

# Accessing Teams on

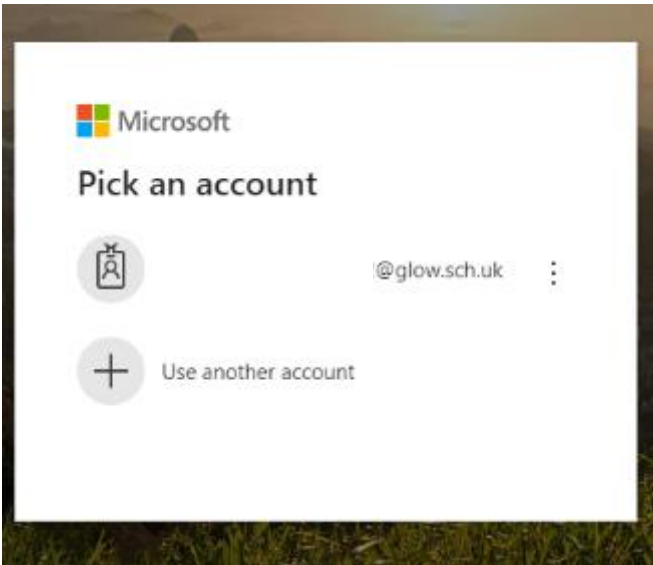
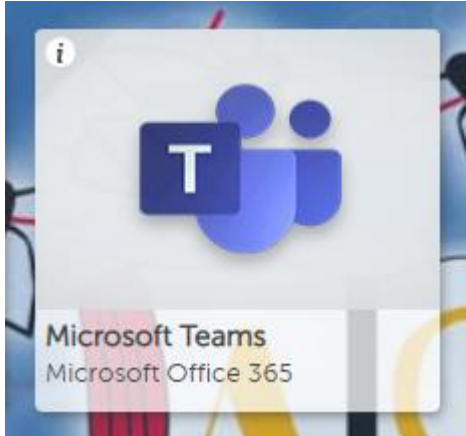


Many teachers and departments use Teams to share classroom activities and materials. You need to be added to a Team by your teacher.

It is important that you remember that your teacher is the Administrator of your Team and so can see and regulate all that is carried out. This is especially important in any discussions or chats that go on.

Just follow these straightforward steps!

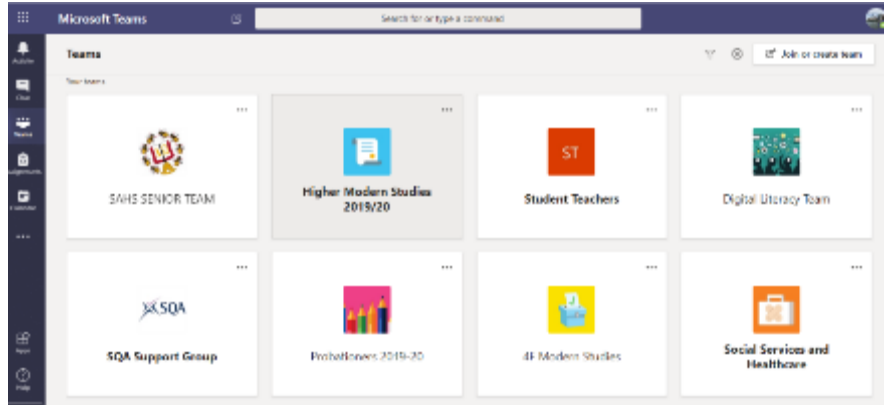
**Access Teams from your device or computer.**  
**You may have to download the App**



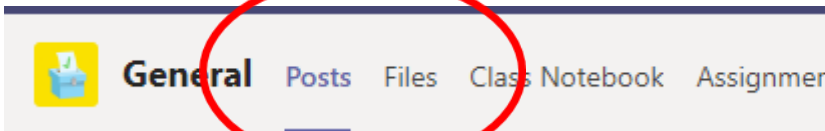
**Sign in with your FULL Glow Username and Passowrd**

