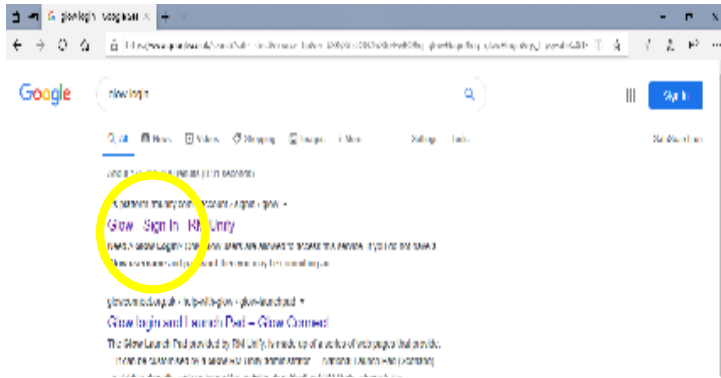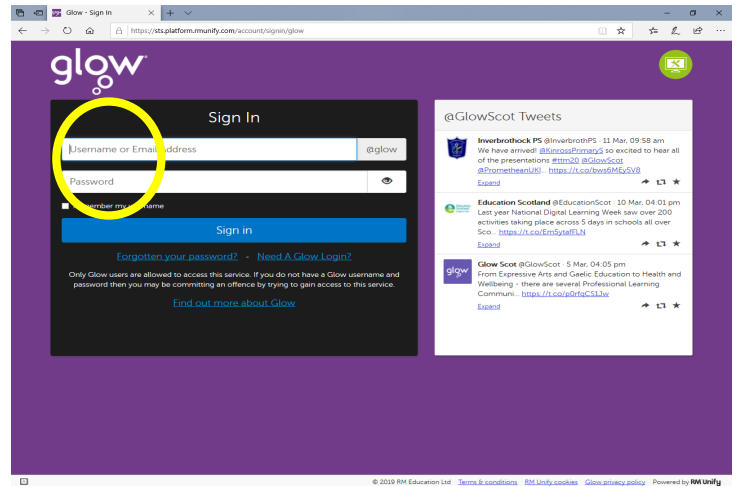# Parent / Carer Guide to using Glow
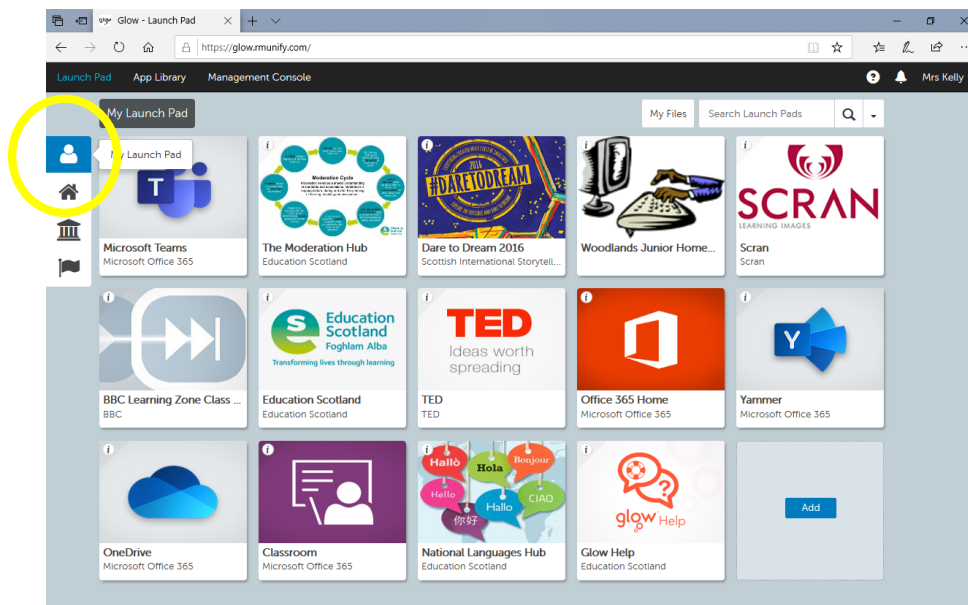
1. Type "**glow login**" into Google and select the first result (Glow – Sign In – RM Unify)
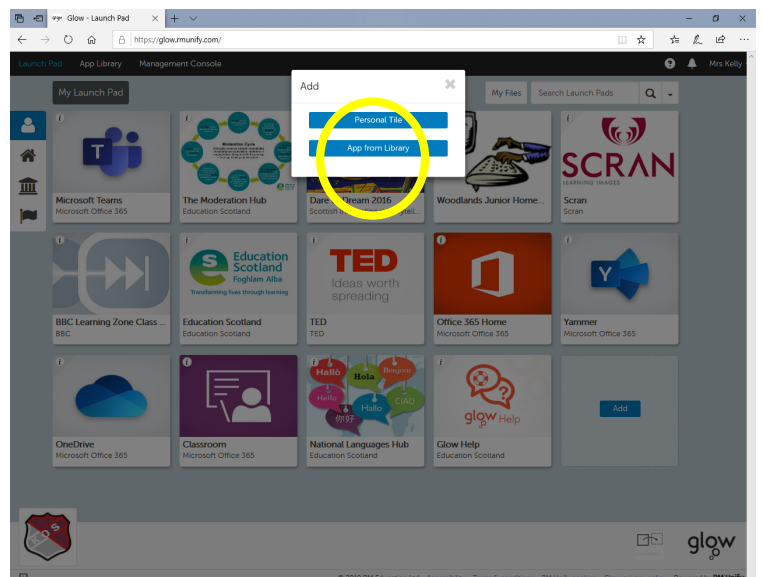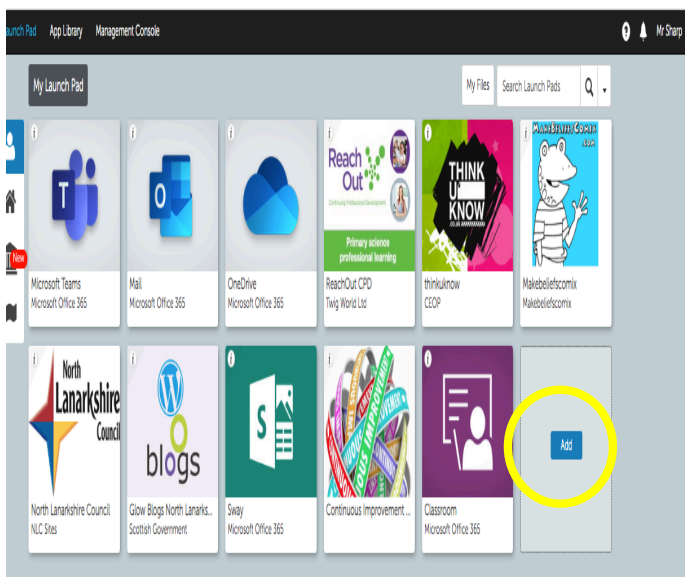
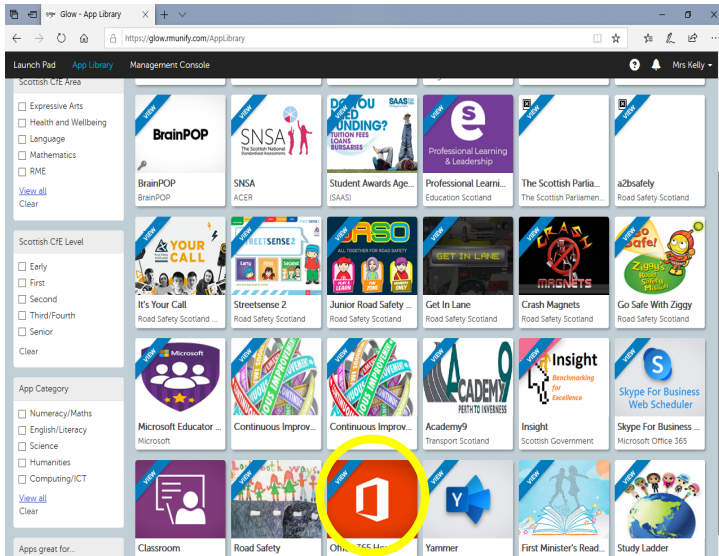2. Type in pupil **Glow username and password**

