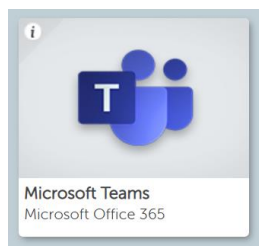




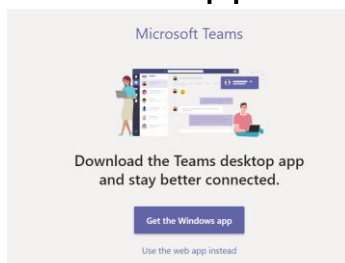
How to access Microsoft Teams



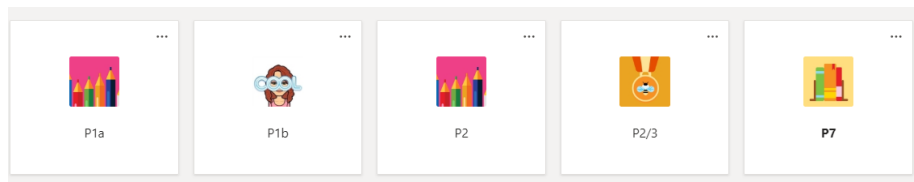
1. Once you have logged in to Glow, scroll through the launch pad to find the tile 'Microsoft Teams'. Click on this.



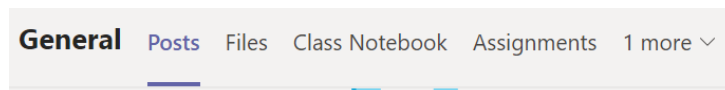
2. Teams will open in a new tab. It may ask you to use as a **web app** or a windows / **desktop app**. If you click web app this will use through the internet. If you click on desktop app Teams can be downloaded to your device. Teams can also be downloaded as an app on a mobile phone or IPad.



3. You should then be able to see a tile with your child's class and teacher's name. Click on this and it will take you to your child's Class Team.



4. In the class team there are tabs along the top. 'Posts' is where the teacher or children can leave a message.





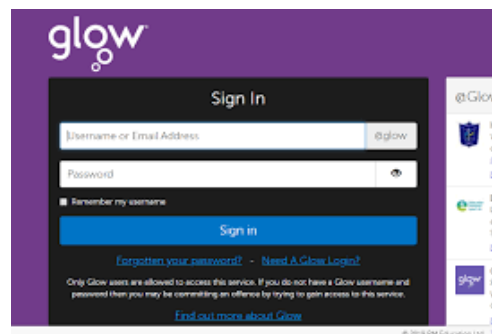
How to login to Glow



1. Go to glow login page. This can also be accessed by typing **glow login** in to Google.

<https://sts.platform.rmunify.com/account/signin/glow>

2. Type in your username. This always starts with **gw**. Type in your password. Please check in case there are capital letters as it is case sensitive.



3. Once logged on you will see the 'Launch Pad'. From there you can choose which area of Glow to go to.

