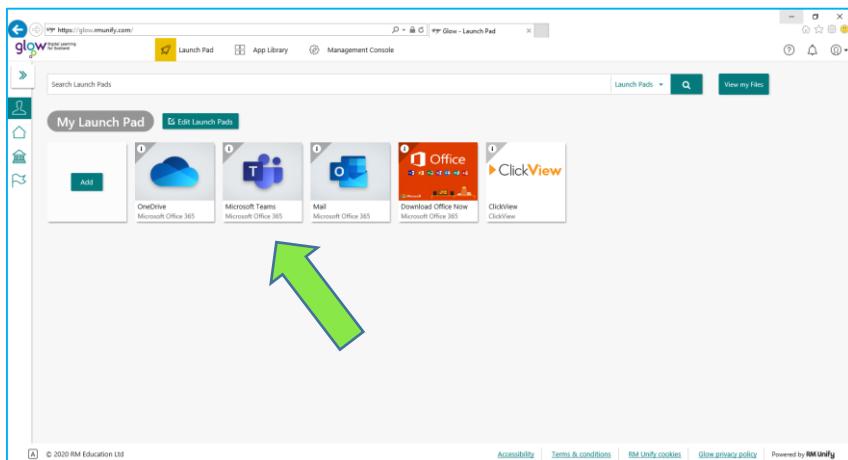


How to login and navigate Teams via a computer or laptop.



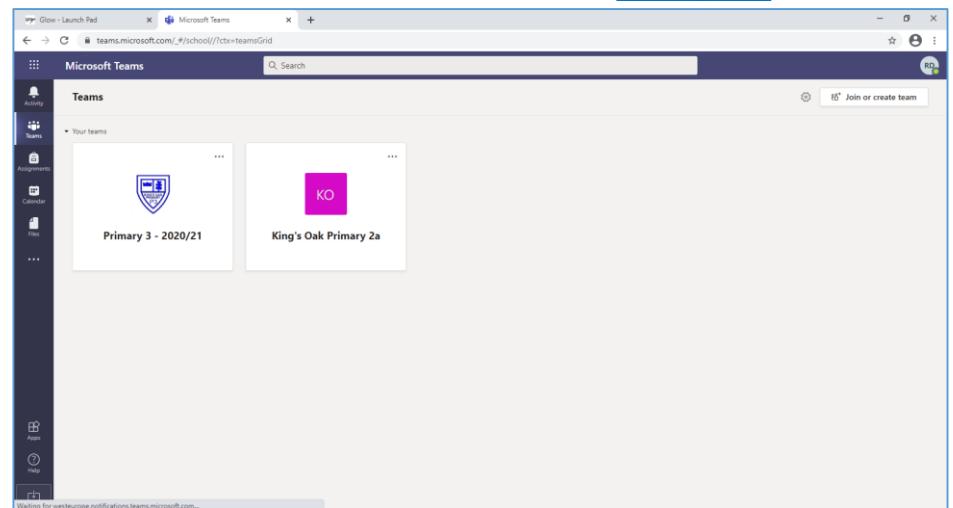
Image 1



Steps

1. Login to Glow. If you require help, Please see the 'How to login to glow instructions.
2. Download the teams app/ tile. If you require help, please see the 'Adding a tile to glow' instructions. Click on the teams app as shown in [Image 1](#).

