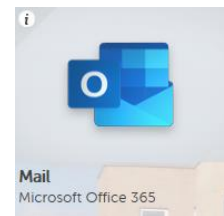


## Glow email (Microsoft Office 365)



All students have a Glow email account.

If any student requires their Glow details, email [kob@brannock.n-lanark.sch.uk](mailto:kob@brannock.n-lanark.sch.uk)

Once logged into Glow, access the app tile shown above called Mail Microsoft 365.

See the “Your Guide to Digital Learning Resources” for how to search and add this *app tile* to their *Glow Launch Pad* for easier access.

### What students should do:

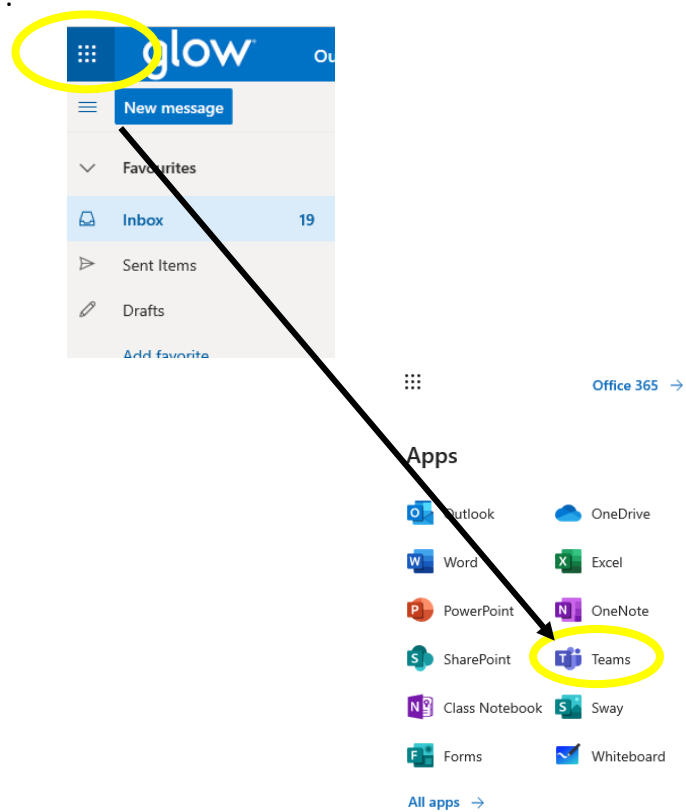
- Regularly check emails when/if they can.

Students may have emails from their teachers, either sent directly or, for example, as an invitation to a **Microsoft Team** for that class or subject.

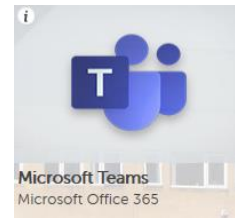
Please accept these invites.

- Try and keep their inbox organised – easier said than done sometimes! 😊

Within Glow Mail Office 365 – students can also access the range of apps that Microsoft offer. Find these in the ‘Waffle’. However, it is easier to access the tile from the Launch Pad as described earlier.



## Microsoft Teams



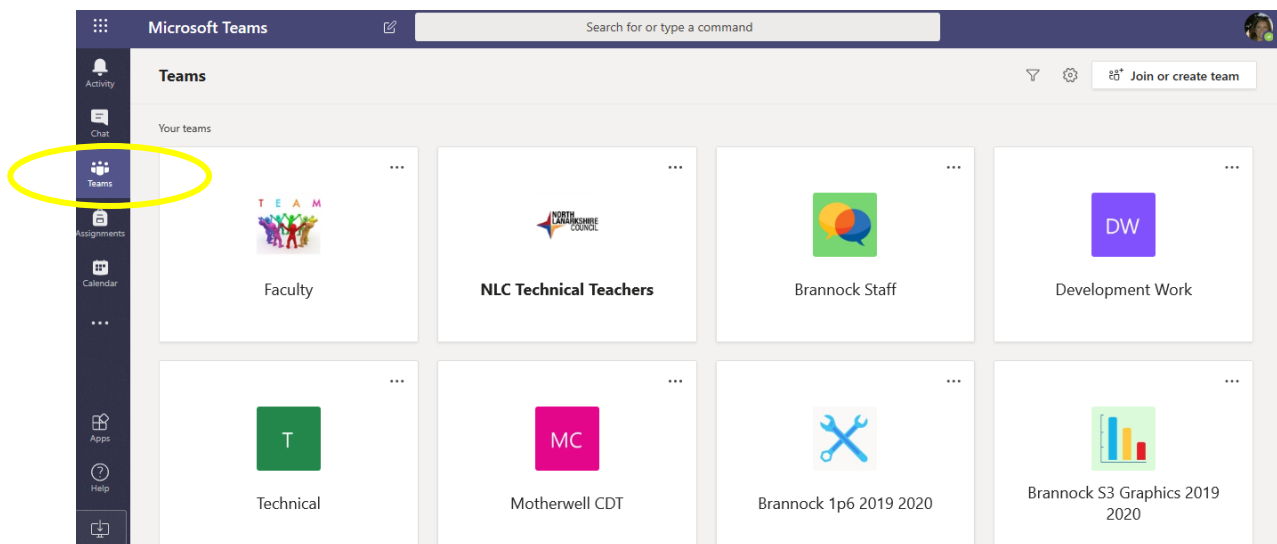
Again, still logged into Glow, access the app tile shown above called Microsoft Teams.

