

Microsoft Teams

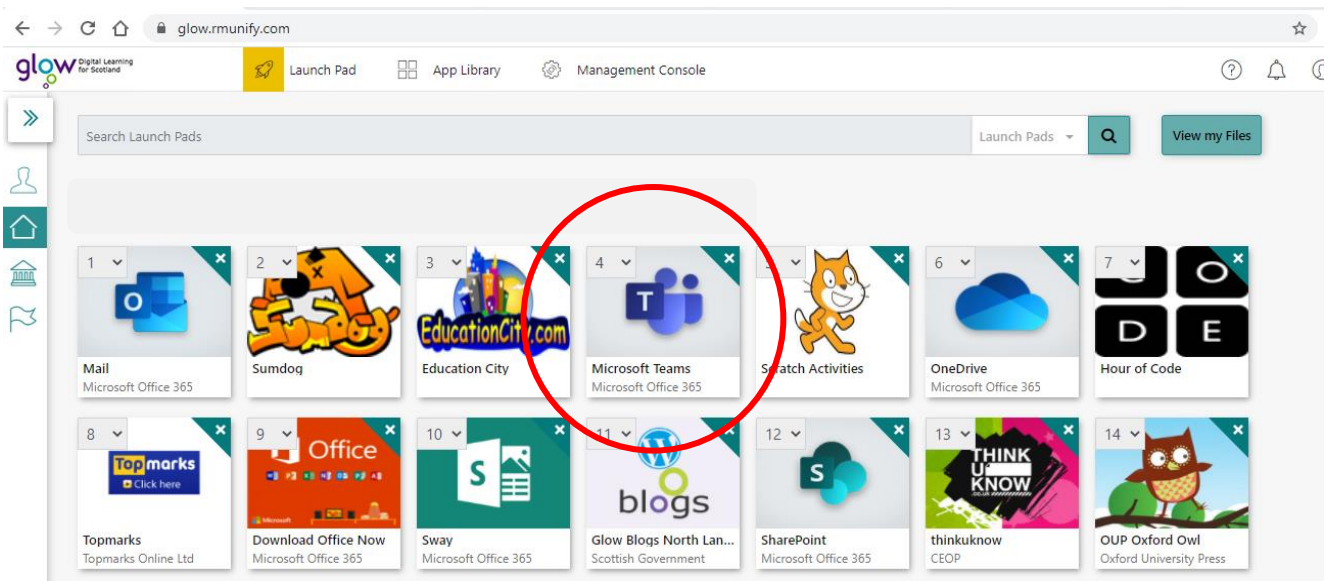
Microsoft Teams is a good way to keep in touch with your teacher and classmates.

Here are some instructions to help you access Microsoft Teams

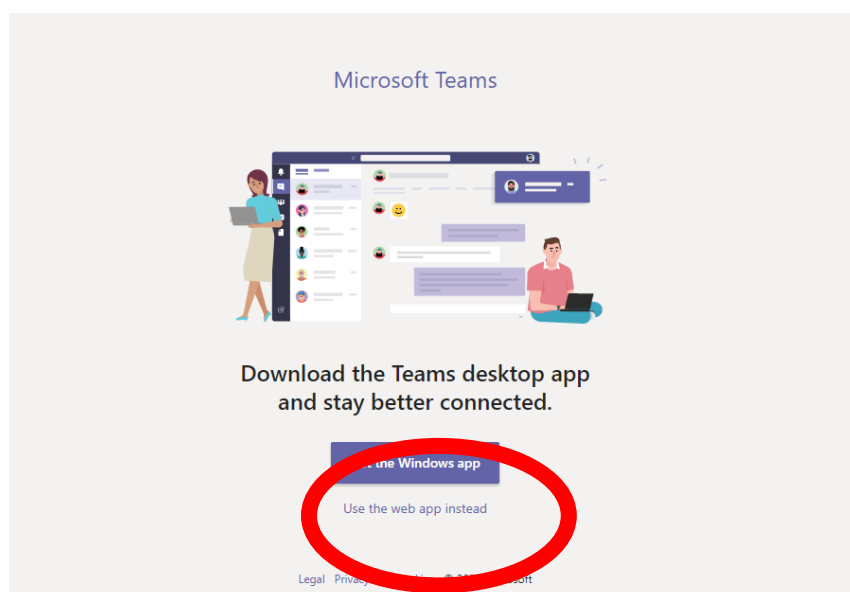
The first thing you need to do is logon to Glow.

