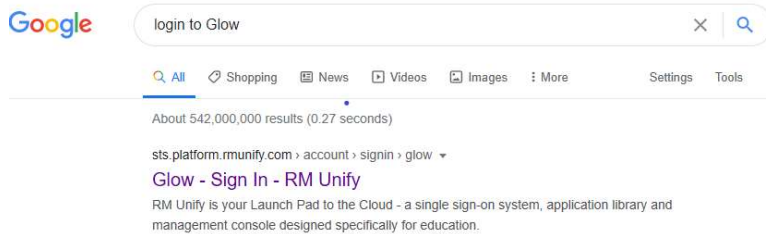


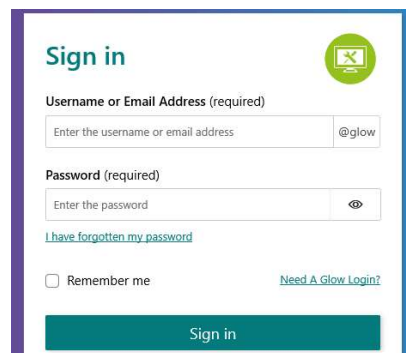
Instructions for Accessing Glow Email

Please read the instructions below for accessing your Outlook email on Glow and submitting your completed work to your teacher.

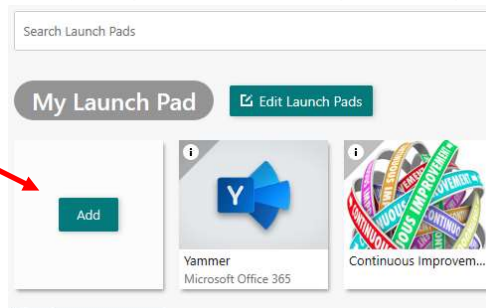
1. Open your internet browser and type login to Glow into the search bar



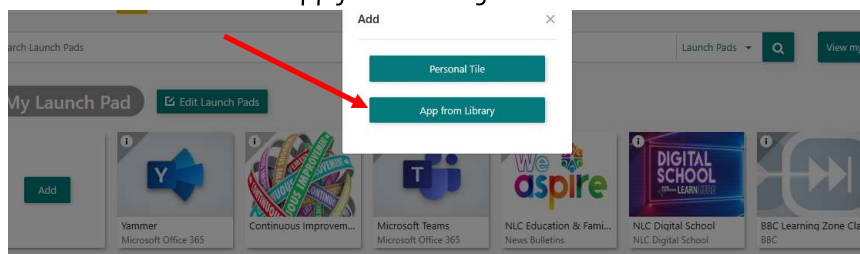
2. Click on the Glow – Sign In – RM Unify. Type in your username and password



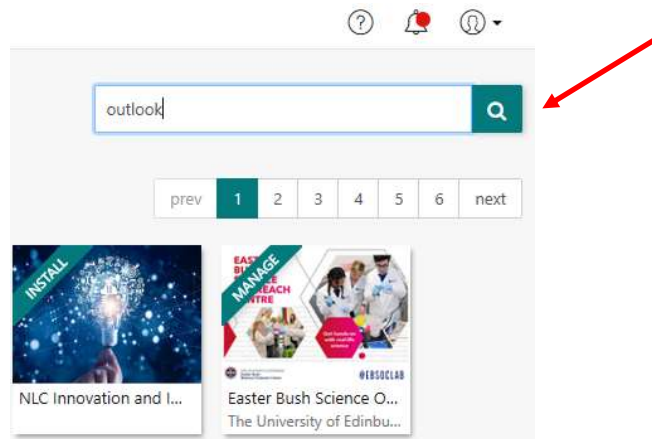
3. Once logged in you will be on your personal Launchpad (the person icon)



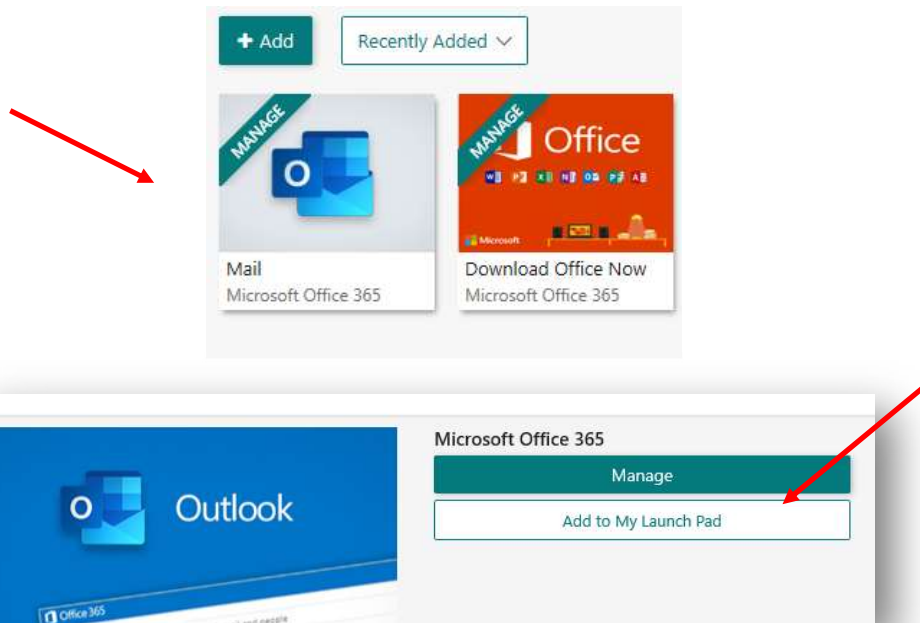
4. Click on add then add App from library



