



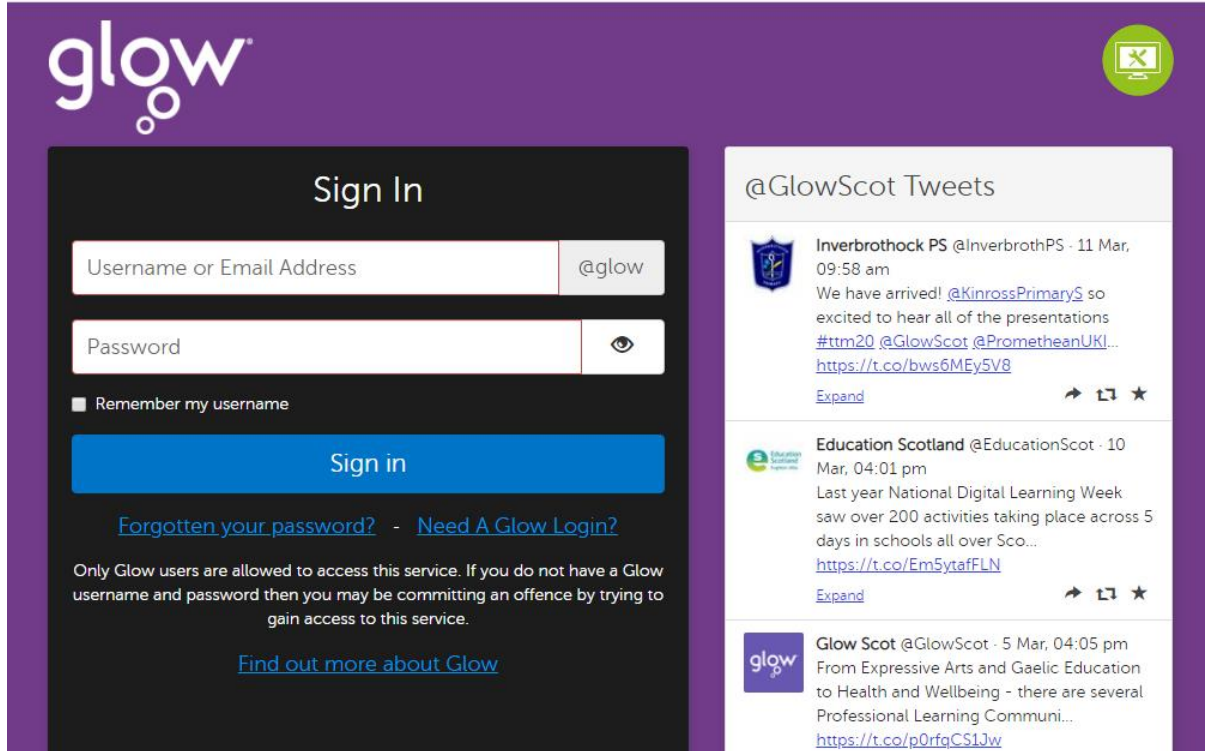
Netherton Primary  
Instructions to Access Microsoft Teams on Glow (March 2020)

Step 1 Search "Glow" online.

Step 2 You should see the website below. Login using your username and password e.g.

