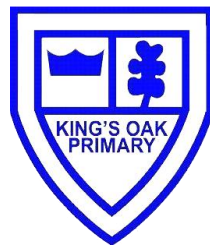
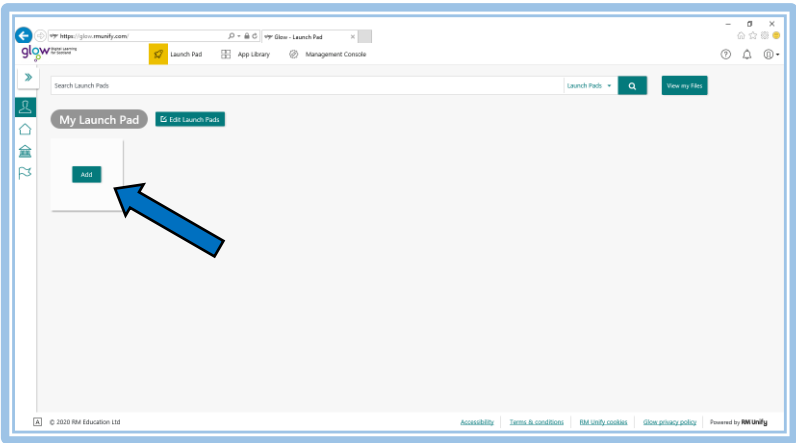


How to add a tile to Glow.

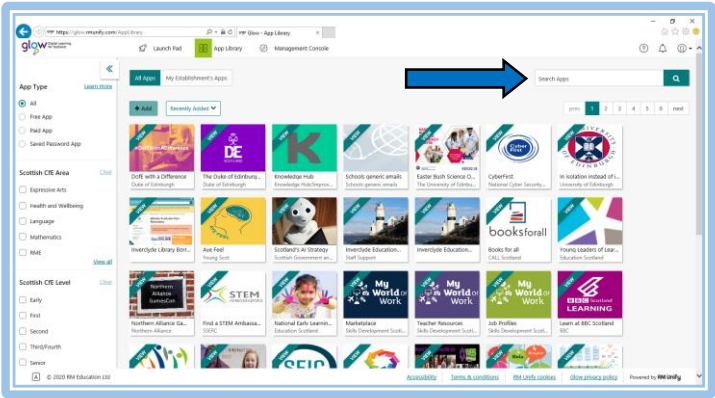
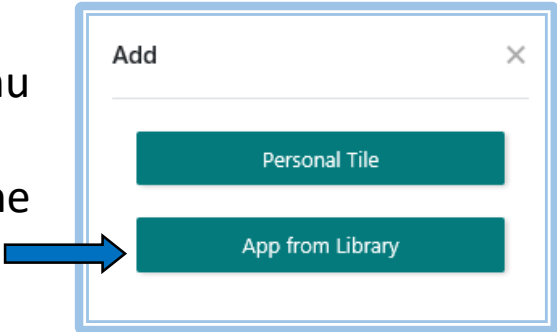


1. Log onto Glow. If you don't know how to log onto Glow, please check the “Logging onto Glow,” information sheet.
2. When you have logged onto Glow, you should be presented with the following menu.

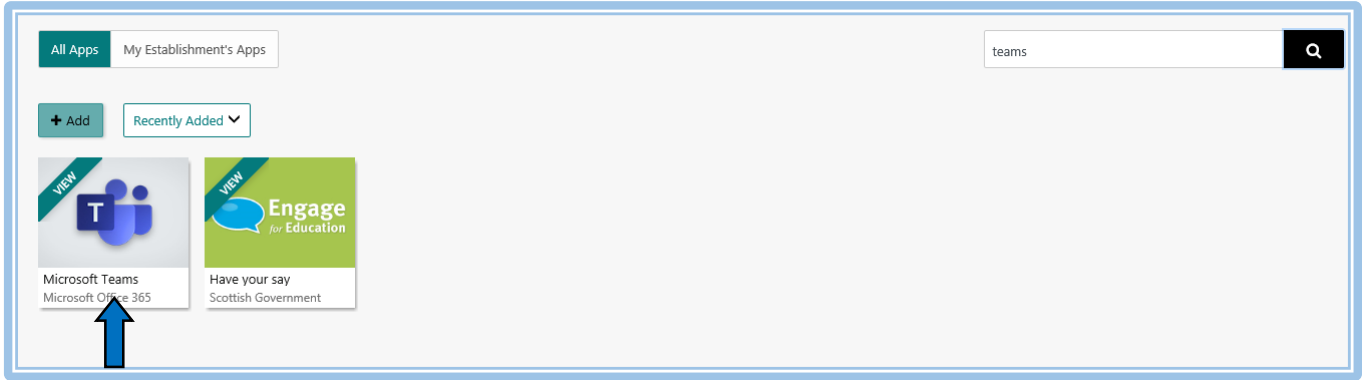


Repeat this process for each tile that you wish to add.

