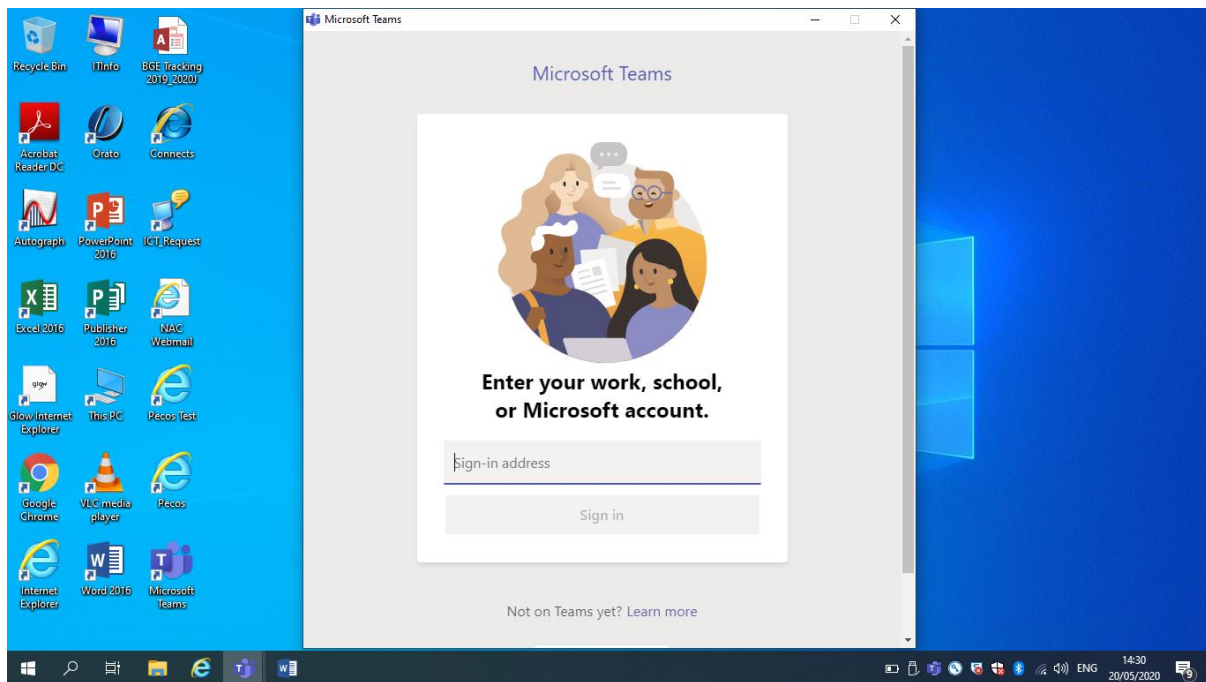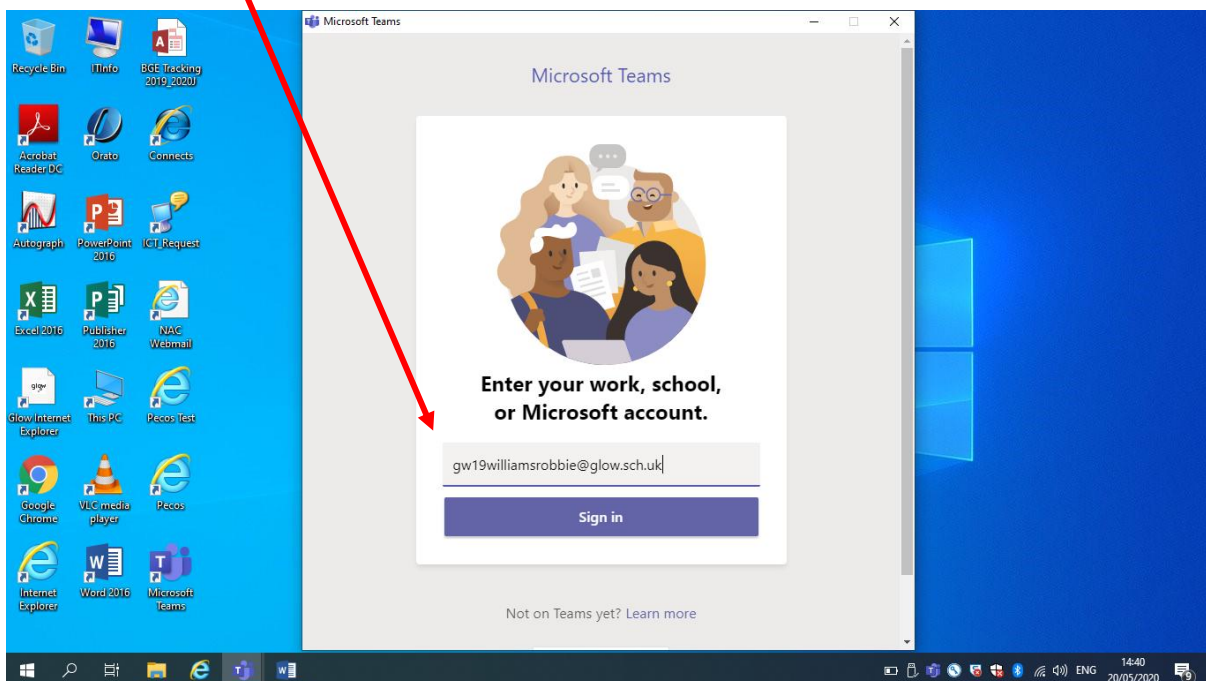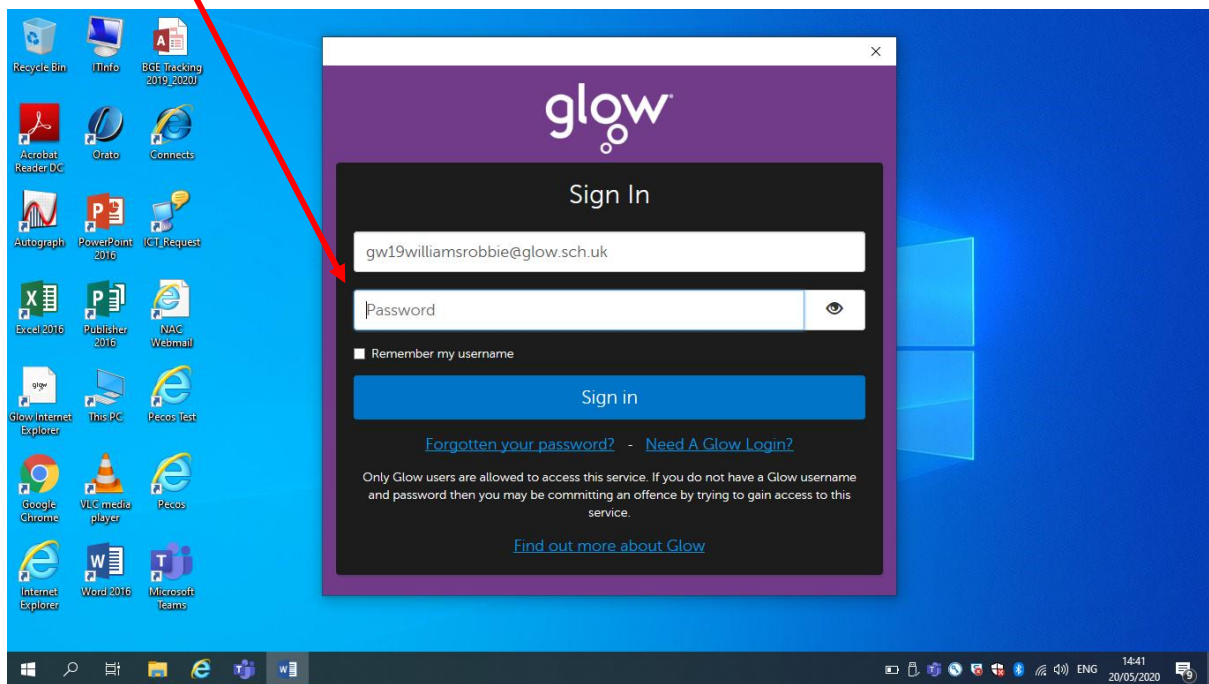## Creating a Team Using a Code

