

OLHS

Teams Help

How to download office 365 to your device

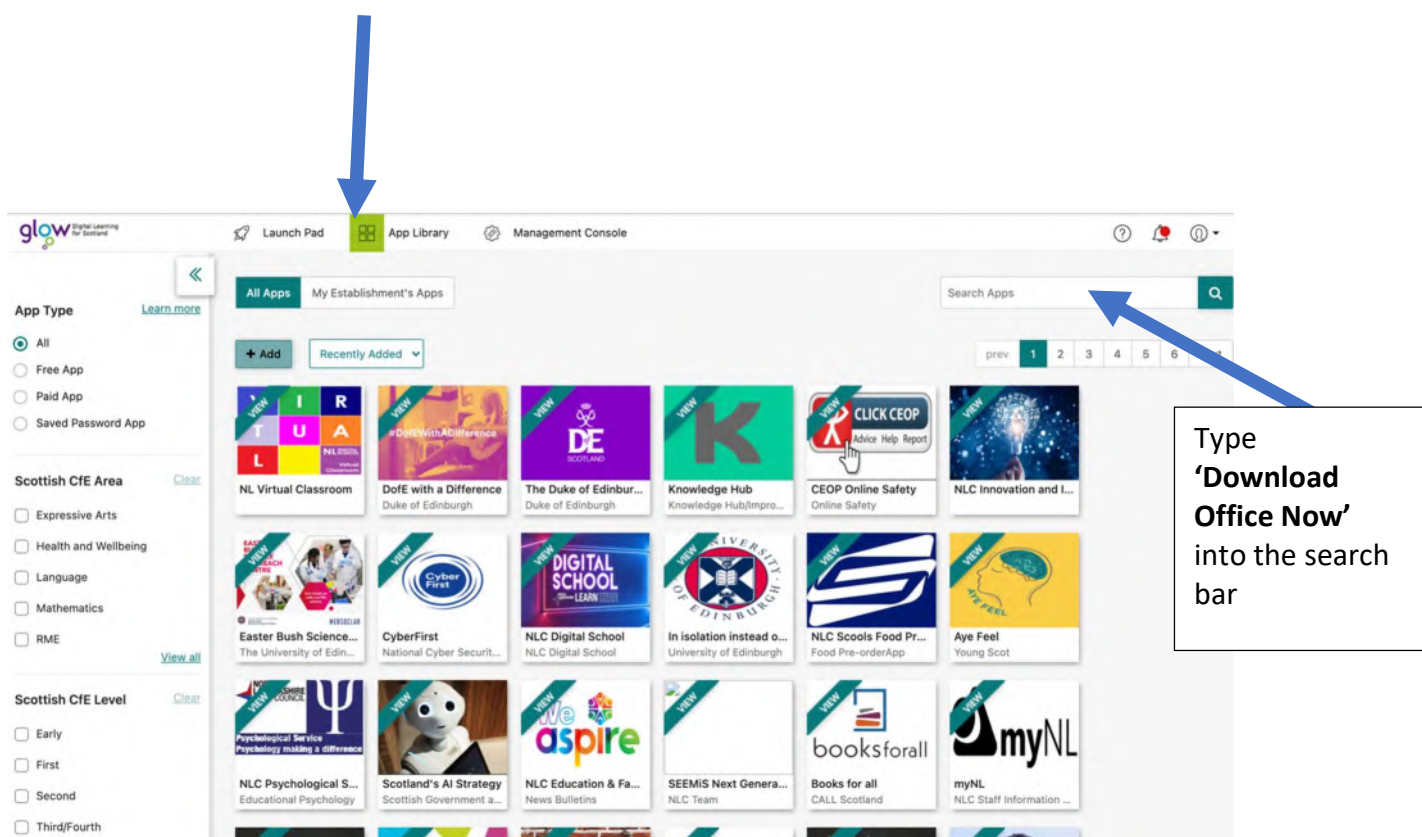
On a computer

Every pupil with a Glow account can download Office 365 to their laptop or computer for free.