Go to Glow login page by clicking here → <https://t.co/r8ENOdgt0k?amp=1>

From the Launchpad choose Teams

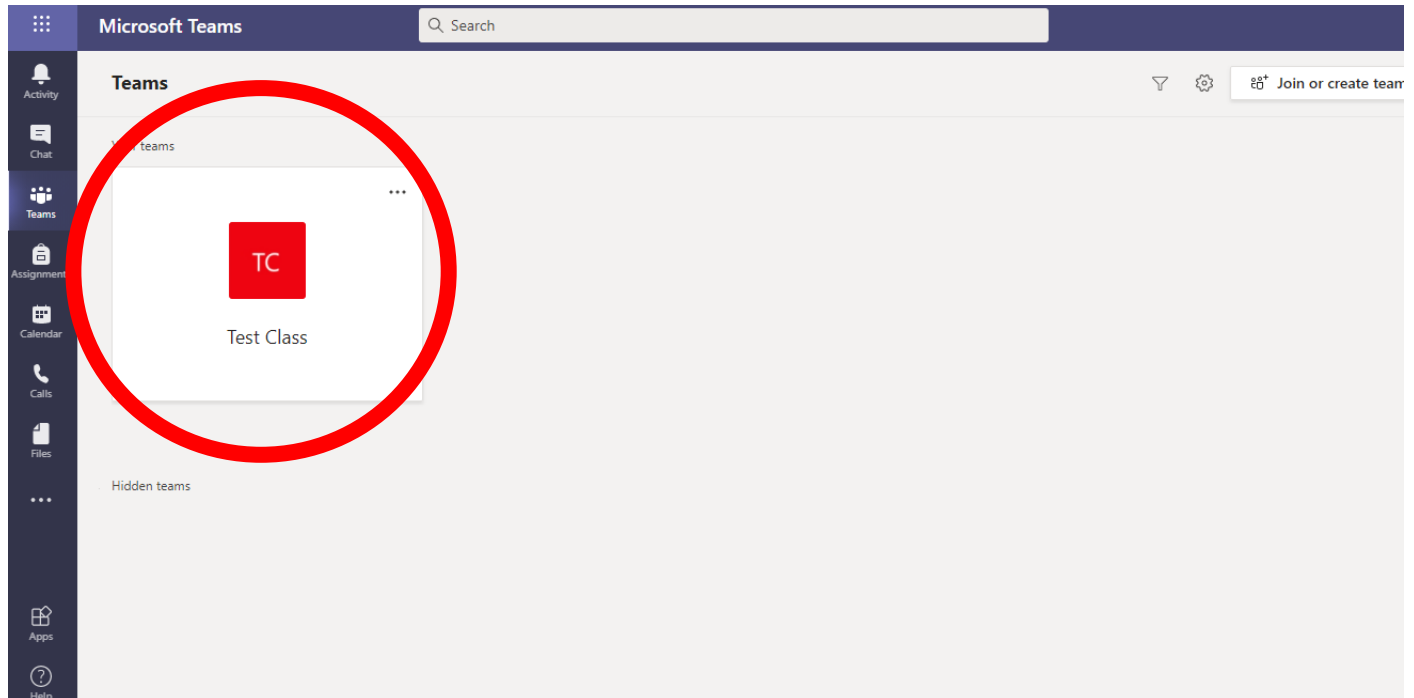


You will then see this screen. Choose 'Use the web app instead'



You will then see all Teams you are a member of.