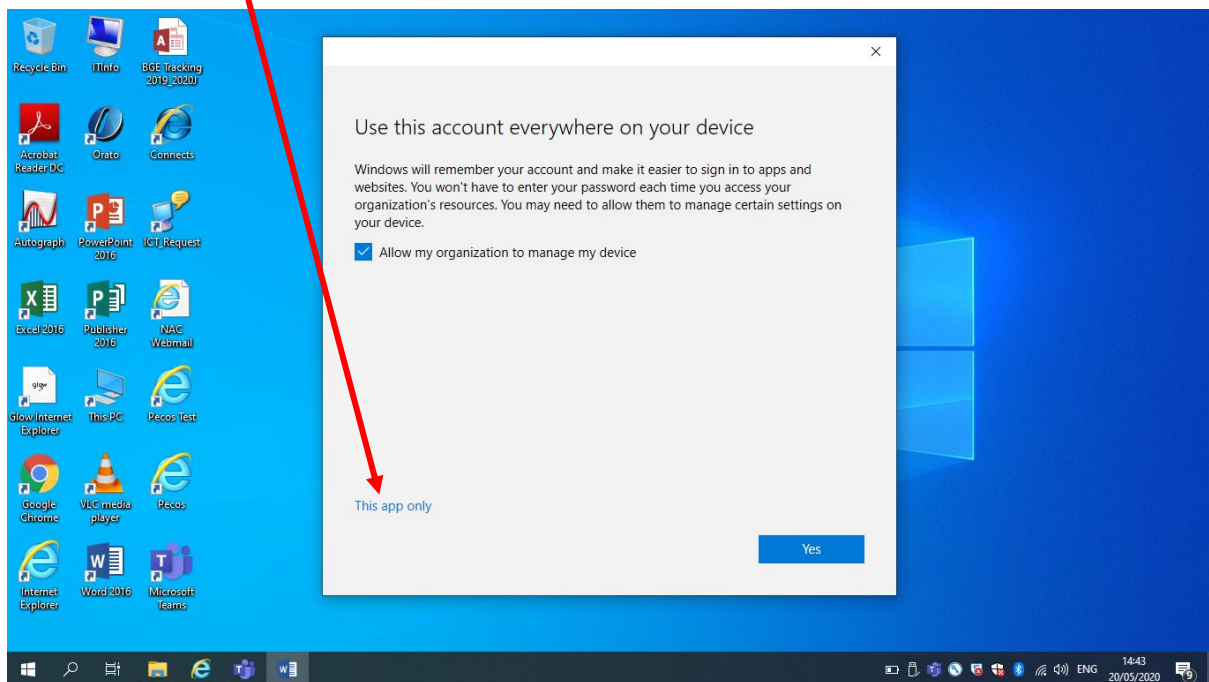1.   Open the Microsoft Teams app on the desktop of your device.