**Any Teams that you have been included in will appear here.**

**Click on the Team you want**



**Until you are more familiar with Teams you are most likely to use the 'Posts' and 'Files' functions**



### **POSTS**

**This is a discussion forum where your teacher or classmates can post information or start a discussion thread.**

#### **REMEMBER ...**

**If you use this then you must be respectful and treat it like a discussion you would have with your teacher in class**

### **FILES**

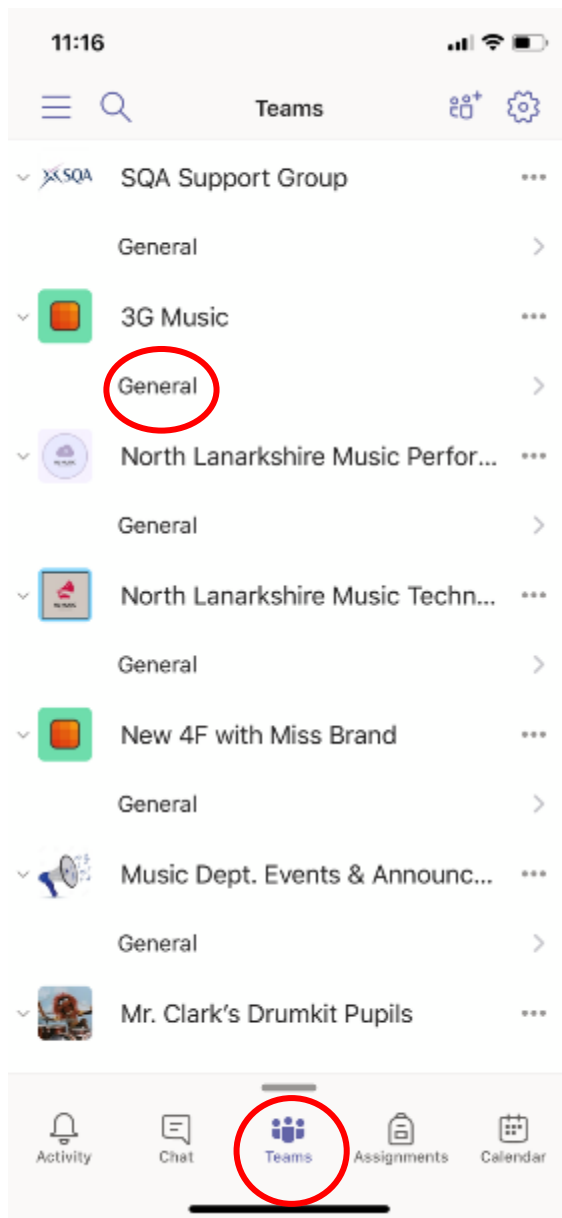
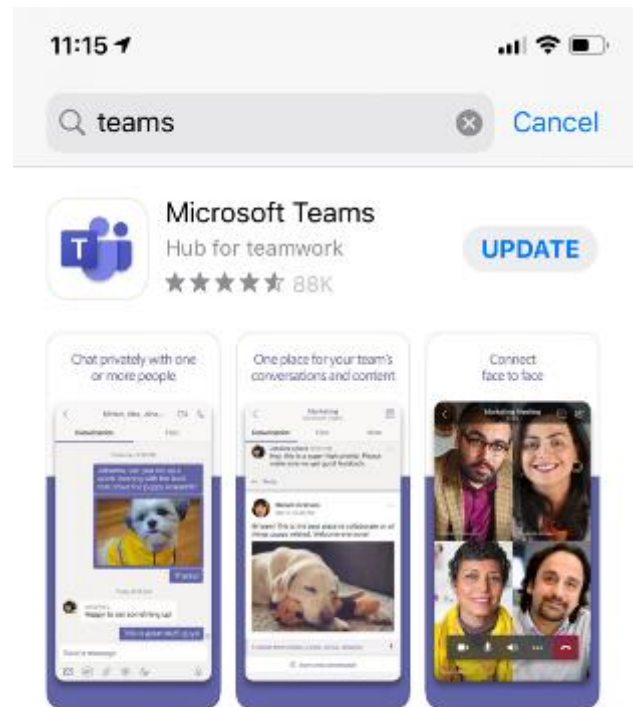
**This is where your teacher may post work, materials or links for learning.**