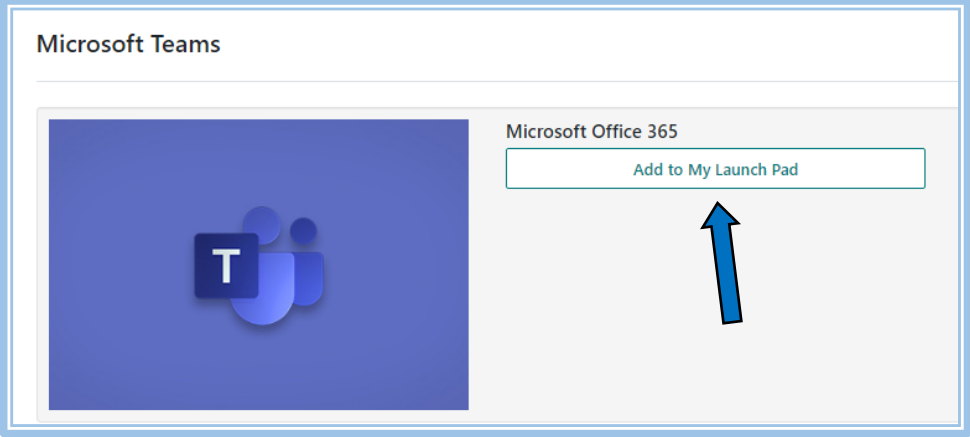
3. Click the “Add,” button. A new menu will appear.
4. Click on “App from Library.” The following screen will appear.



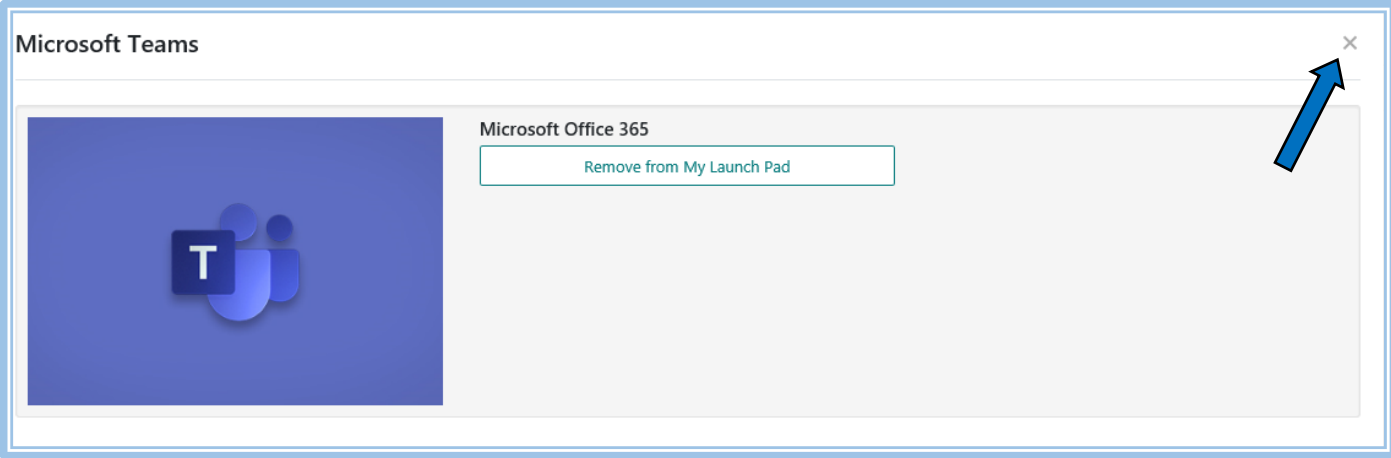
5. In the search menu type in the name of the app you wish to access. (A full list of apps required will be at the end of the document.)
6. Type in “Teams.” and press the magnifying glass.



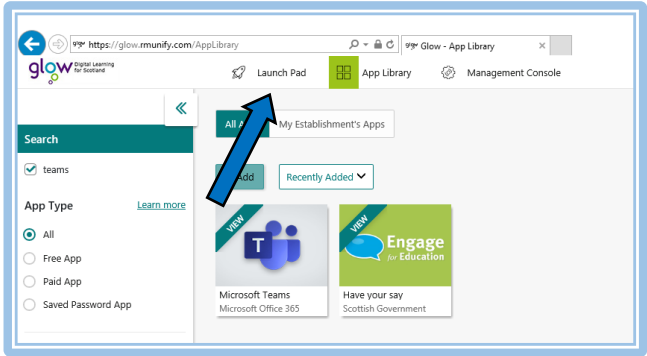
7. Click on the “Microsoft Teams,” icon.



8. Click on “Add to my Launch Pad.” It will change to say “Remove from Launch Pad.”



9. Close this window by pressing the “x,” in the corner.



9. Return to your personal “Launch Pad” by pressing the launch pad button.

Your tile will now be available every time you load glow.

Repeat this process for all of the following applications.

