



A guide to accessing Glow and Microsoft Teams

A video guide can also be accessed with this link

<https://www.loom.com/share/1016b13858dc4611ae8e514da44ea53e>

The login page for Glow can be found by typing in a search for RMUnify or glow.

Each pupil will have been given a username and password. Be careful when putting in the password, if a password is entered incorrectly three times then the account will be locked, and you will have to ask for the password to be reset.

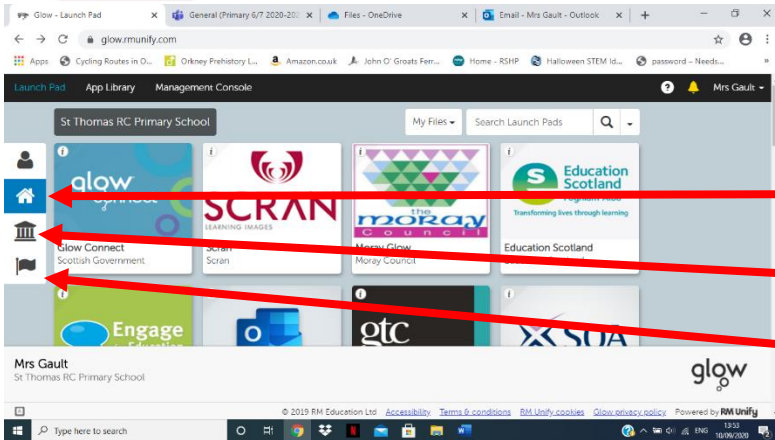
If the @glow does not appear you may have to type it in.

When you log in, it will take you to your glow launchpad.

This should already have the Teams tile on there. Tiles take you to an app or website.

Other tiles can be added by searching the app library.

Office 365 home is a useful tile which lets you access Office, there is also an Office 365 download tile which allows you to download the latest version of office to any device.

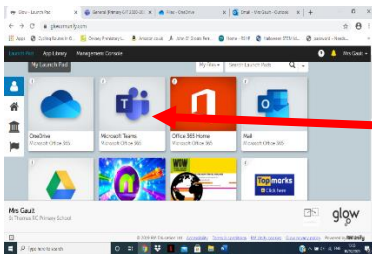


As well as a personal launchpad you can access others with useful tiles.

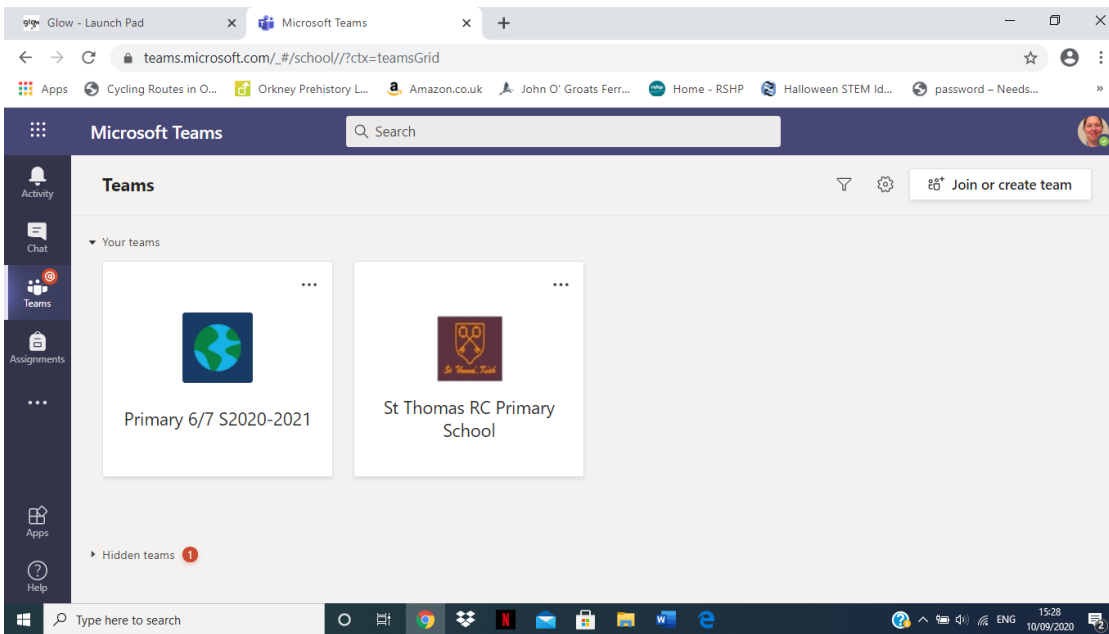
The school launchpad

The Moray Council launchpad

The Scotland launchpad



The Microsoft Teams tile will take you to a screen showing any team that you belong to. There is also an app for Teams which you can use instead,



Click on the team you want to enter, you can also navigate to your assignments from here just click on the rucksack icon.