

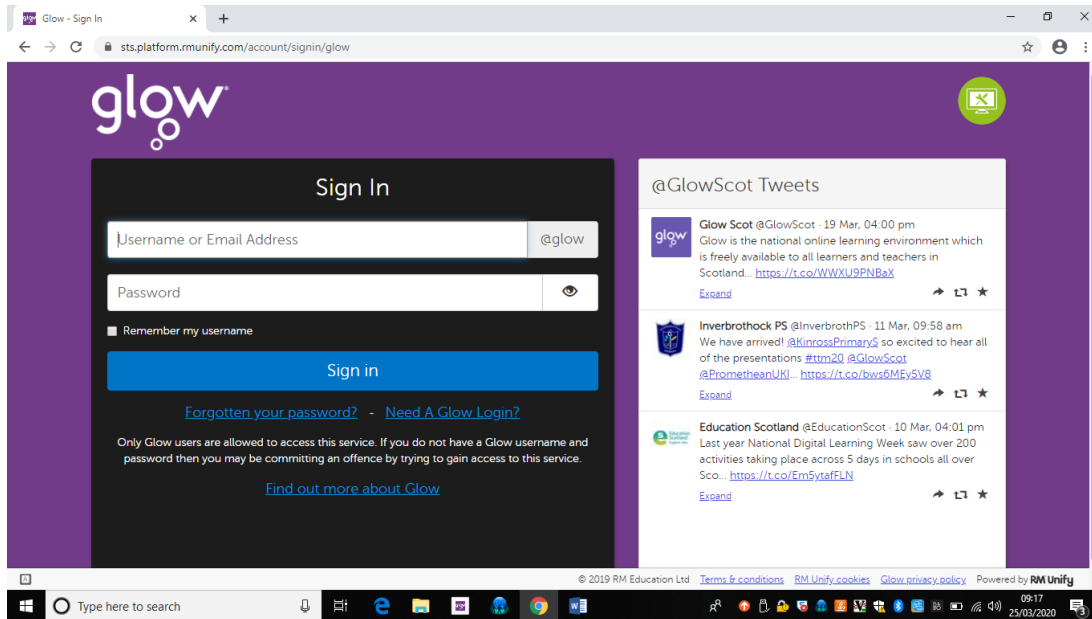


# DIGITAL SCHOOL LEARN HERE

How to Login and Access Microsoft Team

A Guide for Pupils

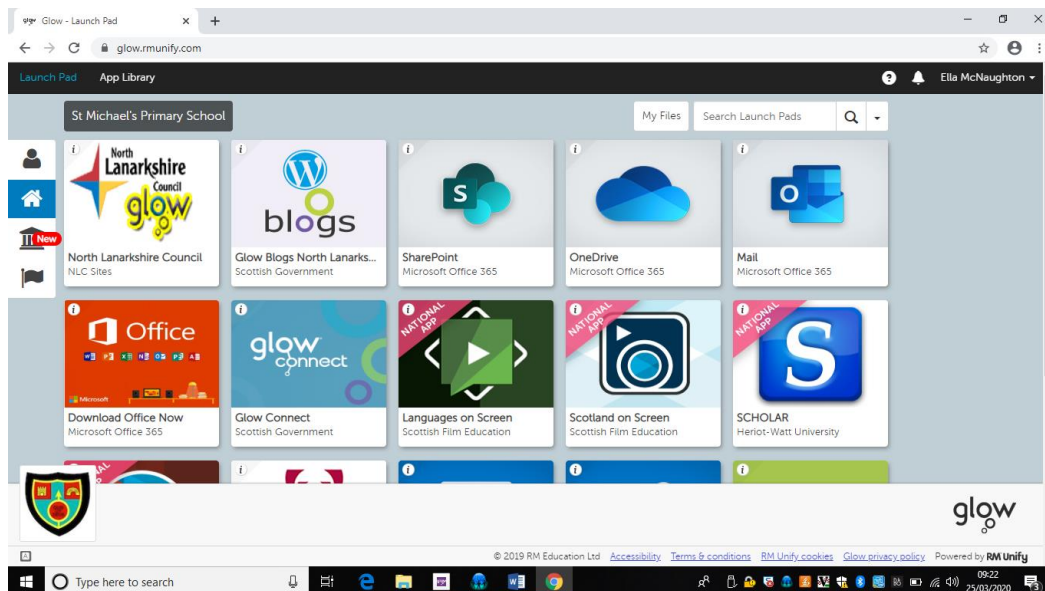
1. Search 'Glow' in an internet browser.