See the *“Your Guide to Digital Learning Resources”* for how to search and add this *app tile* to their *Glow Launch Pad* for easier access.

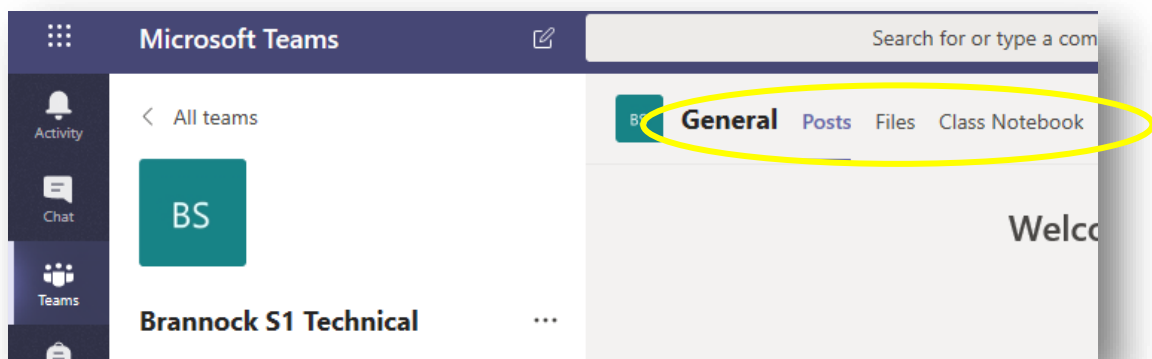
1. Accept the invite emailed on Glow to the Team
2. Click on the Microsoft Teams app or go through the email
3. Click on the Team – see the example below.

Note: they may have a number of Teams and they are all accessible from the same place.

Once students accept the invite, their Team should appear here:



4. Depending on how the teacher has set up their team (i.e. by year group, class, by year group with 'channels' within it for each class) they all have the following main features:



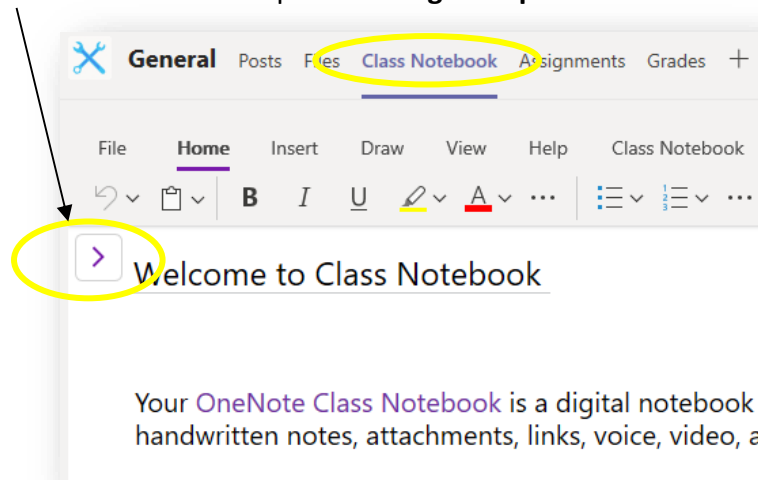
**'Posts'** - where students can comment and communicate with the teacher and other students. Remember all students have a responsibility to follow the ICT acceptable use policy. Teachers have an overview of all commentary and will moderate the Team.

**Remember all members of the team can view the comments made here.**

**'Files'**- Teachers may upload documents on here and anything that the teacher emails to the group will automatically be stored in a folder within this area.

**'Class Notebook'** – Teachers may have already set up a Class Notebook or plan on doing so.

Click the arrow to expand a **navigation panel** at the left hand side



The **Navigation Panel** contains sections e.g. of the course or area the teacher wants you to have access to (think *'chapters'* and *'sections'* within a chapter):

All students have access to these areas

Teachers can view **all** students, but **students cannot** view other class members