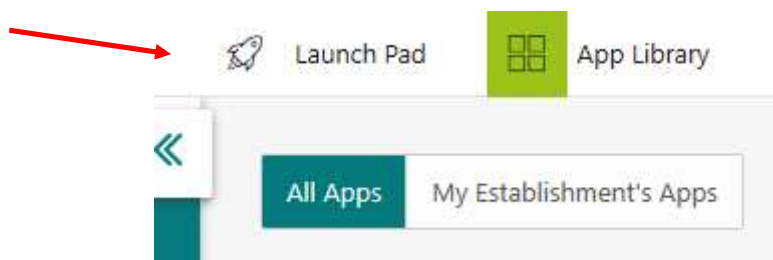
5. Click on the search window, type 'Outlook' and then click on the magnifying glass



6. Click on the Mail tile then add to my Launchpad



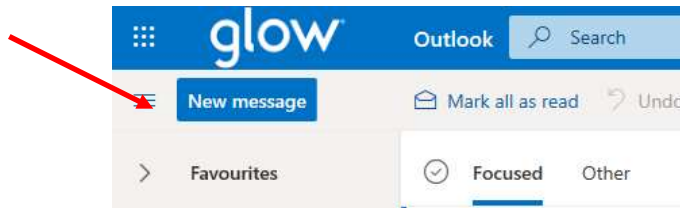
7. Exit the screen and click on the launchpad in the top left hand corner



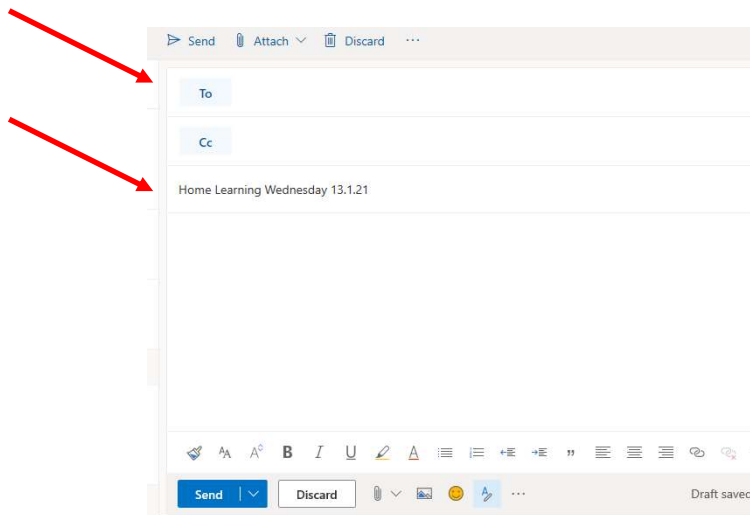
8. Your Outlook tile will now always be on your personal launchpad. Click on it to launch your personal Glow email

How to Send an Email

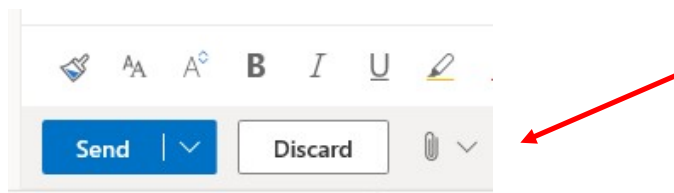
1. Click on the 'Outlook' Tile and this will ask you login with your Glow email address. **Don't forget to add @glow.sch.uk after your Glow username**
2. Once you are logged in you will be able to read your emails and send new ones. Click on new message at the top left hand corner of the screen. Your new mail message will open at the right hand of the screen



3. Type your teacher's email address in the 'To' box. Remember to include a subject e.g. Home Learning Wednesday 13.2.21. You can also type a message for your teacher if you wish



4. Attach your work by clicking on the paperclip icon at the bottom of the message. Browse your device to locate your work and click on the files you want to attach. Your attached work will appear under your subject



5. Once you have checked that your work is attached press 'Send'