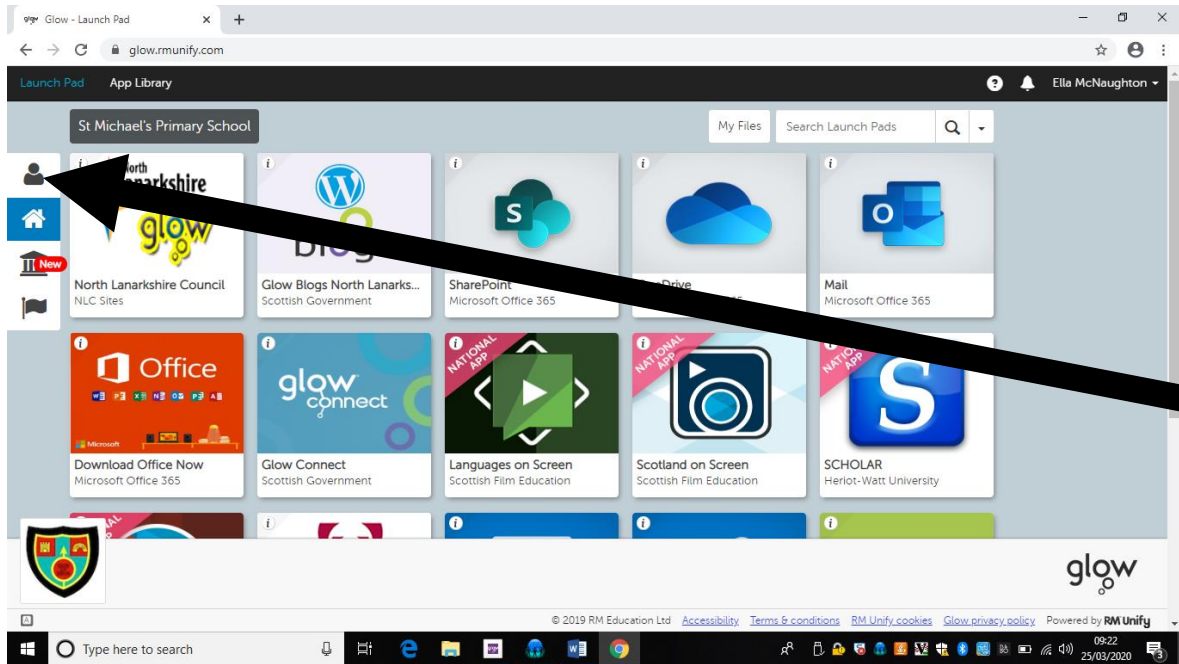
The homepage should look like this but don't worry if the purple background is a different colour/pattern.