### **WORK IN PROGRESS!**

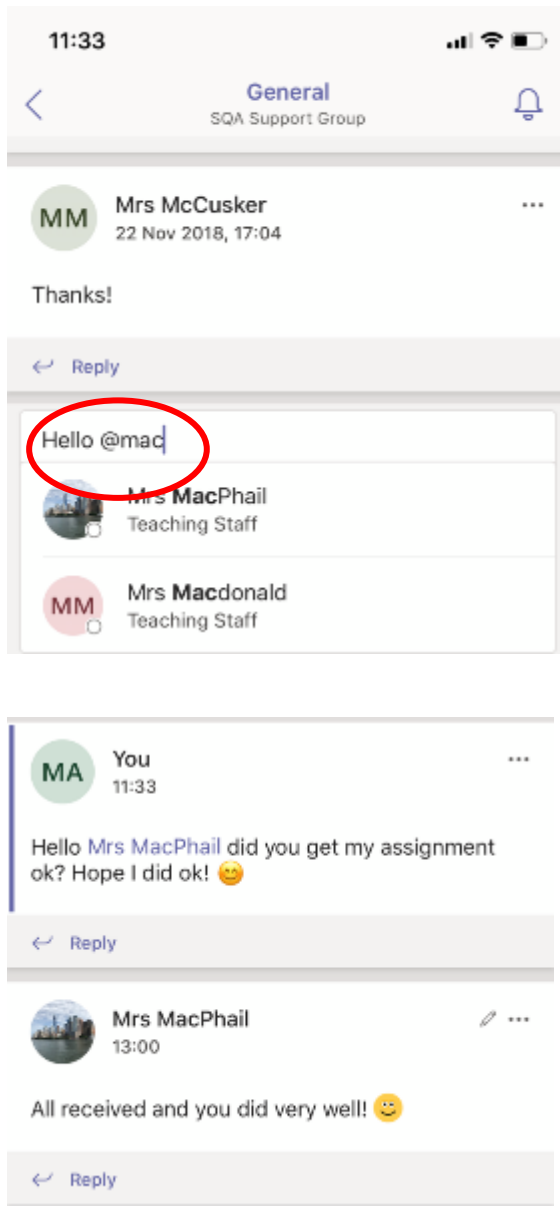
**Remember to keep checking back for any new work that may have been added. Also watch out for alerts to new work on Twitter**

# Accessing Teams on your Phone

- Download the app from your app store – here's what it looks like →
- Once you've logged in, click on Teams at the bottom so see the list of Teams you are part of, then General to enter that team.



- You can communicate with your teachers and each other using the @ symbol



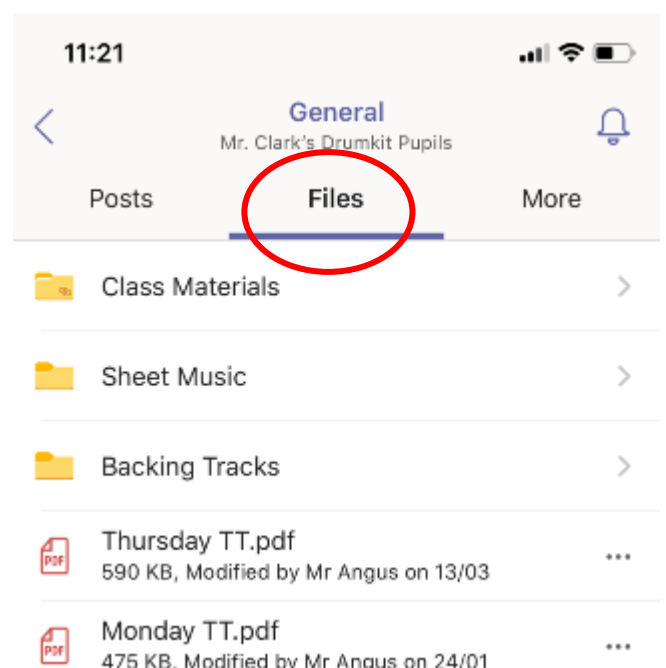
**POSTS**

**This is a discussion forum where your teacher or classmates can post information or start a discussion thread.**

**REMEMBER ...**

**If you use this then you must be respectful and treat it like a discussion you would have with your teacher in class**

- Once you are in a team, click 'Files' for documents that have been uploaded to the team
- Pupils can upload work here too, but unfortunately not from a phone, only the desktop version of teams.