Open your web browser and login to Glow

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

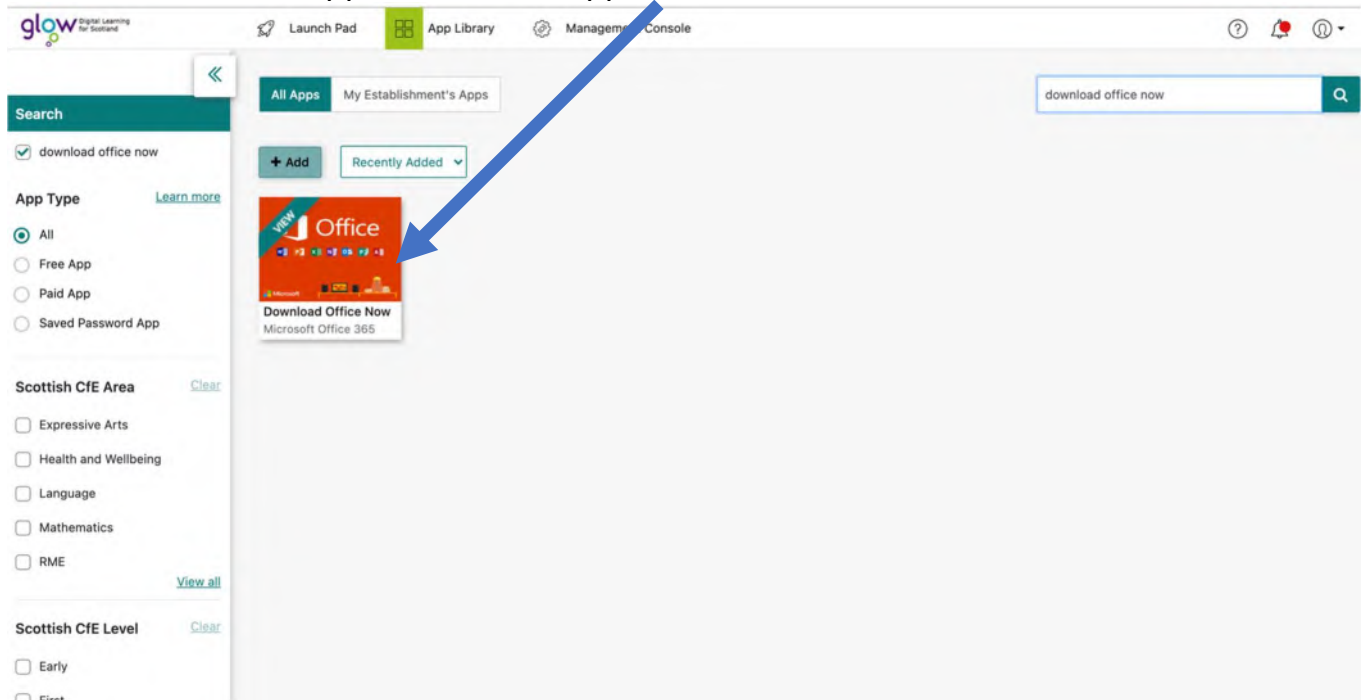
Click on the app library at the top to show all apps.



