# How to log in to Teams





Dear Parents and Carers,

#### Here is a step by step guide for children to access Glow.

#### Step 1

Type <a href="https://sts.platform.rmunify.com/account/signin/glow">https://sts.platform.rmunify.com/account/signin/glow</a> into your search browser.

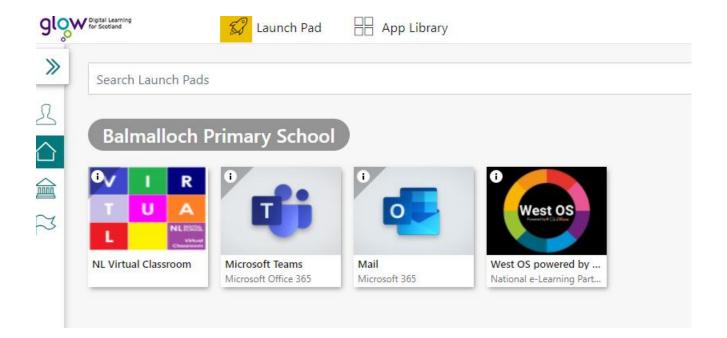
#### Step 2

Children can enter their username and password into the boxes shown below.



#### Step 3

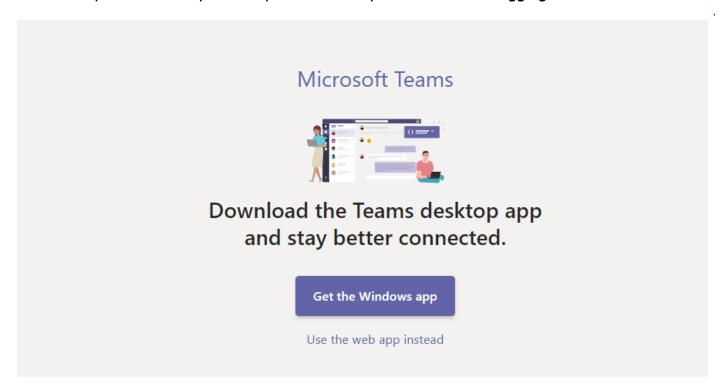
The children should be logged in to a page with a range of tiles. Please click on the icon that says 'Microsoft Teams'



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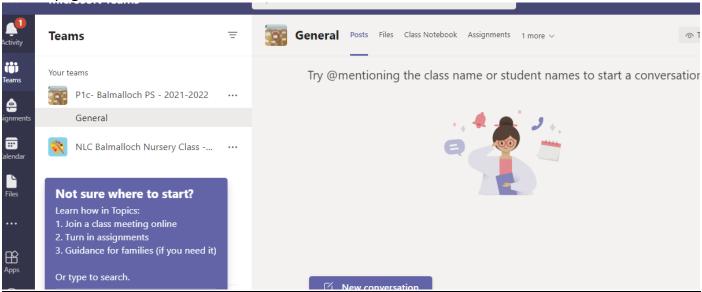
### Step 4

A box will appear asking if you wish the Teams app or to log in via desktop, this is up to yourself which you would prefer, they both are similar. Teams App will start up automatically each time you switch on your computer so it may be faster than logging in via the internet.



### Step 5

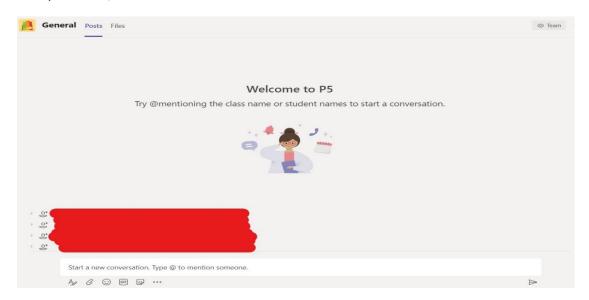
Your child has been automatically added to their class Team and this will appear within the Teams page as such.



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### Step 6

From this space children can write a message. Children are reminded that it is for educational purposes and not a form of social media. Everyone in the class team will see the messages they post. The section 'files' is the location of any work uploaded by the class teacher. Children can access this at any time. They can also upload items of work when they are finished.



Thank you.

If you have any problems with logging in please email <a href="mailto:nlconveryd@northlan.org.uk">nlconveryd@northlan.org.uk</a>

Thank you,

## Mrs Convery

Principal Teacher
Balmalloch Primary School