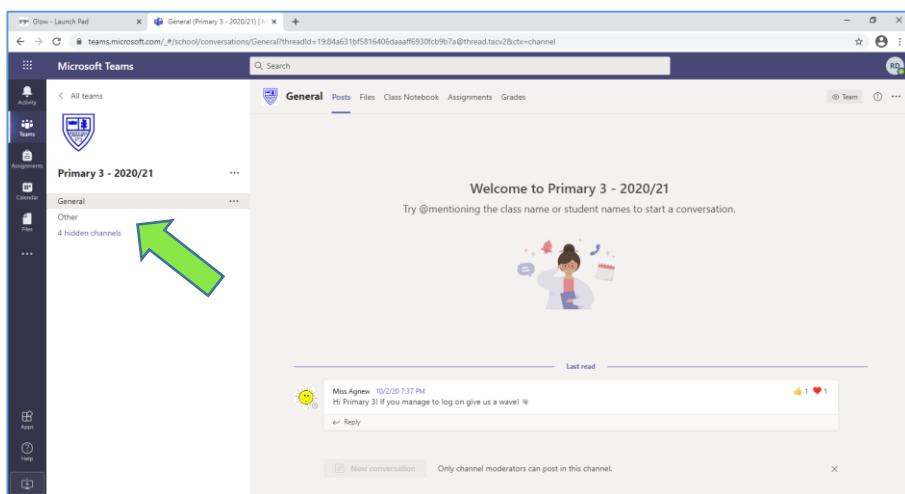
Image 2



Steps

3. Click on the team and Primary that you are wanting to join, for example in [Image 2](#) you should click on Primary 3.

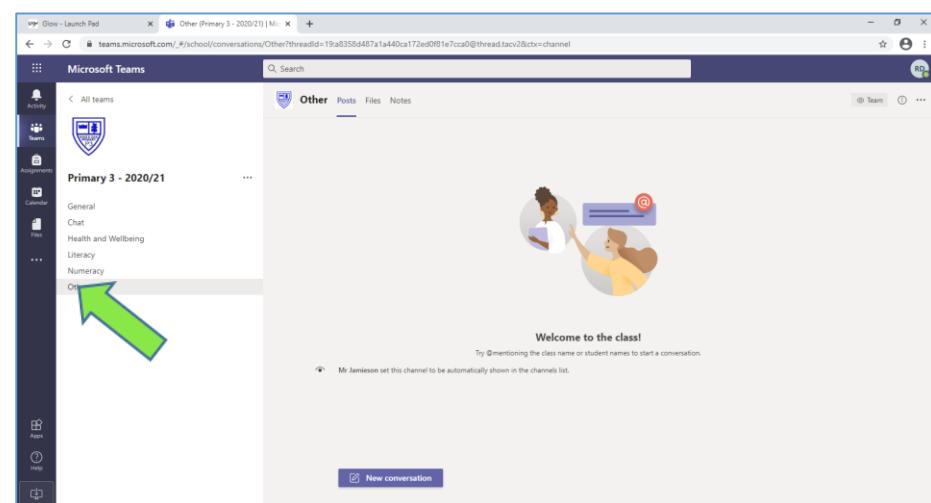
Image 3



Steps

4. Now that you are logged into the team, the channel you will normally automatically be routed to is the 'General' one. You can see from [Image 3](#) that Miss Agnew has sent a message to Primary 3.

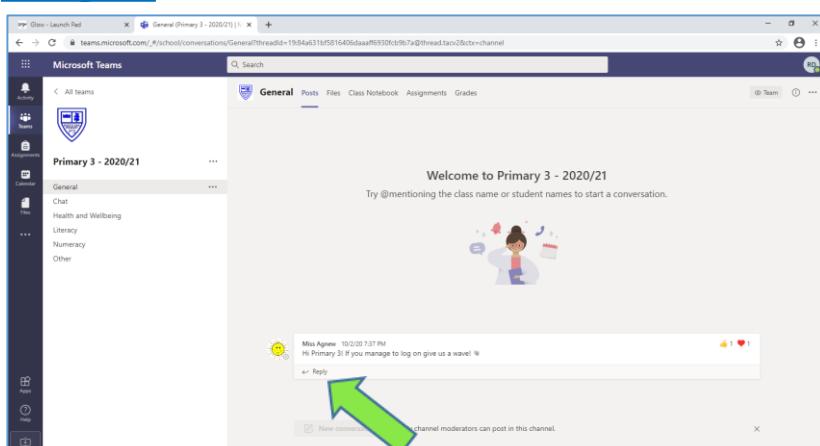
Image 4



Steps

5. In [Image 4](#) it shows the different channels within the Primary 3 team. The general channel is where the teacher will make important announcements, this should not be used for social chat. You have a 'chat' group, this is where the class can meet each other for fun and exchange messages with their friends. Please note there are different channels, eg. Health and Wellbeing.