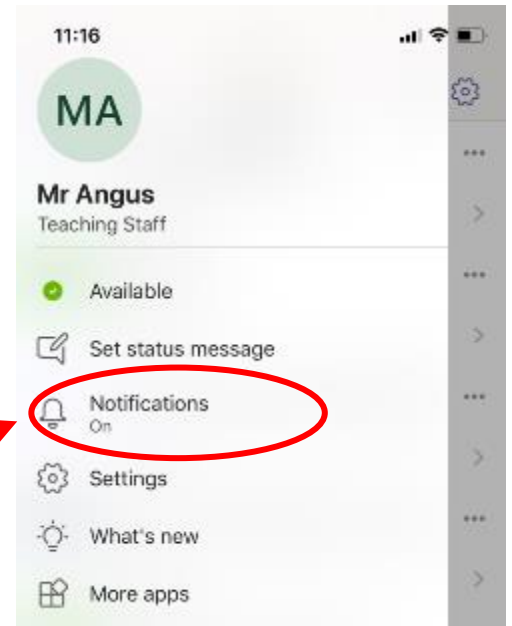
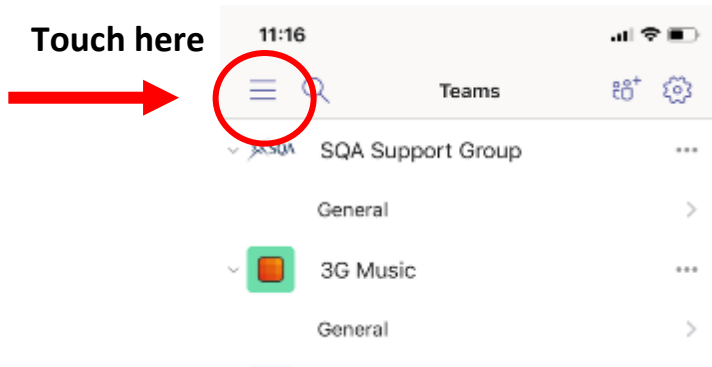


# Make sure your notifications are on!

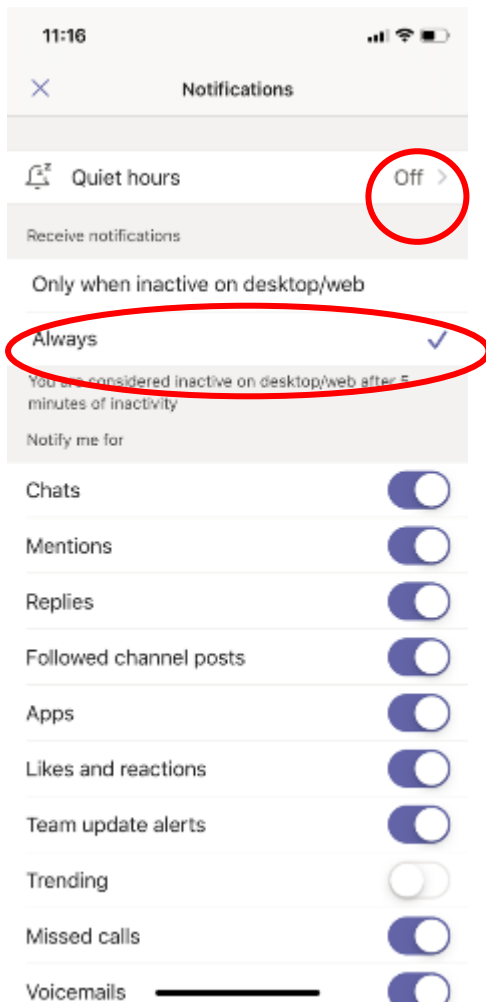
- To make sure you get notifications, you will need to turn them on for the whole app AND each team you are a part of.

