

PARENT GUIDE - SETTING UP GLOW

This is a step by step. Guide to setting up your Glow Account to save documents as an alternative to using a flash/pen drive or on to the Network Workgroup.

You can share files with other members of your department and with students, such as worksheets and homework.

Using OneDrive(My Site) on Glow used to be really clunky and slow, but now it is really fast and you can also add the app to your smartphone or tablet on both android and IOS(Apple) for free.

Step One:

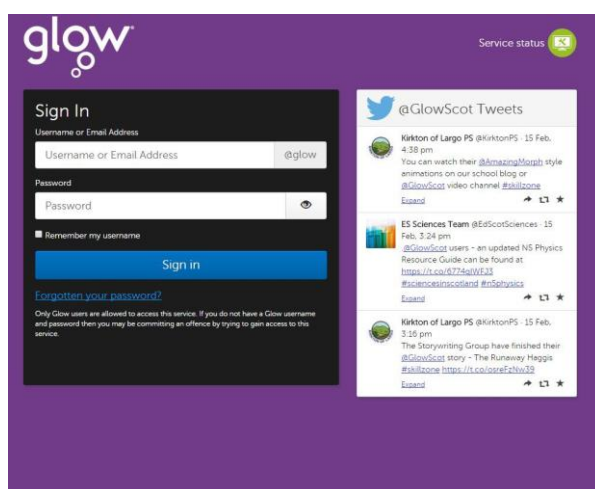
On the Internet, using Google Chrome or Internet Explorer, find the Glow site using the search engine and type GLOW SCOTLAND

The web address is

<https://glow.rmunify.com>

Step Two:

This is the sign in screen. If you have a password already, type it in.



If you do not have a password, type in glow, followed by the space bar, glow (glow space glow)

You can then change your password to a memorable one.

The format for this suggested by the Moray Council is

Glow (hit the space bar) then the username you have for the network (Not the password)

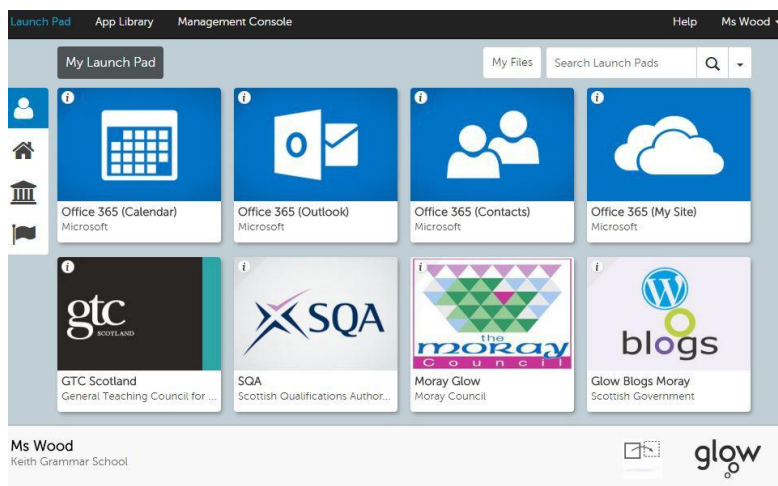
EXAMPLE:

Jennifer McKenzie's username for the network is MckenJ1

So her GLOW password will be glow (space) mckenj1

Step Three:

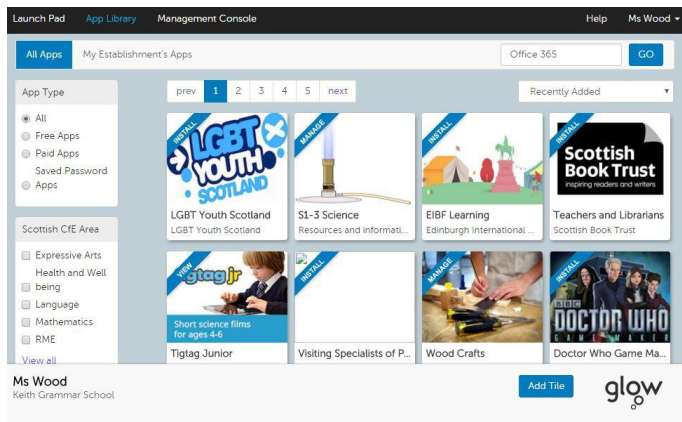
Now you have logged you will have this screen or similar, because all your old Glow stuff has been transferred over.



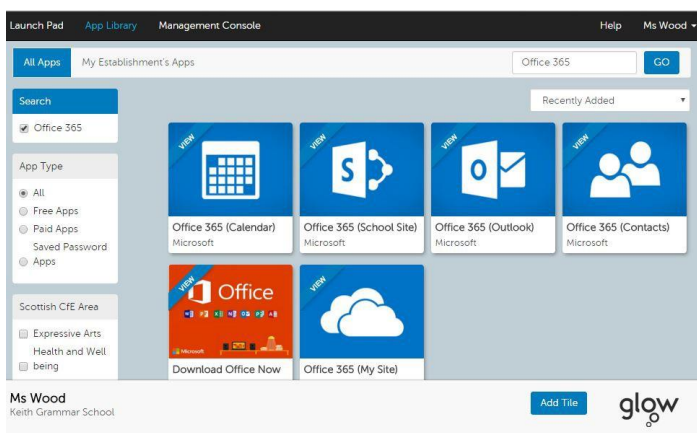
This is your Launchpad

If you do not have the OneDrive(My Site) on your Launchpad, click on the toolbar App Library

The screen below will come up. Type Office 365 in the search box.

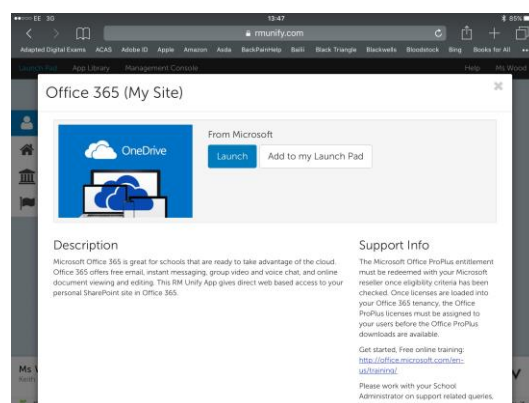


Then the screen below will come up

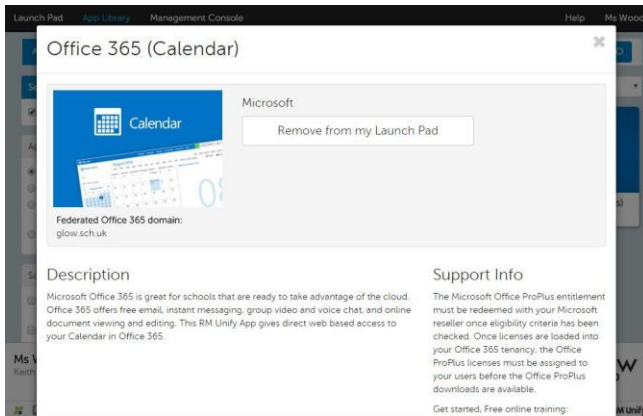


Click on the Office 365 (My Site)

The screen below will come up.



Click add to my launch pad and this will appear



The click on the X on the top right hand corner and this will take you back to your Launchpad, where all the apps are stored and you will be able to begin using your One Drive to store and share files.

You can repeat this process for any other apps you may wish to have easier access to, such as OUTLOOK, WORD, POWERPOINT... or subject apps and blogs about good practice in other schools.

