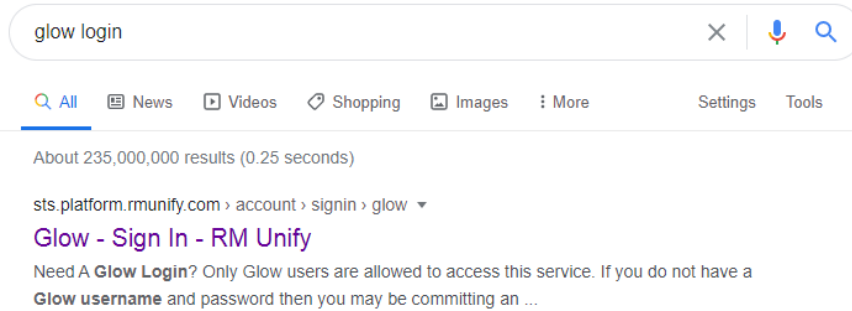
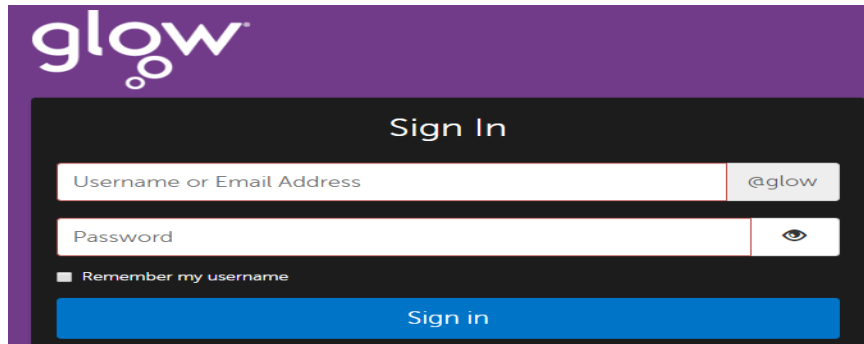


How to Use Microsoft Teams for Online Learning - Glow Access

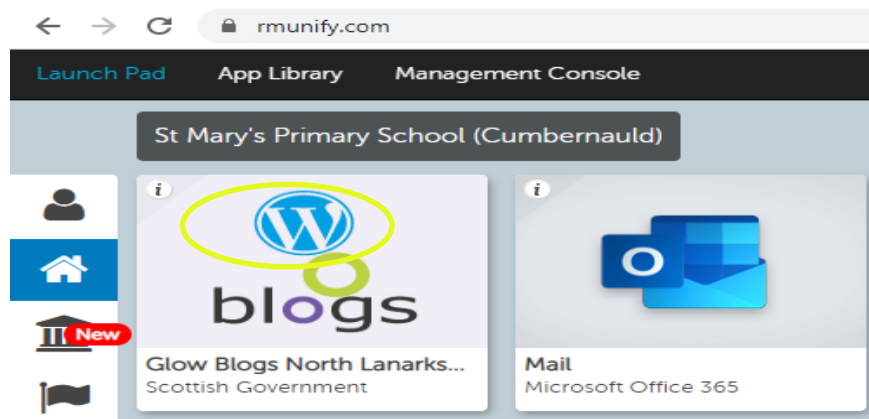
1. Using your internet browser search 'glow login' and click on this option.



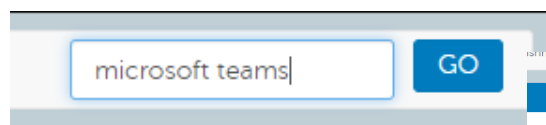
2. Log in using your glow username and password.



3. Click on the 'App Library' at the top of the page.



Library' at the top of

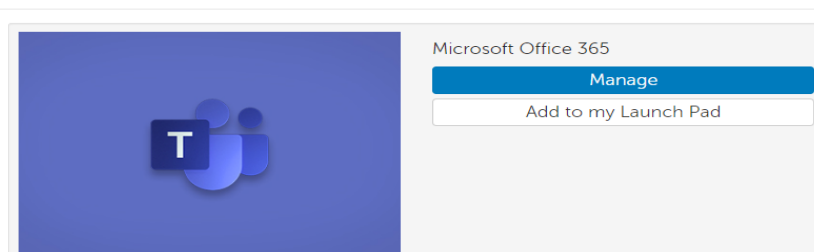


Search for 'Microsoft Teams'



4.

