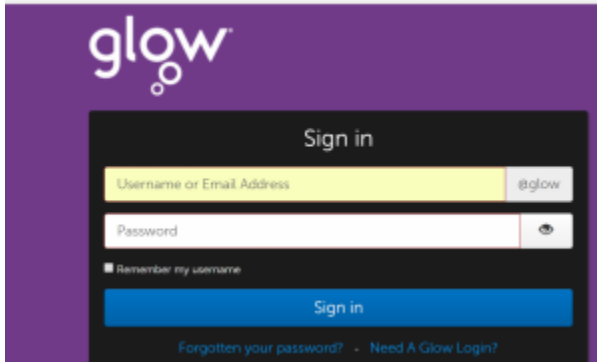


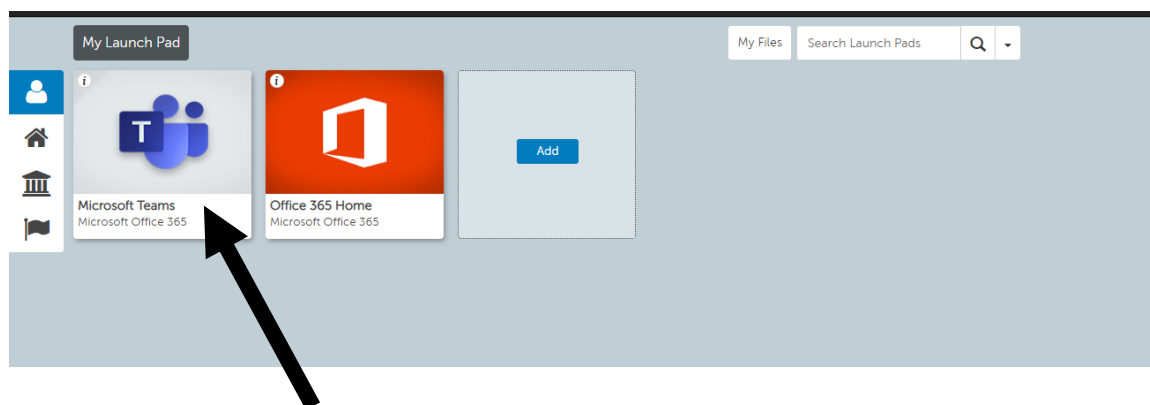
GUIDE TO ACCESS MICROSOFT TEAMS AND CLASS NOTEBOOK AT HOME

To access Microsoft Teams on a laptop:

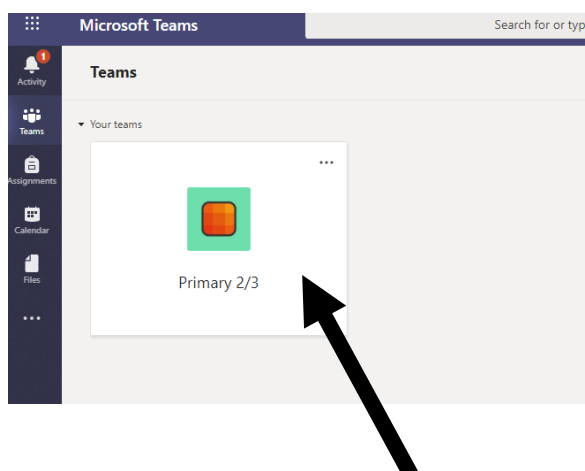
1. Go to <https://glow.rmunify.com/> or type in glow login into google.
2. 2 Type in your glow login details (all children have been given these).