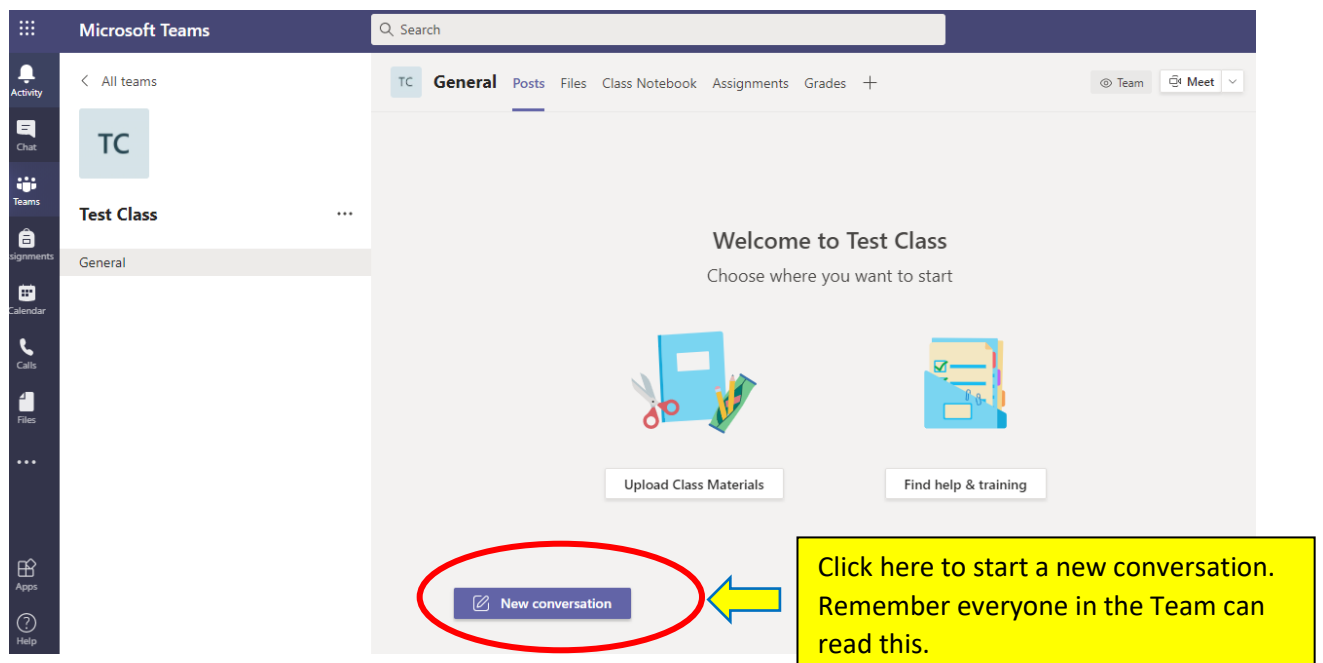
Click on the Team you want to enter.