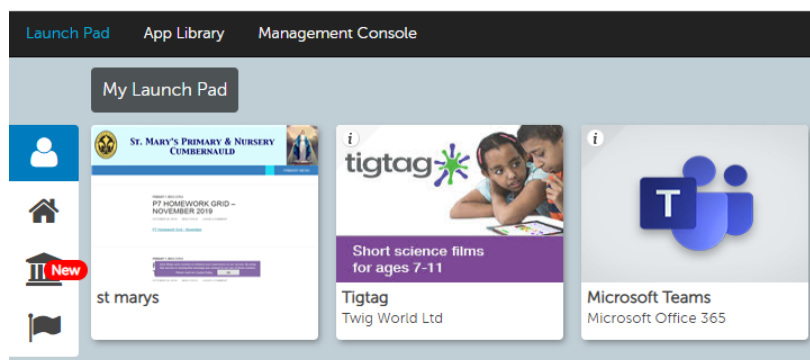
Microsoft Teams



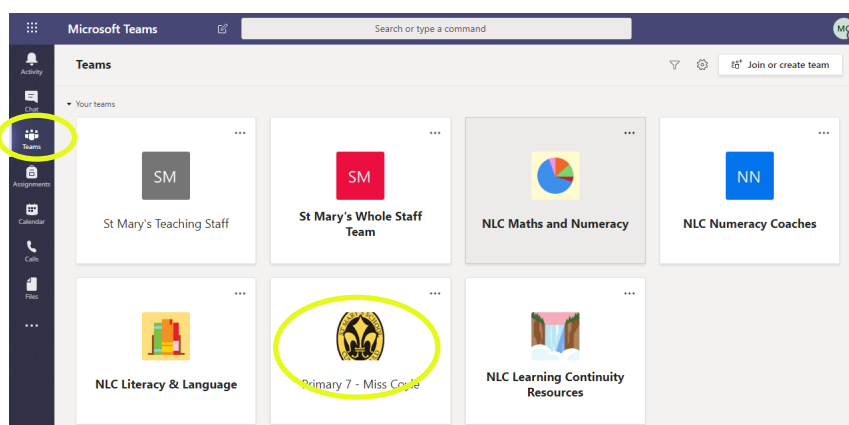
5. Click on the app launch pad.

and then add it to your

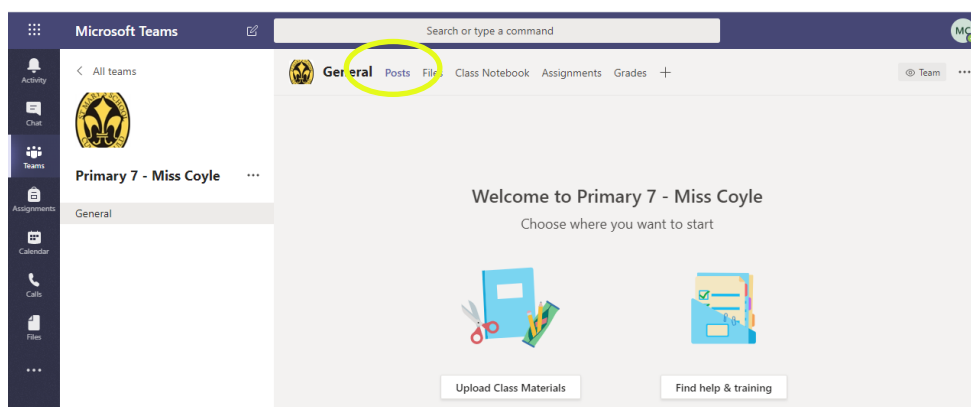
6. Go back to your launch pad and click on the Microsoft Teams app to open.



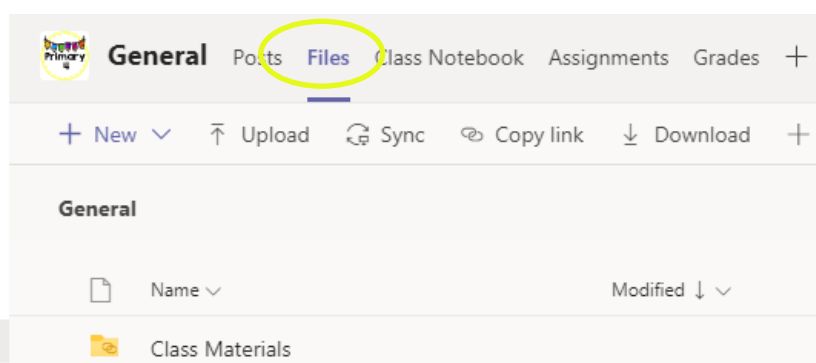
7. Click on the 'Teams' section and find your class team.



