

# Instructions for Downloading Microsoft Teams

Please follow these instructions for accessing Microsoft Teams at home.

## On a desktop or laptop computer:

- In Google, type 'Microsoft Teams download' in the search bar.
- Click on the first search result that appears (it should say something like 'Download desktop and mobile apps').
- This will take you to the Microsoft Teams page. Click the box that says 'Download for desktop'.
- Click on 'Download Teams'.
- The app should now download. This should appear along the bottom of your browser screen. Once the download is complete, click on this to open and install.
- Depending on your computer and internet connection, the app may take a few minutes to open and install so please be patient if it appears that nothing is happening at first.
- A window should appear saying 'Enter your work, school or Microsoft account. In the box you should enter your Glow email address, which is your username followed by @glow.sch.uk (e.g. gw14smithmary@glow.sch.uk).
- You will then be taken to your Glow login screen.
- Enter your Glow username and password.
- If a window appears saying 'Use this account everywhere on your device' close the window.
- You may then be asked to enter your Glow email address again.
- Once logged in, you should be taken immediately to your class 'Team' which has been set up for you by your teacher.
- From now on, you should be able to access 'Teams' by simply clicking on the app icon on your computer. This will look like a square depicting two purple figures with a white 'T'.

## On a mobile phone or other device:

- Search in your app store for 'Microsoft Teams'.
- Download and install this app on your device.
- Open the app. You will be taken to the sign in screen.
- In the box you should enter your Glow email address, which is your username followed by @glow.sch.uk (e.g. gw14smithmary@glow.sch.uk).
- You will then be taken to your Glow login screen.
- Enter your glow username and password.
- The app may ask you to allow notifications and microphone use. You should select 'Allow'.
- You will now be able to use the Teams app on your device.
- Once in the app, look at the bar at the bottom select the 'Teams' icon.
- You should see your class Team which has been set up for you by your teacher.
- From now on you should be able to access teams by simply opening the app on your device.