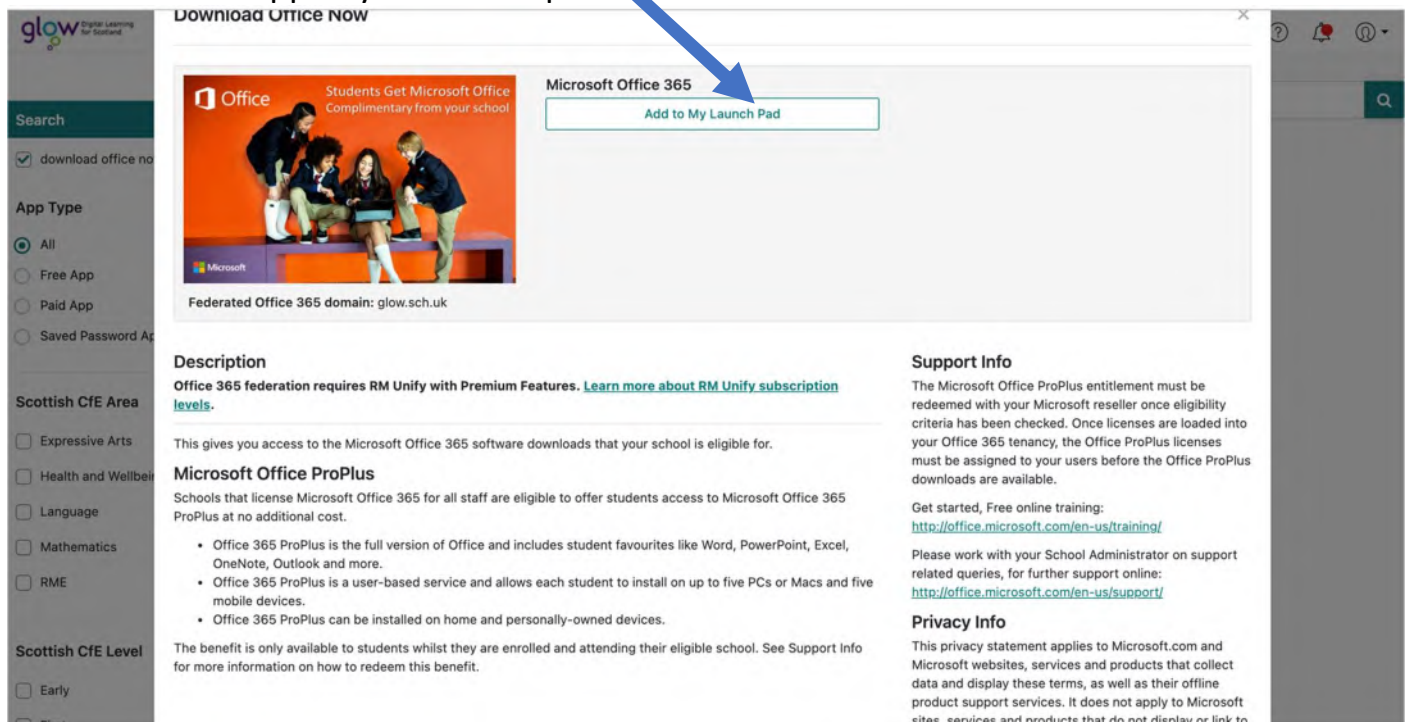
The screenshot shows the Glow App Library interface. At the top, there are three tabs: 'Launch Pad', 'App Library', and 'Management Console'. The 'App Library' tab is selected. Below the tabs, there is a search bar labeled 'Search Apps' with a magnifying glass icon. To the left of the search bar, there are filters for 'App Type' (All, Free App, Paid App, Saved Password App), 'Scottish CfE Area' (Expressive Arts, Health and Wellbeing, Language, Mathematics, RME), and 'Scottish CfE Level' (Early, First, Second, Third/Fourth). The main area displays a grid of app cards, each with a 'View' button and a 'Download' button. A blue arrow points from the 'App Library' tab to the search bar. Another blue arrow points from the search bar to a text box on the right that says 'Type 'Download Office Now' into the search bar'.

Use the search bar at the top right. Type in 'Download Office Now'.