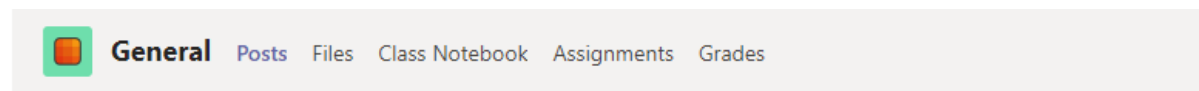
3. Click on 'Microsoft Teams'



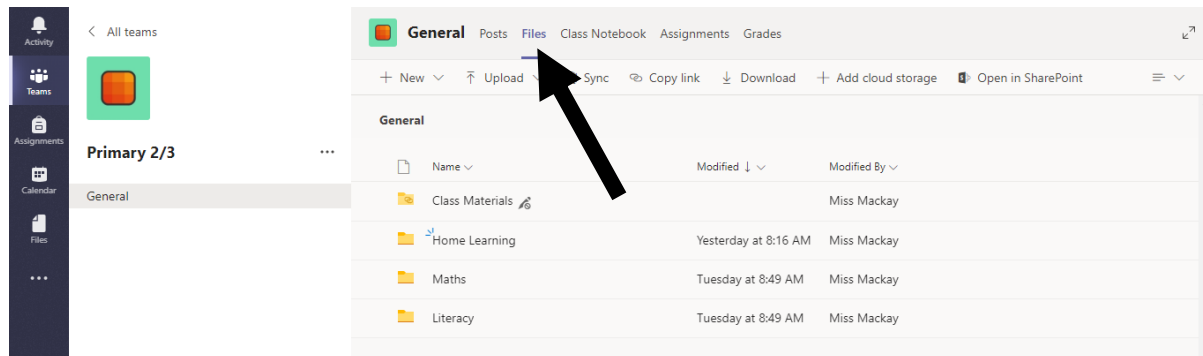
4. Click on your class team.



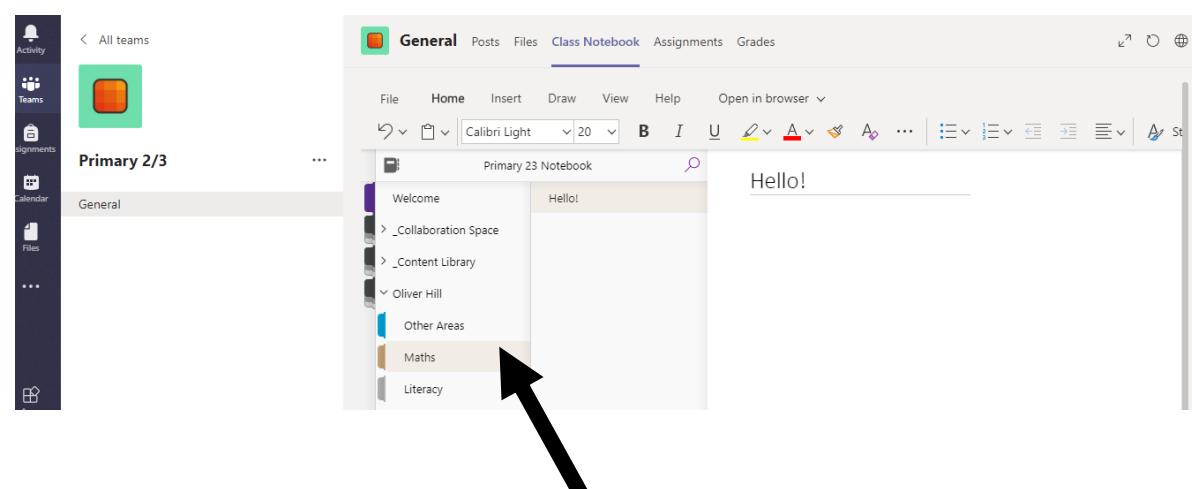
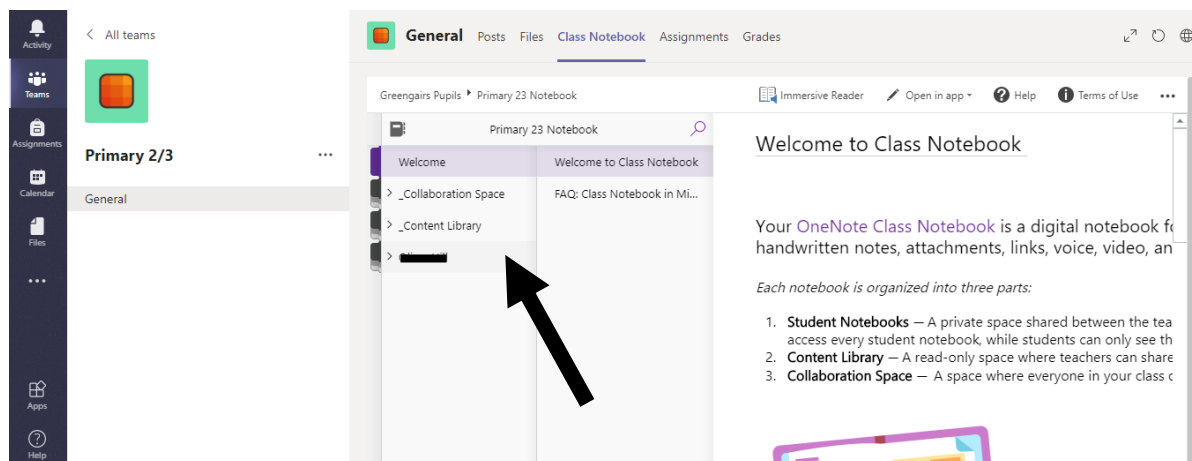
5. In teams you will see the following headings at the top (shown below). Here you will be able to read **posts** from the teacher explaining tasks etc.