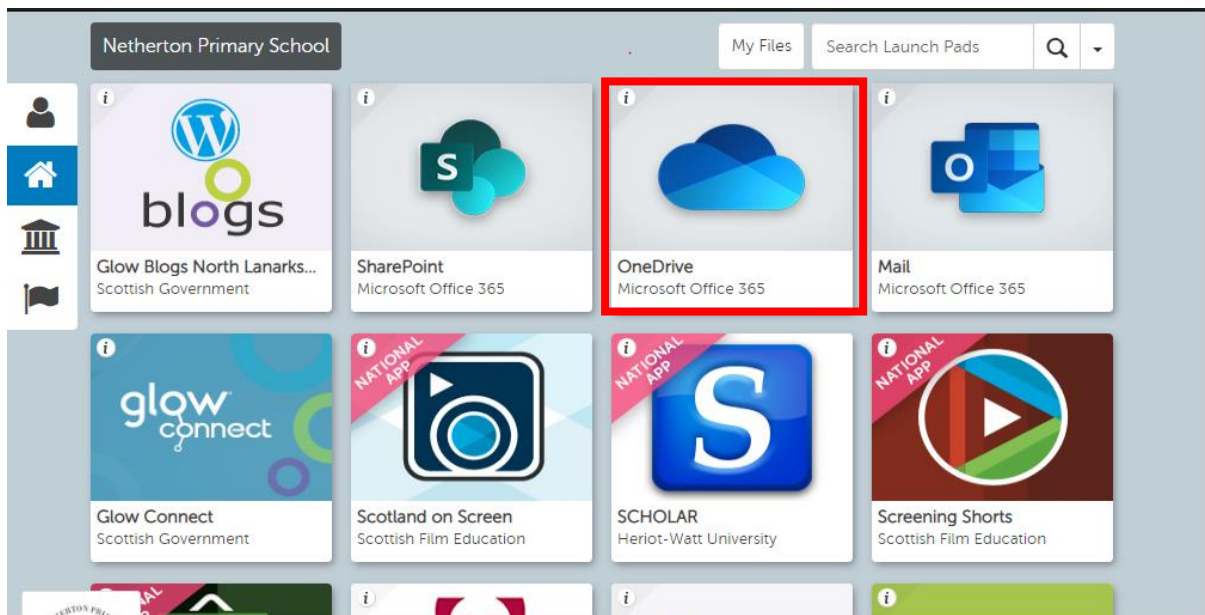
Username: gw13surnamefirstname

Password: red car1



Step 3 You may have Microsoft Teams on your homepage. If so, click this icon and skip to Step 8.

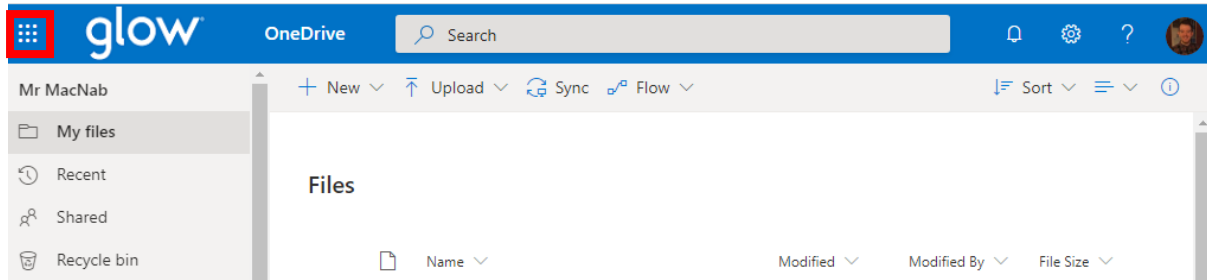
Step 4 If you don't see Microsoft Teams when you login, click on the icon for OneDrive (the cloud icon)