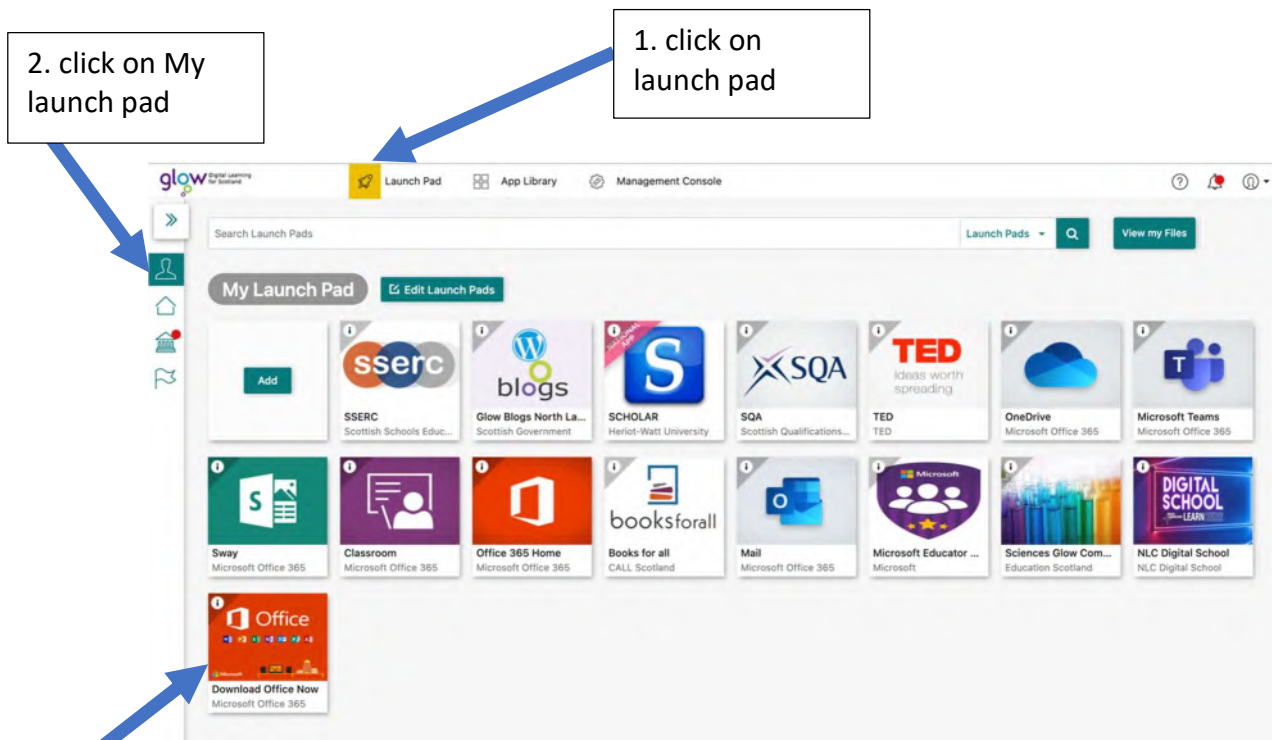
You should see the App. Click on the app.