6. You will also see another heading named **files**. This is where the teacher will upload tasks or add resources for children to access. You can open these folders and click on the relevant resources.



7. The final heading we will use is **class notebook**. This is where children can upload their work for the teacher to see. Click on your name (bottom tab) and then select subject that you wish to complete.



This allows you to complete your work on word so that the teacher can see it. You do not have to save this - it saves automatically!

To access Teams on an Ipad/tablet:

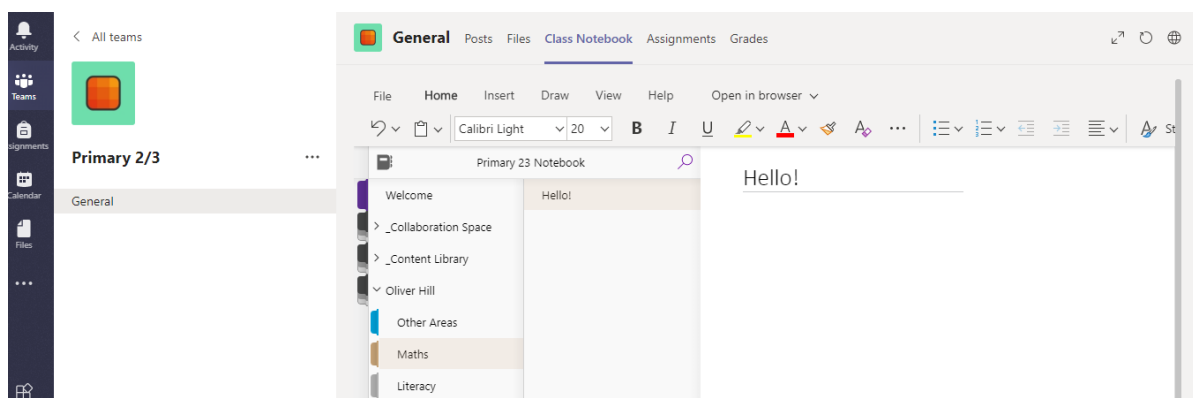
1. Download the Microsoft Teams app from the app store.



2. Click sign in.
3. Write in your **full login @glow.sch.uk**

If you do not enter @glow.sch.uk at the end of your username it will not let you log in!

4. Here you can access **posts, files and class notebook (explained above)**.
5. To find class notebook – click on ‘more’ then ‘class notebook’.
6. Once you click on class notebook it will ask you to **download ‘OneNote’**. Please click download. Click get started and ok. Click on your Class Notebook and here you will find an image like below except as an Ipad view.



To type you need to press the purple addition icon. **Remember it saves automatically!**

Please note – children also have Office 365 added to their Launch Pad. This allows them to access Word, Powerpoint etc. for FREE.