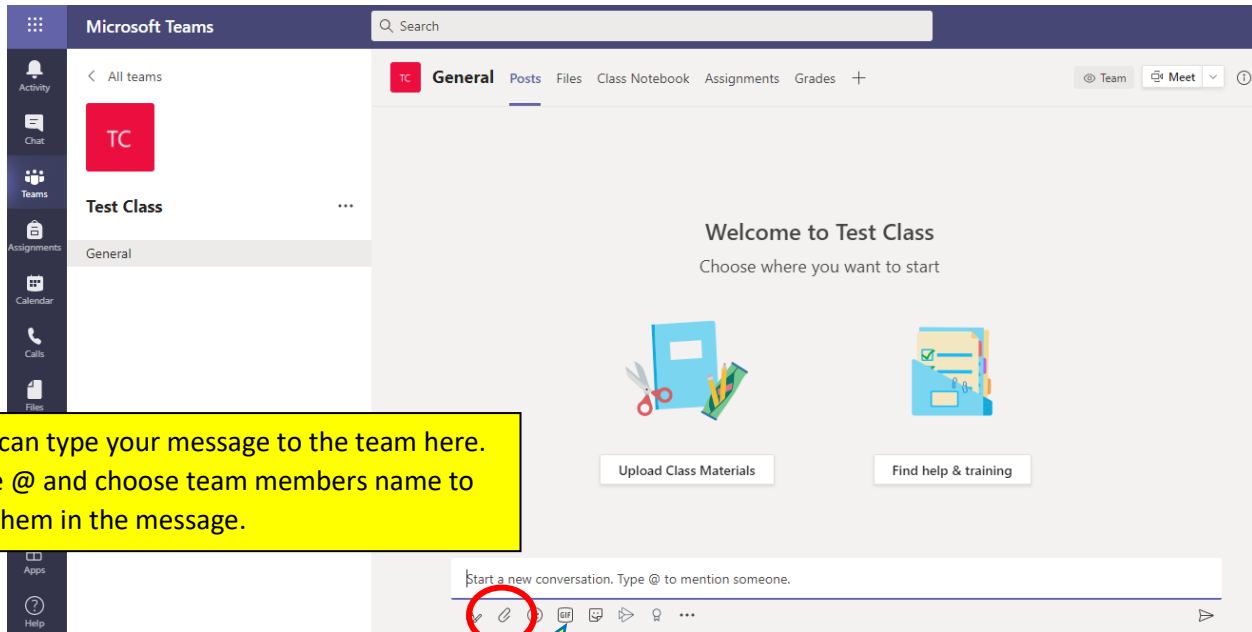


When you click into a Team you will see a screen like this. In this area you can chat with your Teacher and other Team members. You can also send your work to your teacher in Teams if you would like to.

Please remember to always be kind to others in the Team.

The Team chat may be switched off at some points. If it is, please come back to the chat at another time.





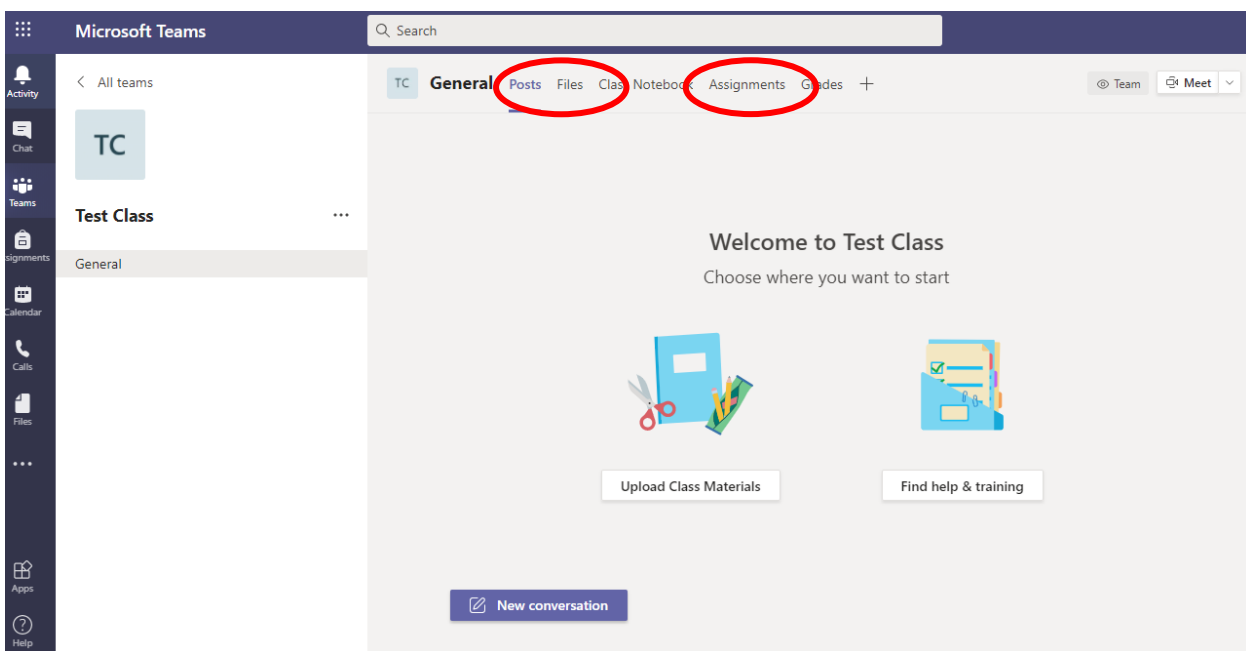
You can type your message to the team here. Type @ and choose team members name to tag them in the message.