Click to add the app to your launch pad

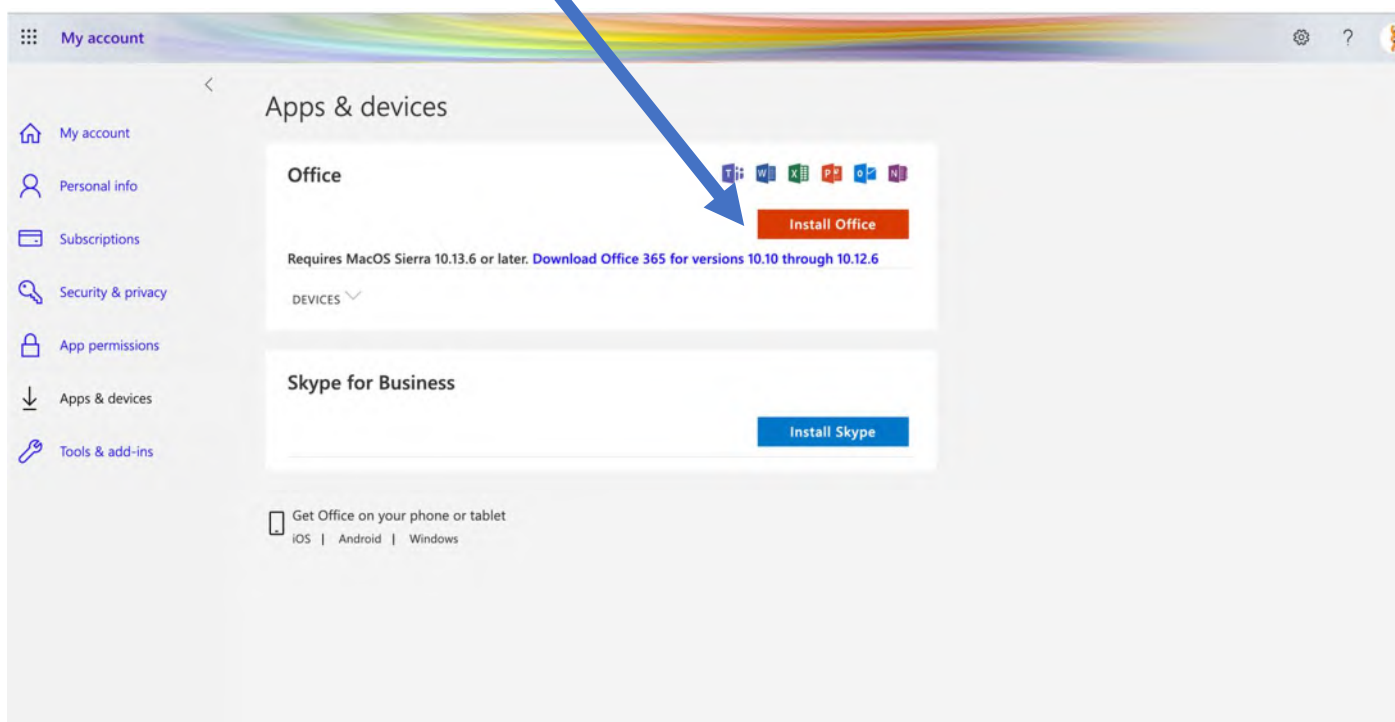


Click off of that window and then access launch pad at the top and then my launch pad at the left side