3. (Your Launch Pads at the left-hand side) Click on the **person icon** on the left-hand side to access '**My Launch Pad**'
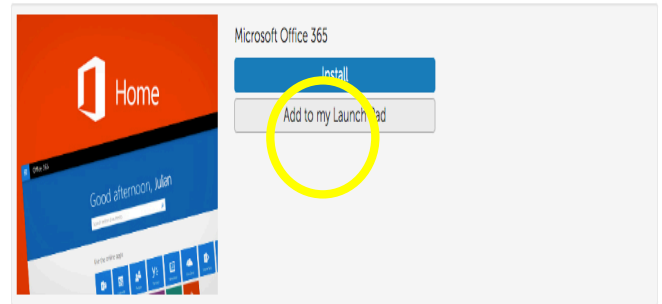

4. To add a app (tile) click on the "**add**" button then click on "**App from Library**"

5. Within the App Library you can search for and add apps (tiles) to your Launch Pad to keep for quick access when you next login. To add an app (tile) simply click on it and select "**Add to my Launch Pad**".

6. We would suggest adding the following apps (tiles):

Microsoft Teams: Access the Kirkshaws Primary School Team from here	**Mail**: Access your Glow email inbox here	**OneDrive**: An unlimited storage space for all your files
Office 365 Home: provides FREE access to all Microsoft Office 365 software (Word, PowerPoint, Excel, Sway etc.)	**Download Office Now**: Use this app (tile) to download FREE Office 365 software to your device using your Glow details	**Glow Help**: A useful website to find answers to any Glow Qs you may have