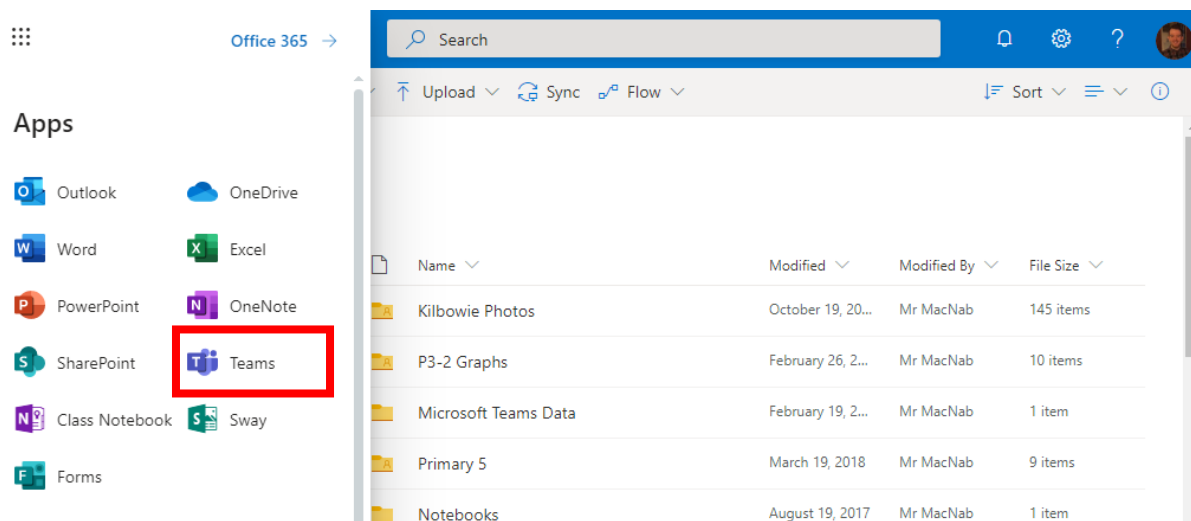


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**Step 5** Once you have accessed your OneDrive, click on the tile option in the left hand corner. This looks like 9 squares next to the “Glow” icon.

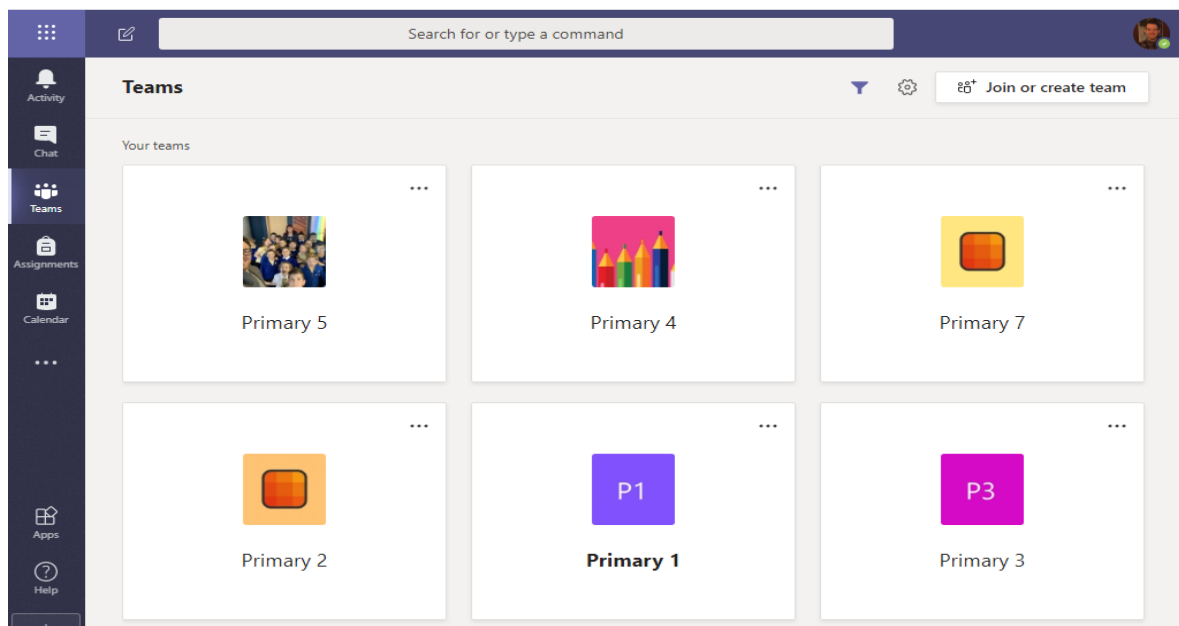


**Step 6** You will then see the Microsoft Teams App.



**Step 7** Once you have selected this, you will be taken to the Microsoft Teams app. This may open up in a new browser tab.