Click on the paperclip to upload a photo or document to the channel.

There are other areas of the Teams you might use. These are

- Files
- Assignments

They are found at the top of the screen and your teacher will let you know if he/she would like you to use these areas.



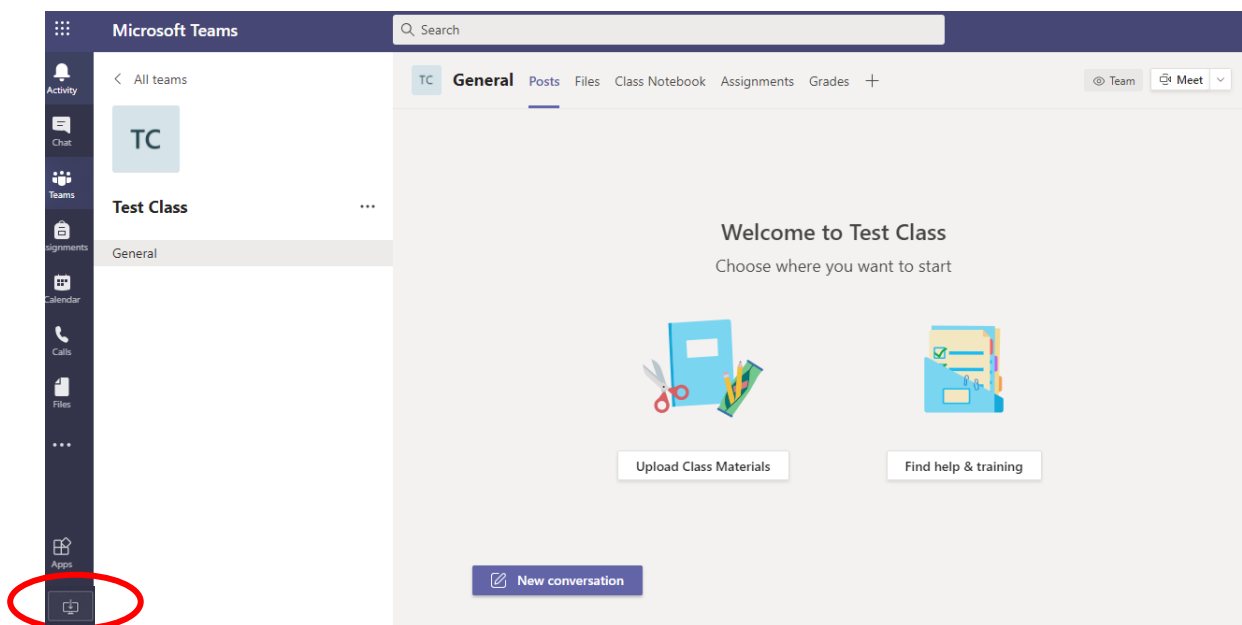
Teams on a mobile/tablet/desktop app

Teams has a free app which you can download following these links

Teams for **Android** through Play Store <https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en>

Teams for **Apple** through Apple Store <https://apps.apple.com/gb/app/microsoft-teams/id1113153706>

You can also download Teams to your laptop desktop using this button at the bottom of the screen when you first enter Teams



To sign into teams on your mobile/tablet/desktop app

Enter your glow e-mail address

If you don't know your glow e-mail address here is how to find it

Glow username + @glow.sch.uk

e.g. username@glow.sch.uk

Use your normal Glow password when prompted for password.