2. Log in using your username and password.

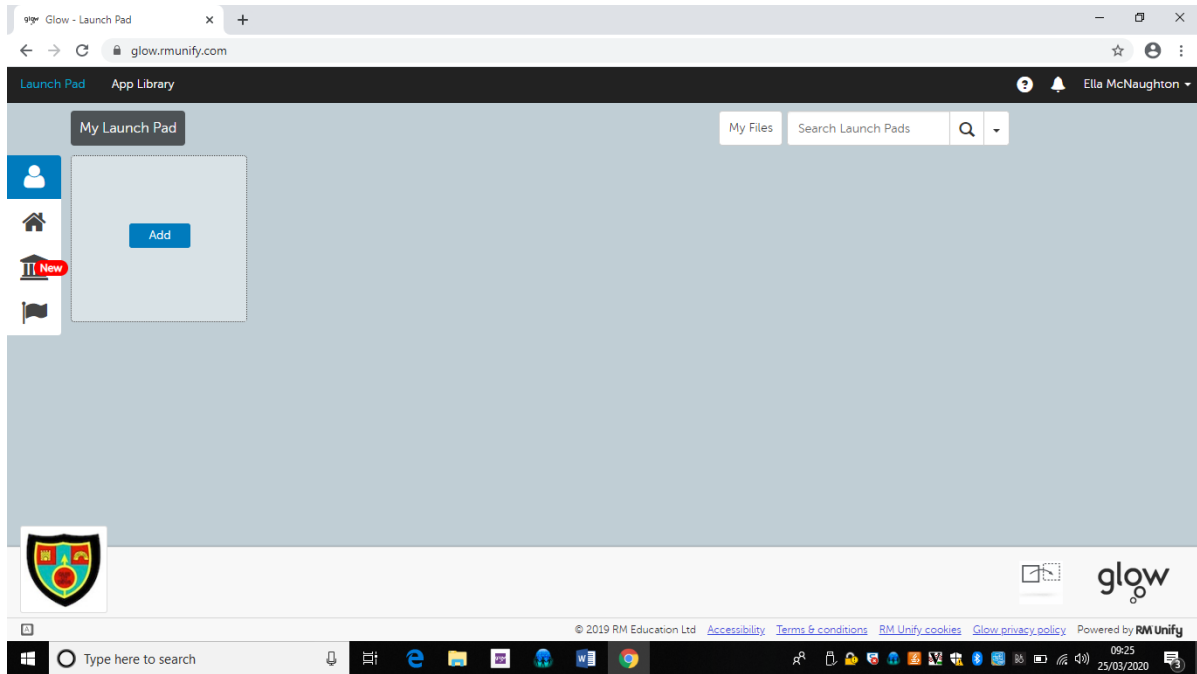
3. Your screen should look like this:



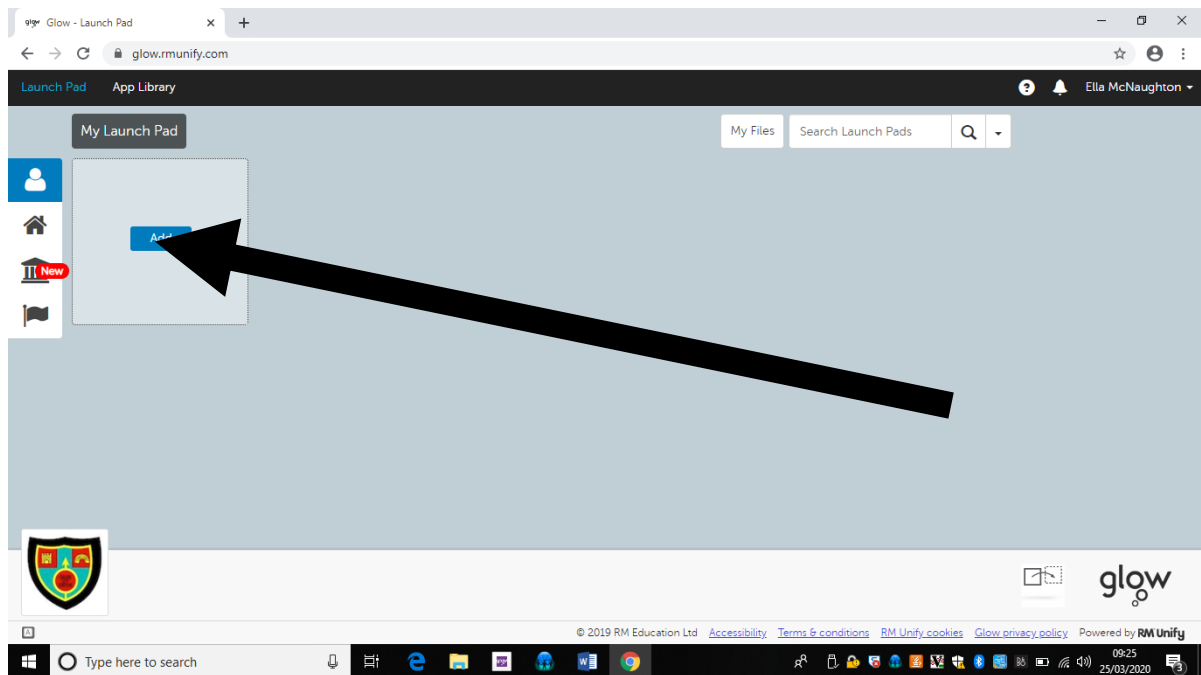
4. Choose the person icon.