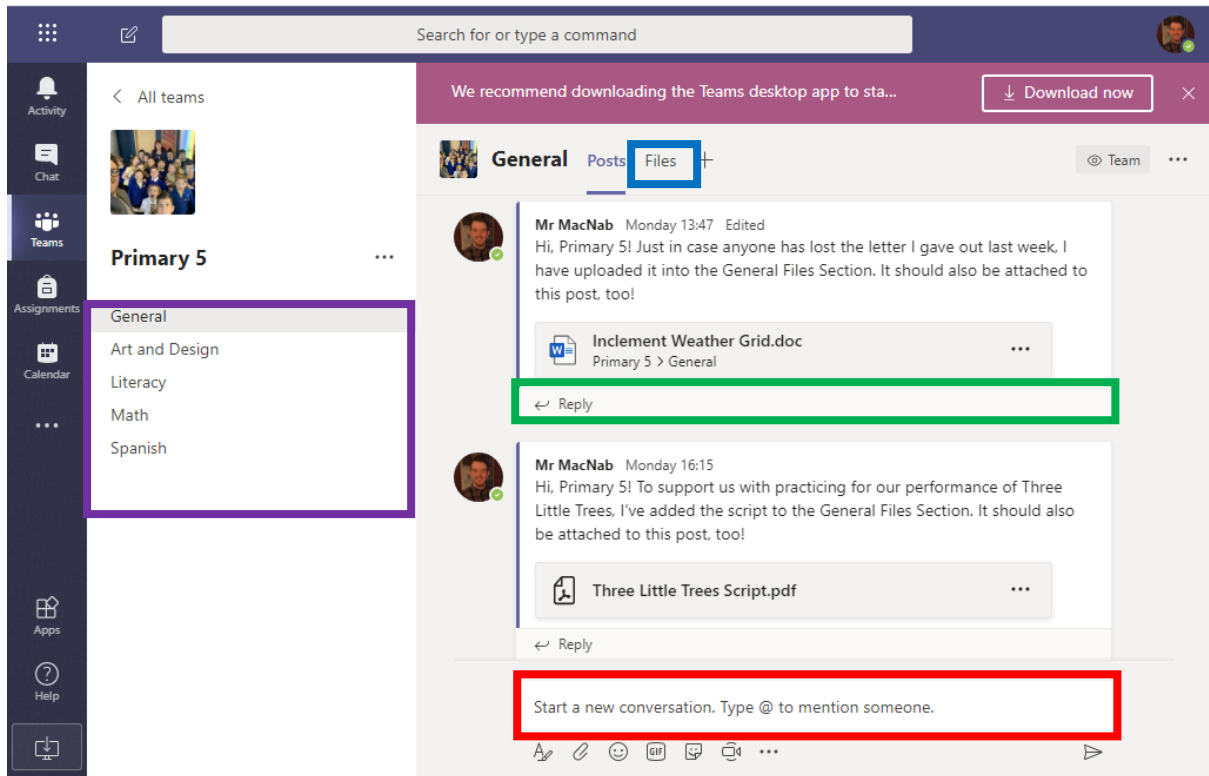
**Step 8** Select the Team for your class.





## Netherton Primary Instructions to Access Microsoft Teams on Glow (March 2020)

### Step 9



- Once you are on your class team page, you can post a question by **starting a new conversation**.
- You can **reply** to answer someone else's question.
- You can use the **options at the side** (if available) to find topics about a specific curricular area.
- You can **view/download any files** that your teacher has added for you to complete by choosing the **files** option (see more in Step 10).

Step 10 You'll see any documents your teacher has added to help you with your learning. This may be work you can complete in a jotter, links to websites or information to help you complete a task. These may be in folders like below.

