

DON'T HAVE TEAMS? HOW TO GET IT

If you don't have Teams you can download the Windows desktop app from here: <https://teams.microsoft.com/downloads>

Alternatively, you can use the **web version**, which is the same as the desktop version. Log in with your Glow email address and password: <https://teams.microsoft.com>

Mac user? You can download the desktop app for Mac here (OS X 10.10+) <https://teams.microsoft.com/downloads> or use the web version.

Linux user? You will need to use the web version as there isn't a Teams app for Linux (yet).

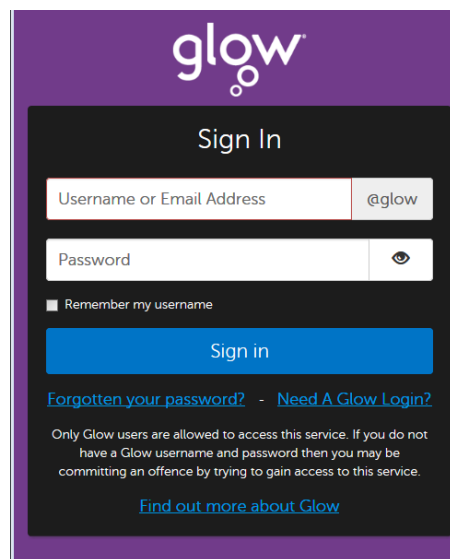
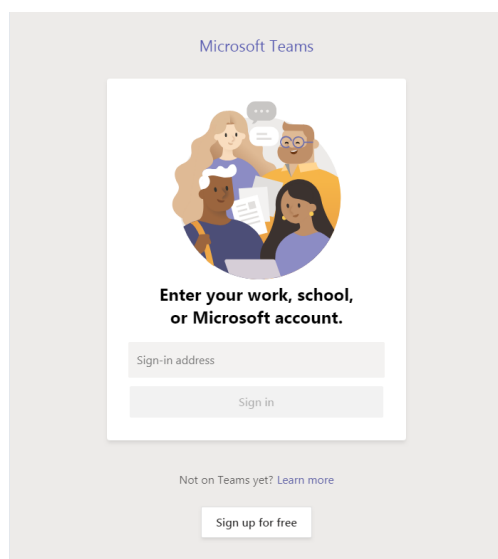
Smartphone or mobile user? You can download the Android or iOS client from your Store (search for Microsoft Teams). The app requires at least Android 4.4 or IOS 10.0. It is not available for Windows phones. Log in with your Glow email address and password.

SIGN IN

Once Teams has downloaded and installed, you will prompted to sign in.

To sign in, put in your Glow email address at the Teams prompt including @glow.sch.uk. As you have used a Glow email address, Teams will take you to the RMUnify log in page where your email address will be prefilled, so complete the log in with your Glow password.

The screenshots below show the log in process.

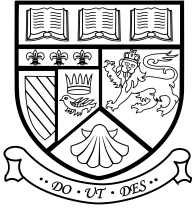


TEAMS NAVIGATION

This is a link to an interactive demo (5 minutes) which will take you round the main features of Teams: [Microsoft Teams demo](#)

FIND A TEAM

Here are some Keith Grammar School Teams to get you started.



Getting started with teams - a place to ask questions.



School News Feed - Get the latest info from KGS.

START USING TEAMS

Now you have Teams, here are a few things to try straight away. The links will take you to "How To" the Microsoft website.

Chat with anyone: [Chat and Share Files in Teams](#)

Have a Team meeting: [Schedule a Team meeting](#)

Set up meetings in Teams from Outlook: [Schedule a Teams Meeting from Outlook](#)

Instead of sending emails, chat to a group of people in Teams: [Use @mentions in Teams](#)

Collaborate on a document: [Share your screen in Teams](#)

Do a presentation: [Show your screen during a teams meeting](#)

Make a call to a colleague: [Making a call from chat](#)