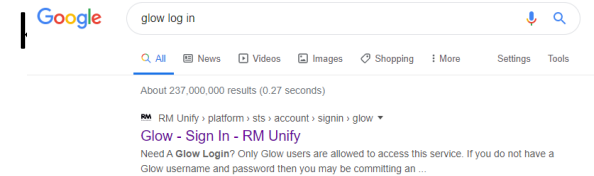


## How to access your Glow Microsoft teams for a meeting on a laptop or desktop

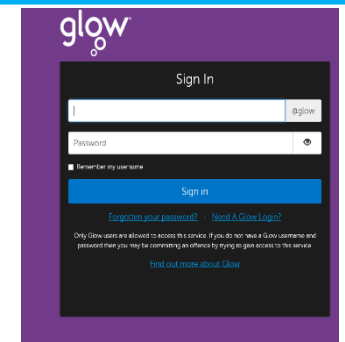
Open Google Chrome. *(Always use Chrome for Glow)*



Type **glow log in** in the address bar and press return

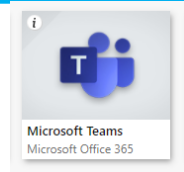


Click on the first link that comes up in the search bar and you see this window.



Enter your glow user name and password and click **sign in**. Your launchpad will open.

To access your Glow teams click



Access **via the web**. The teams you are a member of will appear.

Click on the team your homework is to be held in and it will open up.

## How to access your Glow Microsoft teams for a on a tablet or smart phon

Download the Microsoft teams app.

Once it has loaded onto your Home screen, open it. It will prompt you to sign in.

Use your Glow email address – to sign in. That will be your Glow username followed by **@glow.sch.uk**.

Click on the stage team you are in.