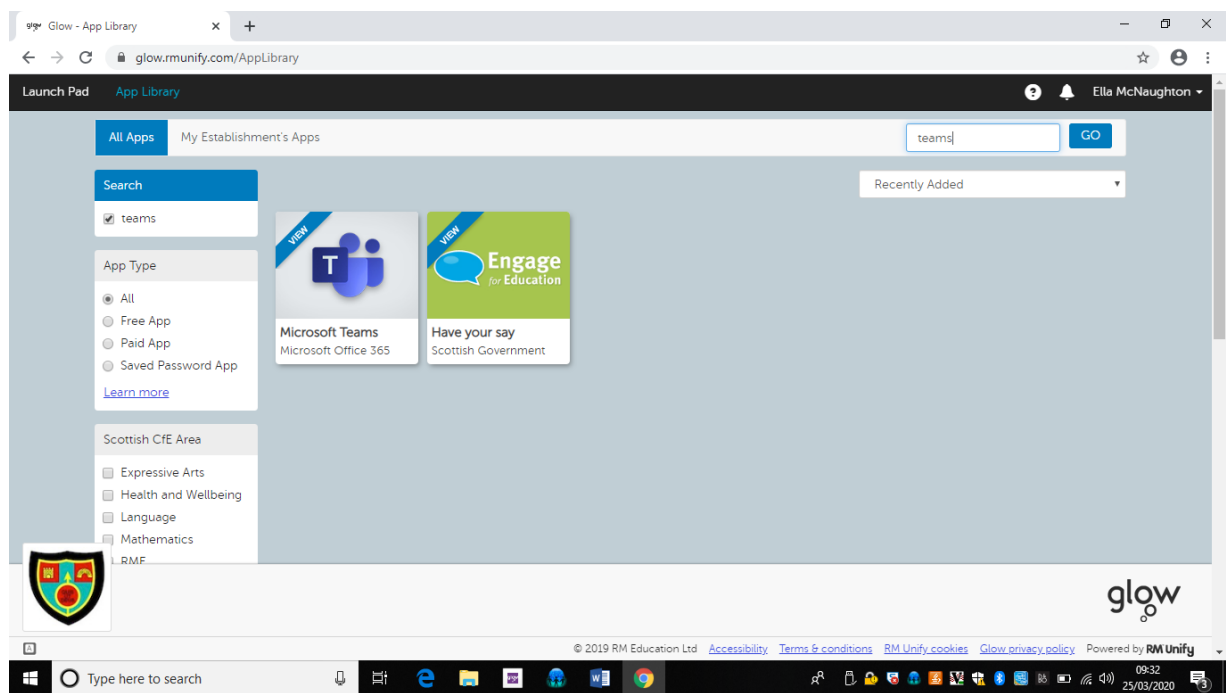
5. Your screen should look like this:



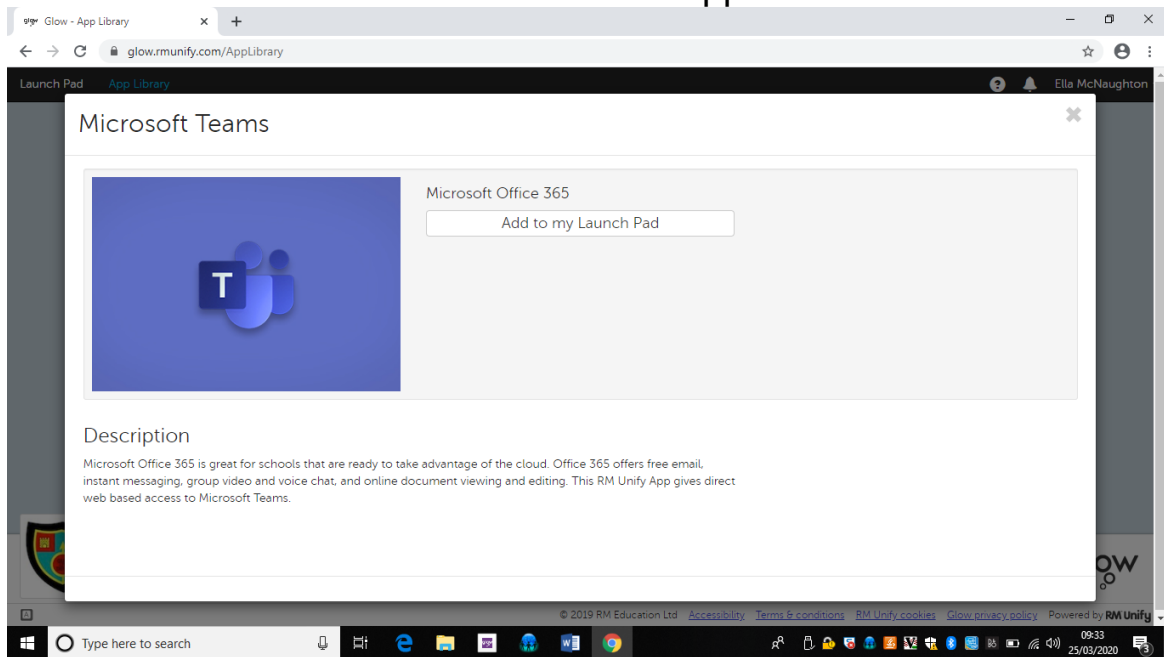
6. Choose the blue ADD button, then select 'APP FROM LIBRARY'.



