

## Microsoft Teams Instructions for Parents/Carers

### Access through GLOW

Click on the following link or type into your address bar:

<https://teams.microsoft.com/l/team/19%3ab97766262e094d1c99bac6210fc50f23%40thread.tacv2/conversations?groupId=359f8b9f-04d1-4990-9b86-4ba77e0cbf60&tenantId=ccd32ca3-16ce-428f-9541-372d6b051929>

Click 'use web app'

Sign in with your GLOW username and password

This will send you to the GLOW homepage – enter your password again

The 'Emergency Closure' box will appear - click join team with code

### **Ravenswood School Code: x6arr22**

Under the 'teams' tab you should see all Ravenswood classes, if they don't all appear, click on 'hidden channels' and then click your child's class and select 'show'.

Under the 'general' tab you will find whole school information

In your child's class you will find a 'posts' tab where your class teacher can communicate with you and a 'files' tab where all new tasks and activities will be uploaded.

### Microsoft Teams App

Due to the amount of people working from home and using this programme, running 'Teams' on GLOW can be quite slow.

We suggest downloading the desktop Teams app from:

<https://products.office.com/en-gb/microsoft-teams/download-app&desktopAppDownloadregion>

Alternatively, you can download the app onto your tablet or phone using your app store.