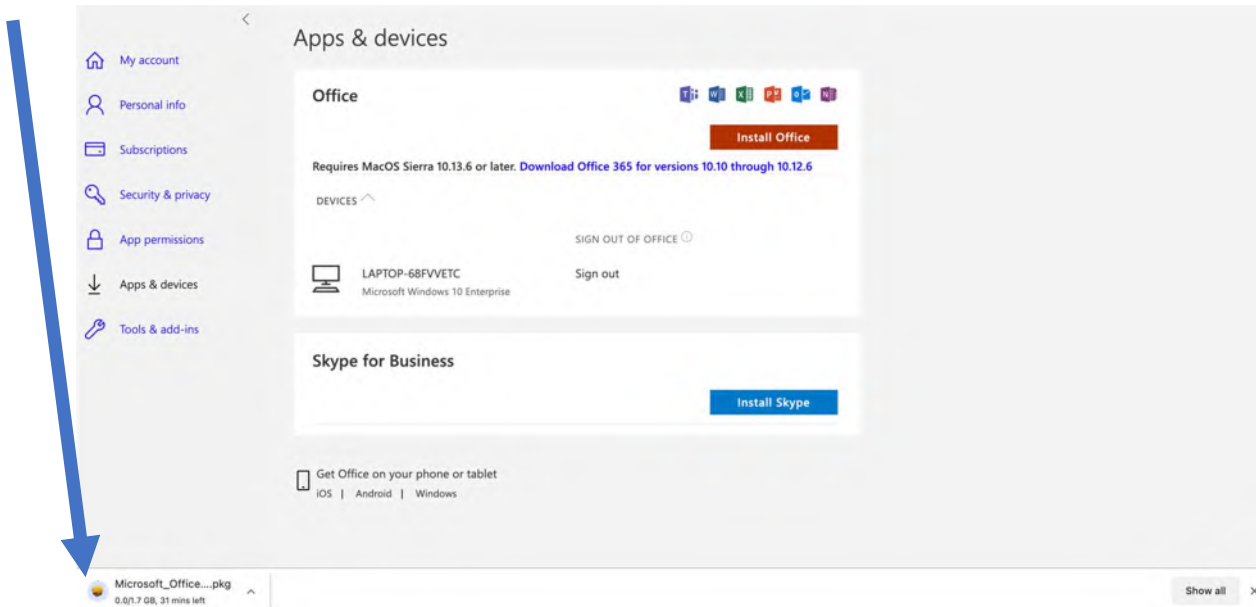


3. click on the 'Download Office Now' app

Press the red button to install office



Office should download to your computer (you might need to access your download file to see it). Click on the downloaded file to install it.

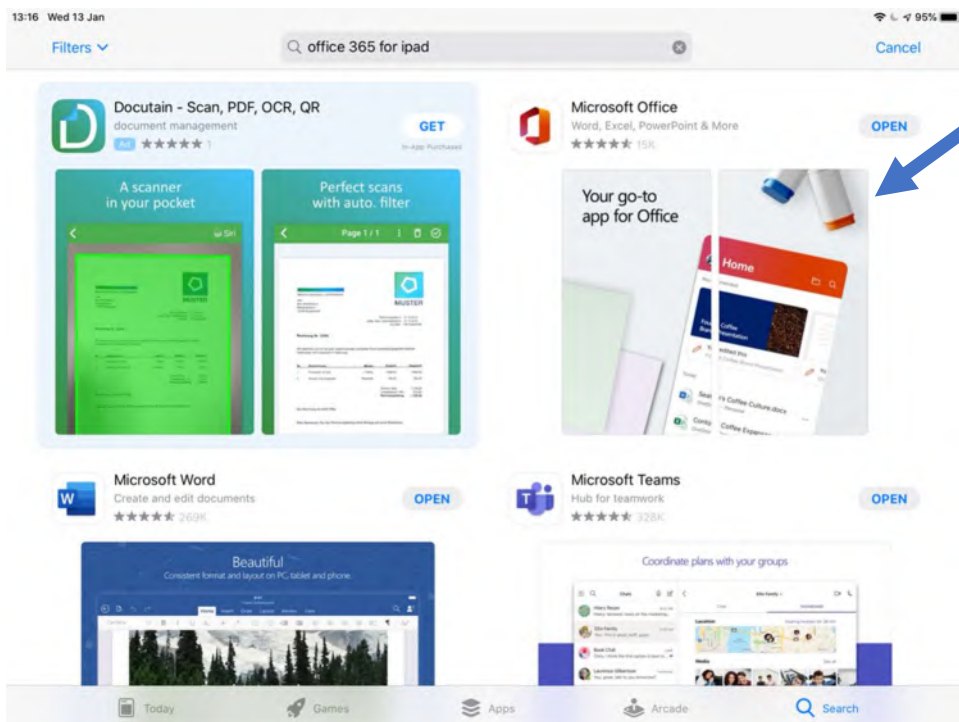


If you're asked to login to office use your full Glow login; gw—surnamefirstname@glow.sch.uk

Mobile Device

You can also download a mobile version of office onto your phone or tablet.

Search your app store for Microsoft office and you can install it for free. When it asks you to sign in then use your full Glow login.



Teams is also free for your mobile phone and is very useful to have. You can join calls, post on your teams pages and also do assignments all on your mobile. Search your app store for Microsoft teams and login with your full glow login (don't forget to add @glow.sch.uk to the end of your username)