

Microsoft Teams (Desktop) - A guide for students and parents



Microsoft Teams

Browser and desktop app guide



How to access Microsoft Teams

There are three ways to access Microsoft Teams but this guide will focus on the **Browser** and the **Desktop App** as they have a similar interface.



LOGIN TO GLOW
FROM YOUR **BROWSER**



★ **RECOMMENDED** ★

DOWNLOAD THE
DESKTOP APP



DOWNLOAD THE
MOBILE APP

Method 1: Login to Glow from your browser



Microsoft Edge or Google Chrome browsers recommended

1. Visit the Glow login page at glow.rmunify.com
2. Sign in with your username and password
3. Click on the home icon to view the **Rochsolloch** Launch Pad
4. Click on the Microsoft Teams tile to open in your browser.



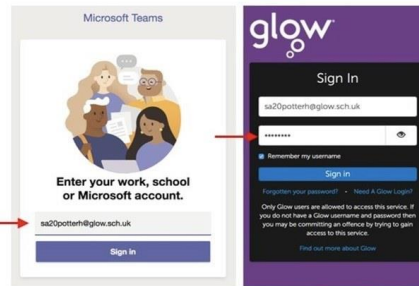
Most usernames begin with ed055



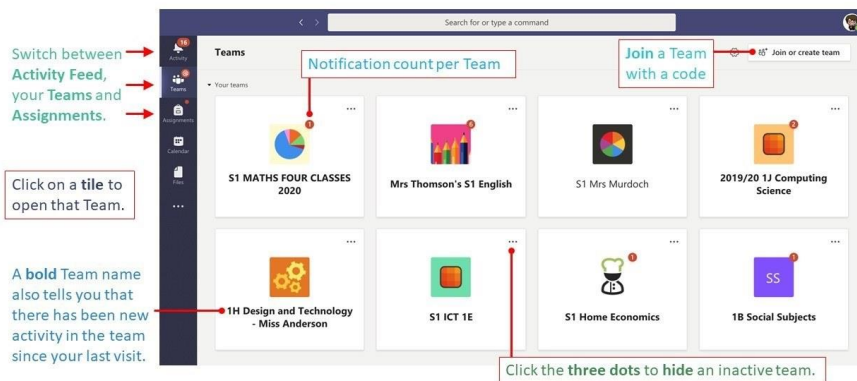
Download the Desktop App ★ Recommended ★

It is highly recommended that you download the Microsoft Teams Desktop App to your computer.

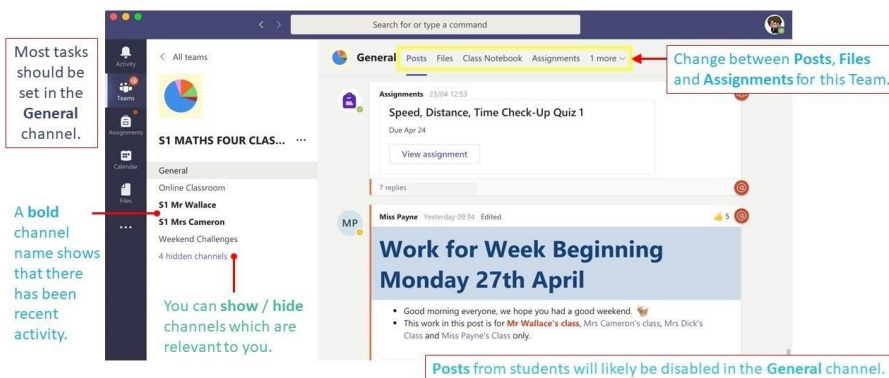
1. Visit the Microsoft website using the link below this slide.
2. Click **Download for desktop**.
3. Follow the download and install instructions.
4. When prompted, **enter your glow email address** in the format `username@glow.sch.uk` then click **Sign in**.
5. You will be redirected to the purple glow login page. **Enter your glow password** and **Sign in**.



Navigating your Class Teams – Grid View



Navigating your Class Teams – Team Setup



Navigating your Class Teams – Posts

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 to tag them in your post. They will be notified.

Click **See more** to read the full message.

Click **Reply** to continue the conversation.

Only **start a new conversation** if you need to. Common mistake.

Start a new conversation. Type @ to mention someone.

Navigating your Class Teams – Viewing Files

Open **Files** tab from the menu.

Upload your own file for collaboration.

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.

Name	Modified	Modified By
Class Materials		Mrs Wallace
A brief introduction to Scotland .pptx	6 days ago	Joshua
Presentation.pptx	March 29	Blair
Presentation 3.pptx	March 25	Gian
olivia business powerpoint.pptm	March 23	Olivia

How to view your Assignments

Click on **Assignments**.

Click on the **Class Team**.

Quickly **filter** to another class.

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

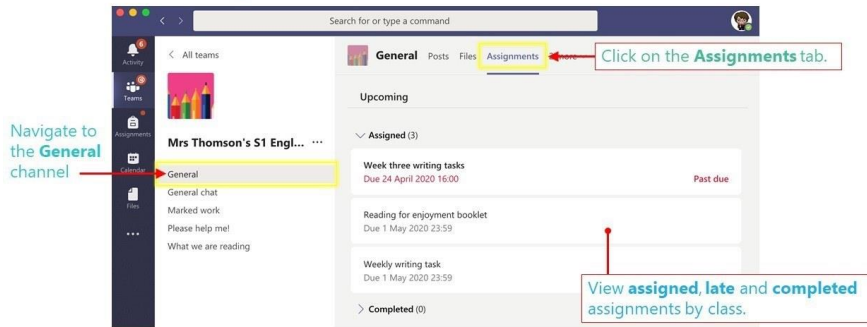
Assigned (2)	Due	Status
Week three writing tasks	Due 24 April 2020 16:00	Past due
Reading for enjoyment booklet	Due yesterday at 23:59	Past due

Completed (1)

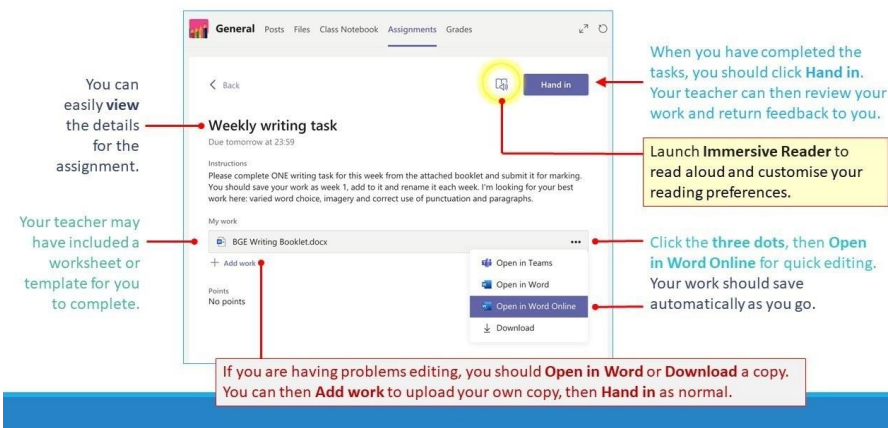
- Weekly writing task ✓

How to view your Assignments

You can also view Assignments directly within the Class Team...



How to open, edit and submit Assignments



Additional Information

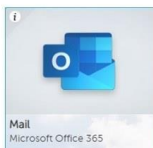


All students in Scotland can download the latest version of Microsoft Office for free, on any device. Look for the orange tile on your School Launch Pad. Full install instructions on the next page.



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.



Login to Glow here: glow.rmunify.com

Microsoft website link to [download the Teams Desktop App.](#)