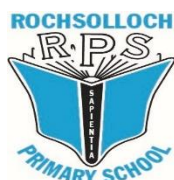


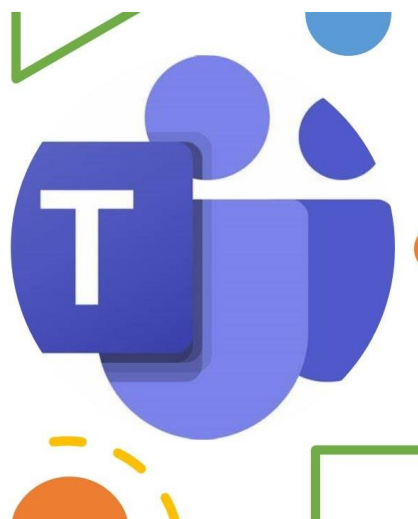
# Microsoft Teams (Tablet/Mobile) - A guide for students and parents

Teams for Tablet/ Mobile use



## Microsoft Teams

Tablet and mobile app guide



## Accessing Teams on a phone/tablet

There are three main ways to access Microsoft Teams. Although this guide will focus on the Mobile/Tablet app, it is recommended to use the desktop app for full functionality.



LOGIN TO GLOW  
FROM YOUR BROWSER



★ RECOMMENDED ★

DOWNLOAD THE  
DESKTOP APP

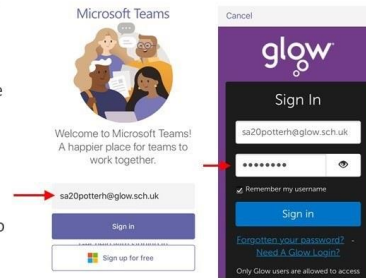


DOWNLOAD THE  
MOBILE APP

# Download the Mobile App

The Microsoft Teams *Mobile App* is available on both iOS and Android devices.

1. Open your *App Store* and search for **Microsoft Teams**.
2. Follow the download and install instructions.
3. When prompted, **enter your glow email address** in the format `username@glow.sch.uk` then click **Sign in**.
4. You will be redirected to the purple glow login page. **Enter your glow password** and **Sign in**.
5. It is recommended to **allow** notifications, and access to your microphone (for live lessons delivered in Teams).



# Navigating your Class Teams – List View

Click the name of the Team to view the list of channels.

Rather than the tiled grid view on the browser or Desktop App, here your Class Teams will be listed.

The following screenshots were taken from an iOS mobile device. The layouts shown here may vary slightly to those on an Android device.

Join a Team with a code

Notification count per Team

A bold Team name also tells you that there has been new activity in the team since your last visit.

Switch between Activity Feed, your Teams and Assignments.

# Navigating your Class Teams – Teams Setup

Click to view the channels in the Team.

A bold channel name shows that there has been recent activity.

Every team has channels. Teachers will typically set tasks and assignments for the week ahead in the General channel.

Switch on channel notifications.

Within each Team, and each channel, you can navigate between the tabs for Posts, Files and Assignments.

Click More to view Assignments and Grades – only available within the General channel.

Posts from students will likely be disabled in the General channel.

## Navigating your Class Teams – Posts & Files

Within the appropriate channel, students can contact their teacher for help, or attach a file or image for review.

Type @ then the teacher's name in your post. They will be notified.

Click Reply to continue the conversation.

Only start a new post if you need to!

Within the **Class Materials** folder, you can open a **read-only** file, or download your own copy to edit then submit. Students cannot save into the **Class Materials** folder.

Files listed here can be opened and edited by anyone in the Team. A file attached to a post will also appear here.

## How to view your Assignments

Select the **Class Team** then click **Next**.

Click on **Assignments**.

Quickly **filter** to another class.

View **assigned, late and completed** assignments by class.

## How to open, edit and submit Assignments

You can easily view the details for the assignment.

Your teacher may have included a worksheet or template for you to complete and return.

When you have completed the tasks, you should click **Hand in**. Your teacher can then review your work and return feedback to you.

By opening the worksheet, you may or may not be able to edit the document from your mobile device.

If you have pre-installed Office 365 on your mobile device, you should be able to edit and your work should save automatically as you go.

You can also click **Add work** to upload your own copy, then **Hand in** as normal if you've had problems saving.

Look for the **Immersive Reader** icon to read aloud and customise your reading preferences.

## Additional Information



All students in Scotland can download the latest version of Microsoft Office for free, on any device. Look for the orange tile on your School Launch Pad. Full install instructions on the next page.



Say goodbye to your USB flash drive. Students have unlimited cloud storage on their personal OneDrive. This also provides an easy way to share files and work collaboratively.

Students have access to Glow Mail. This can be used for contacting their teacher privately. Email addresses take the form `username@glow.sch.uk`.



When opening a Sway or a Form using the link provided by your teacher, you may need to sign-in with your Glow email address.



---

*Download the Mobile App from your App Store, or [get a link from Microsoft here.](#)*

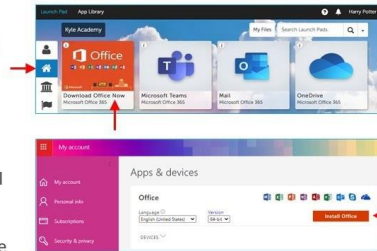
---

## Download Microsoft Office on any device

### Download Microsoft Office 365

It is highly recommended that you download the latest version of Microsoft Office 365 to your computer, for free.

1. Login to Glow and navigate to the School Launch Pad.
2. Click on the orange Download Office Now tile.
3. Click **Install Office** and follow the download and install instructions. Available on Windows, iOS and Android.
4. When prompted, **enter your glow email address** in the format `username@glow.sch.uk` then click **Sign in**.
5. You will be redirected to the purple glow login page. **Enter your glow password** and **Sign in**.



Note: You may need to uninstall an older version on your computer. Afterwards, you will have full access to **Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype** and OneDrive.

## Further advice...

---

*If you need further help or advice, please contact the school by email.*

---