Image 5



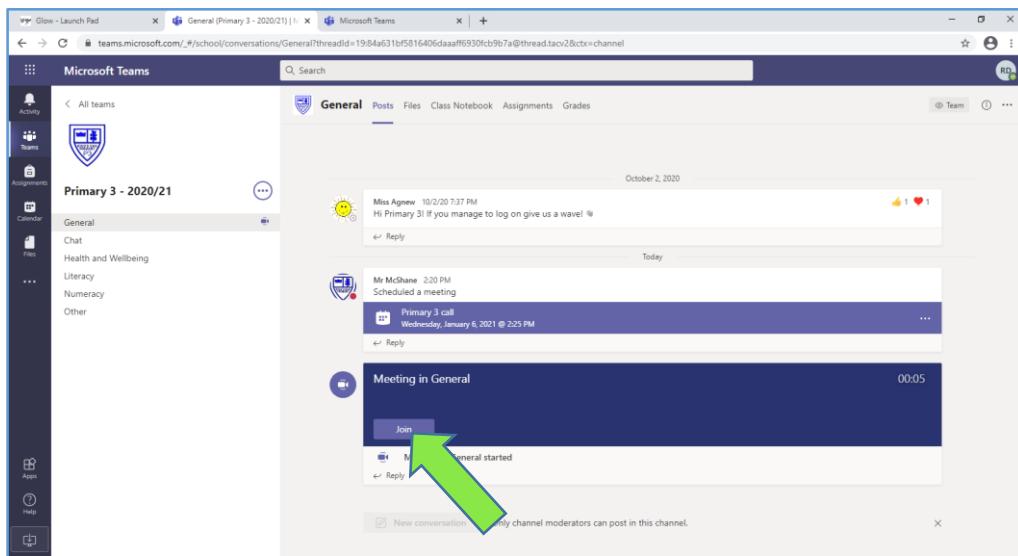
Steps

6. To reply to a message, make sure that you click 'reply' and do not create a new post. Please see [Image 5](#).

How to log onto a teams call.



Image 1



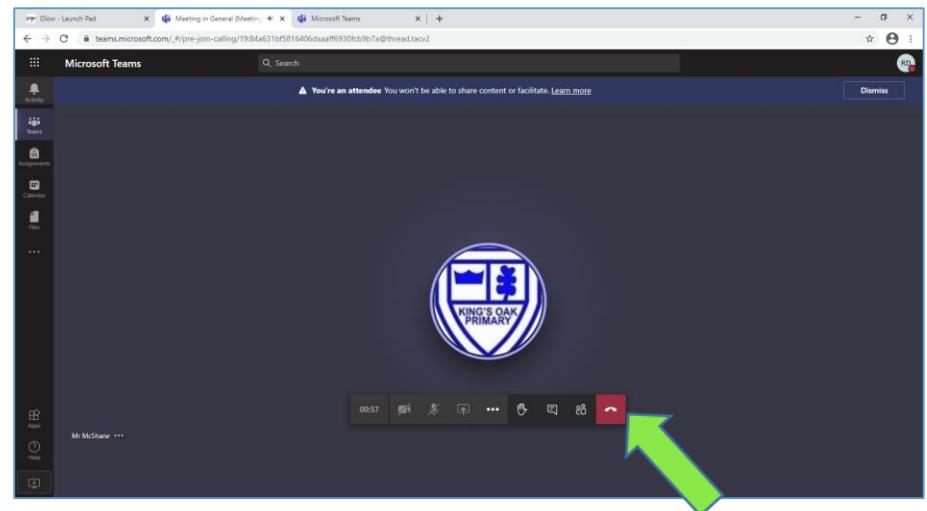
Steps

1. On the general teams channel/ tab you will see that a teacher may have scheduled a call with the class, this can be seen in [Image 1](#). You can click on the event and join a live call with the class by entering the event.
2. Similarly, you can see the Join button on [Image 1](#), this allows you to join a live chat or lesson with the class.