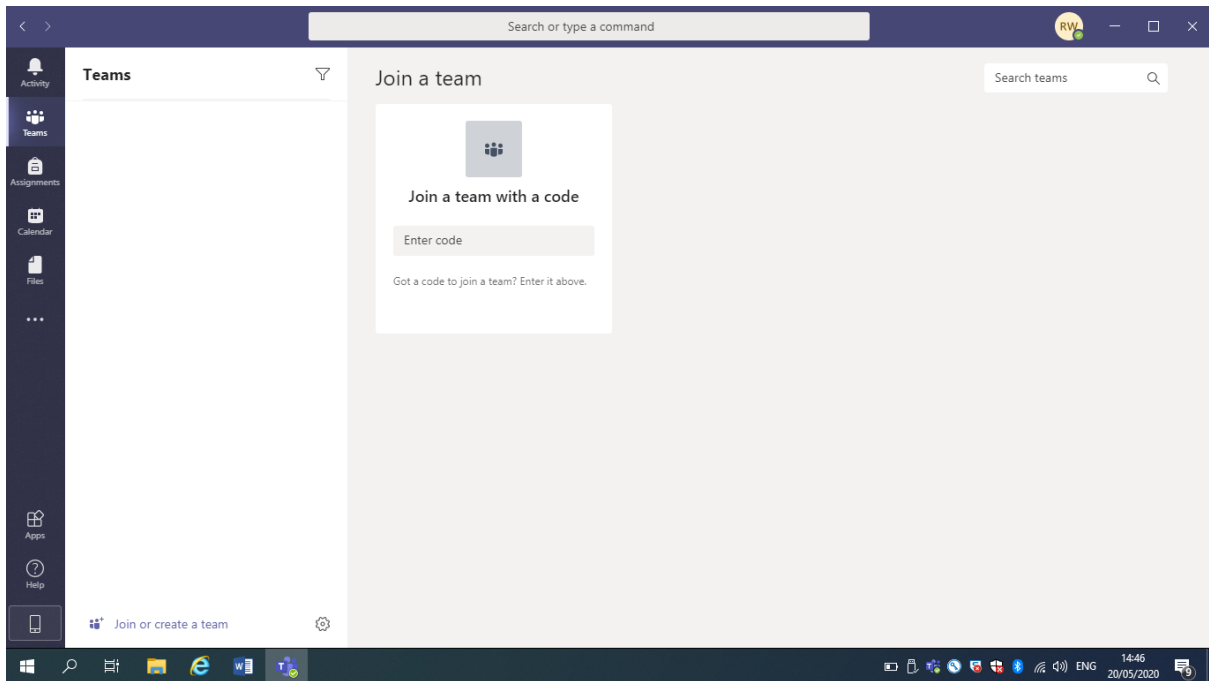2.   Type in your Glow email address and click 'Sign in'.