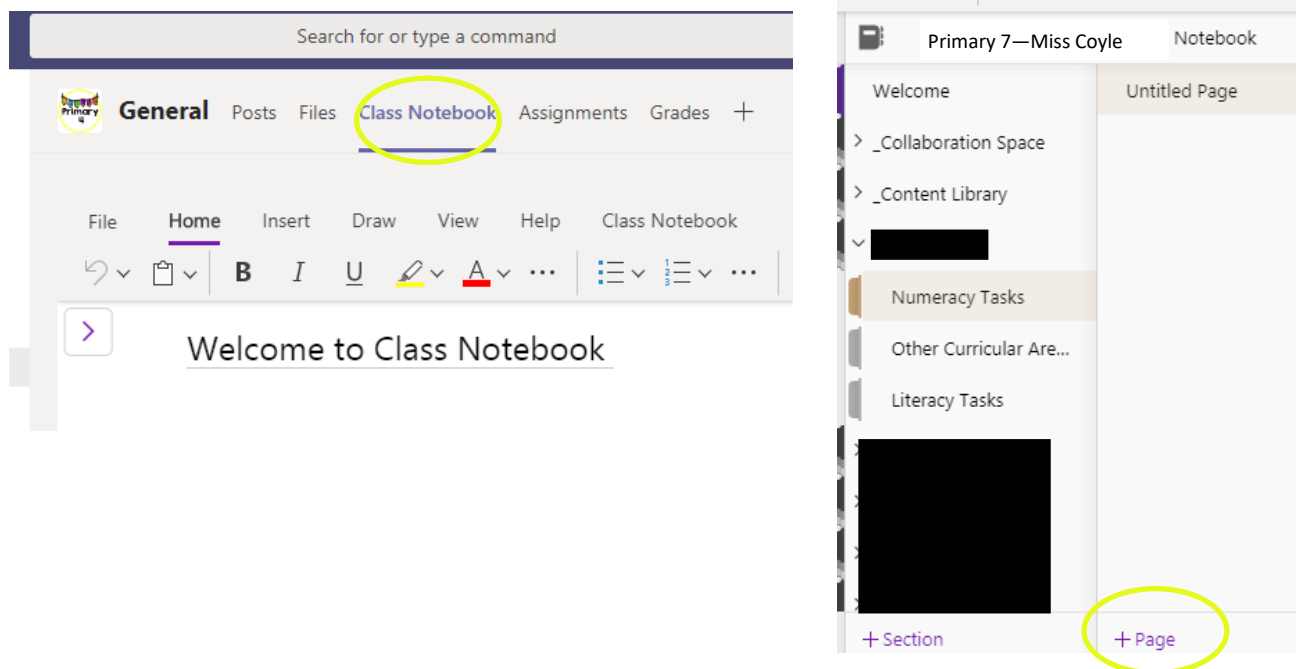
8. Use the 'Posts' area to chat with classmates about your learning. The teacher is available to chat with using this space.



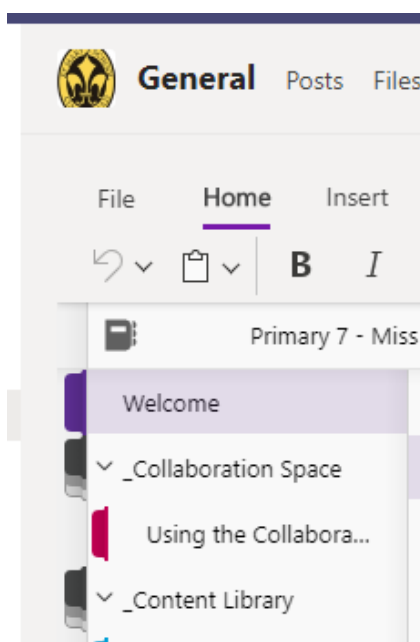
9. Use the 'Files' section to view home learning activities and resources that your teacher has uploaded for you.



10. Click on 'Class Notebook' and find your own notebook. This is where you write, complete tasks and post work for your teacher. Only you and your teacher can see your notebook. Find the section relevant to your task and click '+page'



11. The 'Collaboration Space' in the Class Notebook is an area for the whole class to participate in a task.



How to Use Microsoft Teams for Online Learning - Phone Access



1. Download "Microsoft Teams" app to your smartphone (the app is free to download).
2. It will ask you to set up using your school email address, this your **Glow username and password** you have been using to login to Glow.

The email address is **username@glow.sch.uk**

E.g. **gw11smithrichard@glow.sch.uk**

If you are still unsure on what your school email address is, please just ask me via Glow.

3. Once set up, the app is good to go and you can set notifications to your phone for the Team chat etc.