Steps

3. When you see a screen similar to [Image 2](#) you will be on a live call with your team/ channel. To hang up, click the red phone icon as in [Image 2](#).

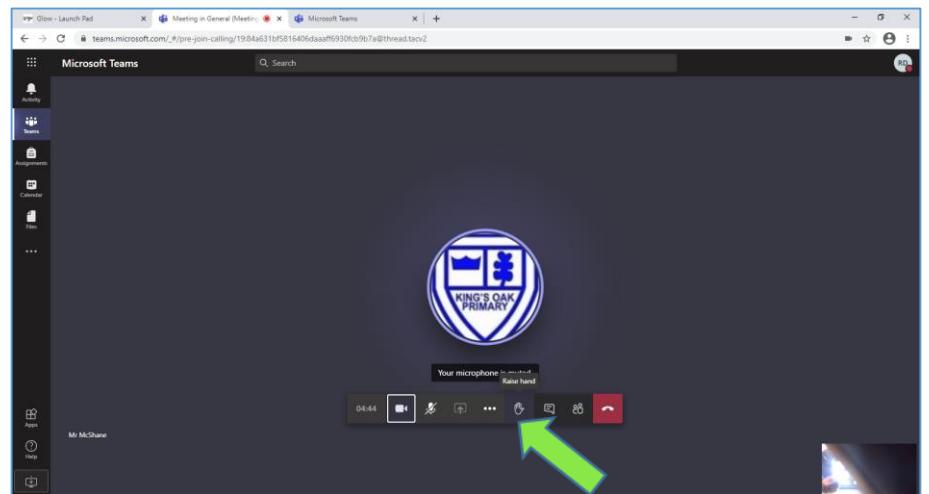
Image 2



Steps

4. Other functions that are available are the microphone mute/unmute button. While on a teams call, always keep muted unless you have been asked by the teacher to speak or answer a question. Using the camera is optional.

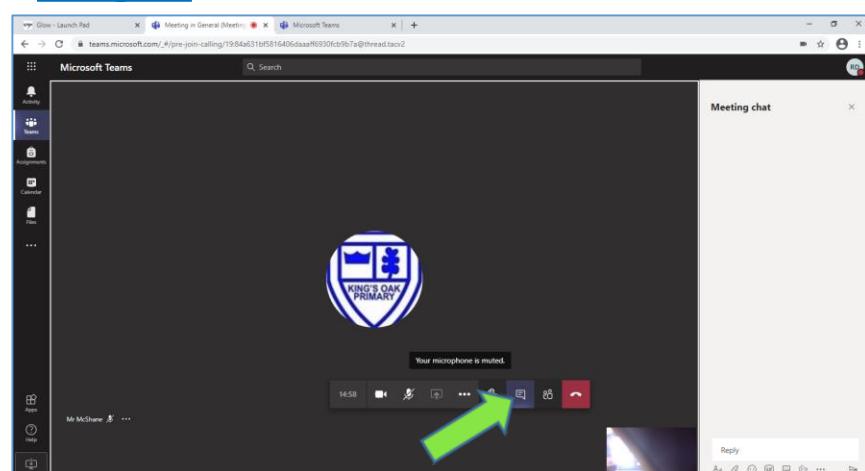
Image 4



Steps

5. 'Raise your hand' If you have a question, as shown in [Image 4](#) you can make the teacher aware if you have a question. Similarly, the teacher may ask you to raise your hand.

Image 5



Steps

6. If you need to ask a question or contact the channel during the chat you can use the 'meeting chat' function, which is shown on [Image 5](#), this is a live chat during the call and can be accessed down the right-hand side of the screen.
7. There are more functions and buttons on the screen that you may wish to explore in your own time.