3. You will be transferred to the Glow log in page. Type in your password and then click 'Sign in'.
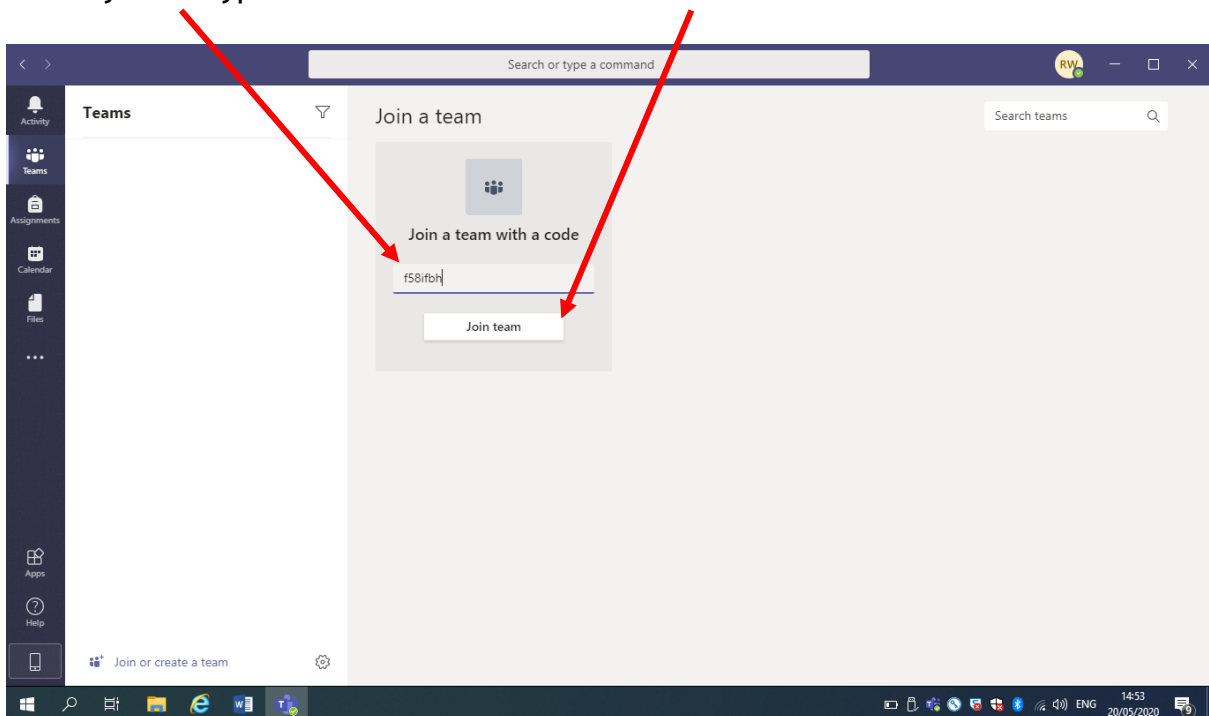

4. The following screen will appear and you should click 'This app only'.

5.   You will now be logged in to Teams and should be able to see the following screen.

6.   Type the code you have been given into the box to join the team. Once you've typed the code in click 'Join team'.

7.   You will now have access to the correct team.