- **App notifications:**

- **Touch here**



- **Then here, even if it says 'on' already**

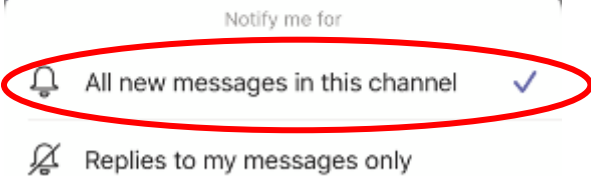
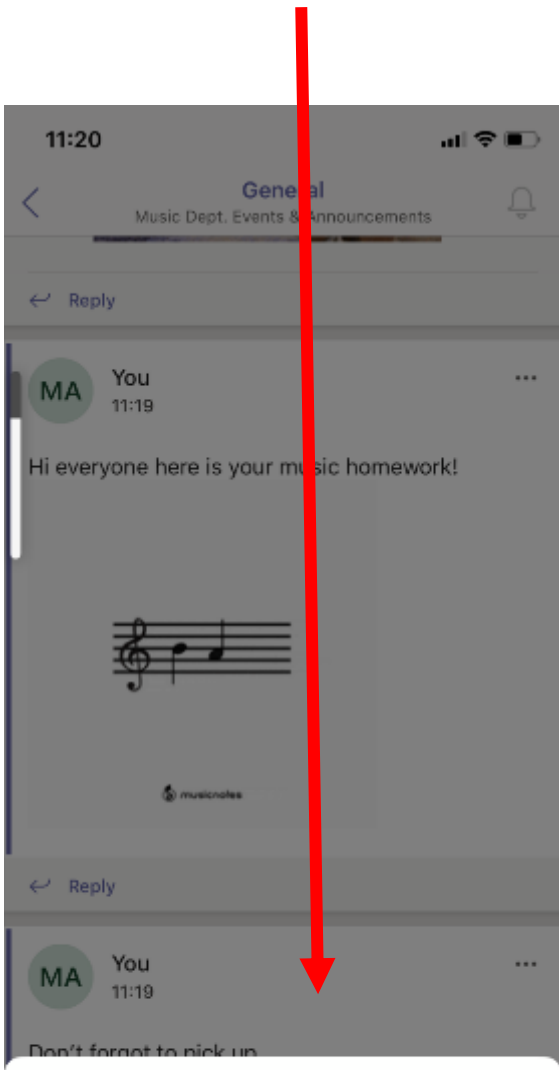
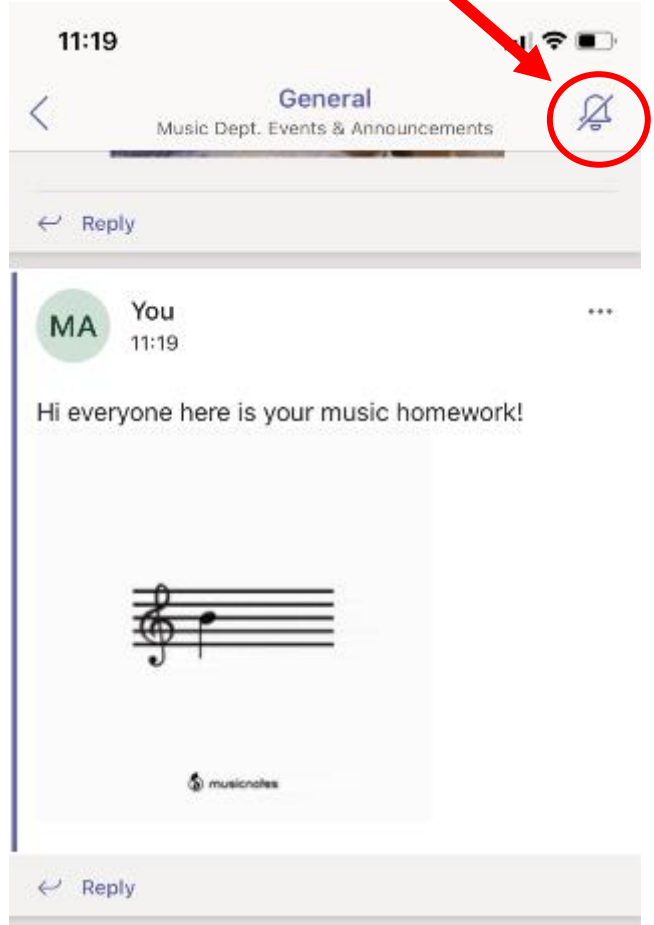


- **Set *receive notifications* to 'always.'** Quiet hours off is also recommended.

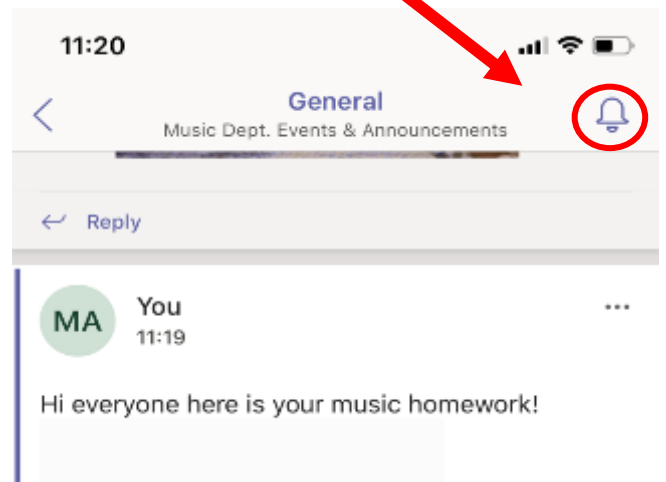
- **Team notifications:**

- **By default, each Team will have this little bell scored out**

- **Touch the bell and change to 'All new messages in this channel'**



- **The bell will now be clear! You're set for notifications!**



- **YOU WILL NEED TO CLEAR THE BELL FOR EACH TEAM YOU ARE IN!**