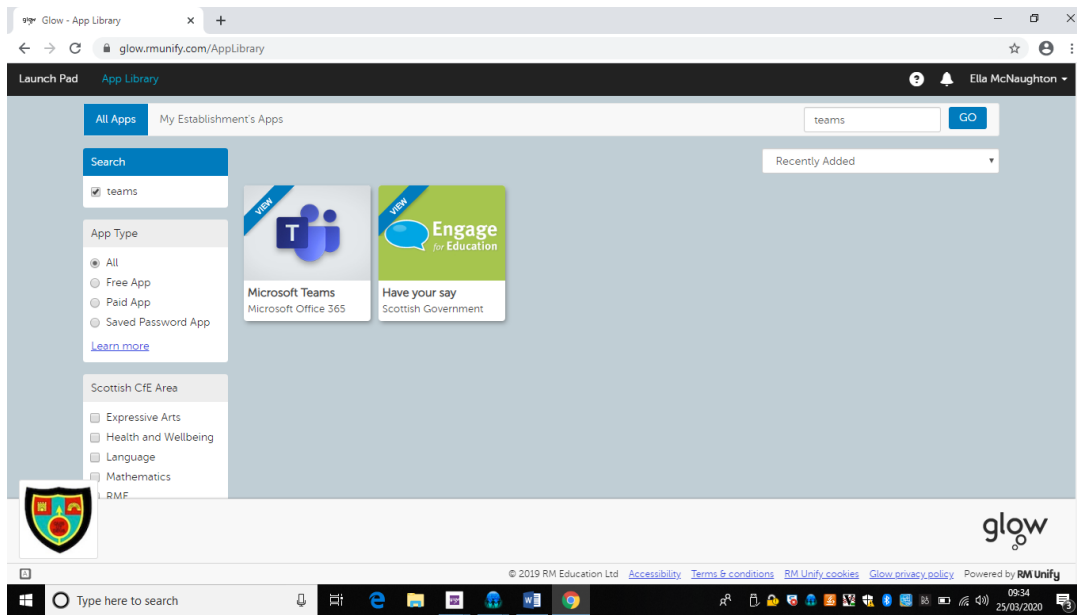
7. Search for TEAMS



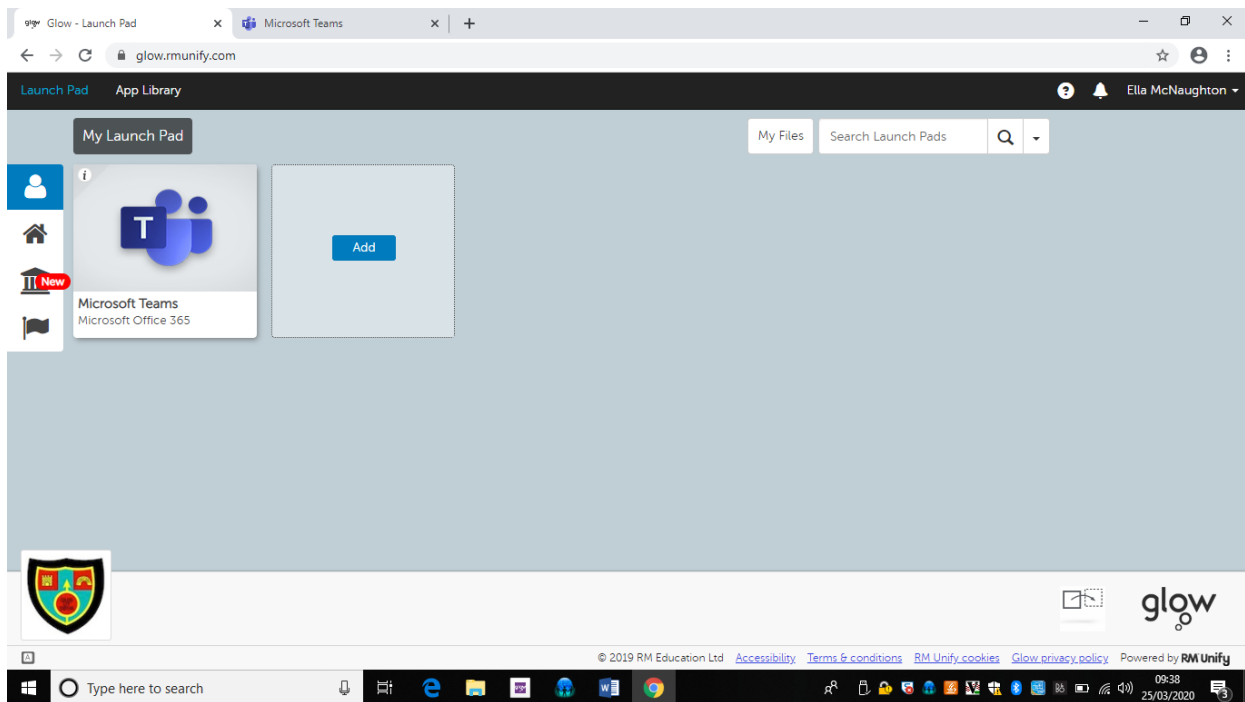
8. Click on the TEAMS tile and this should appear:



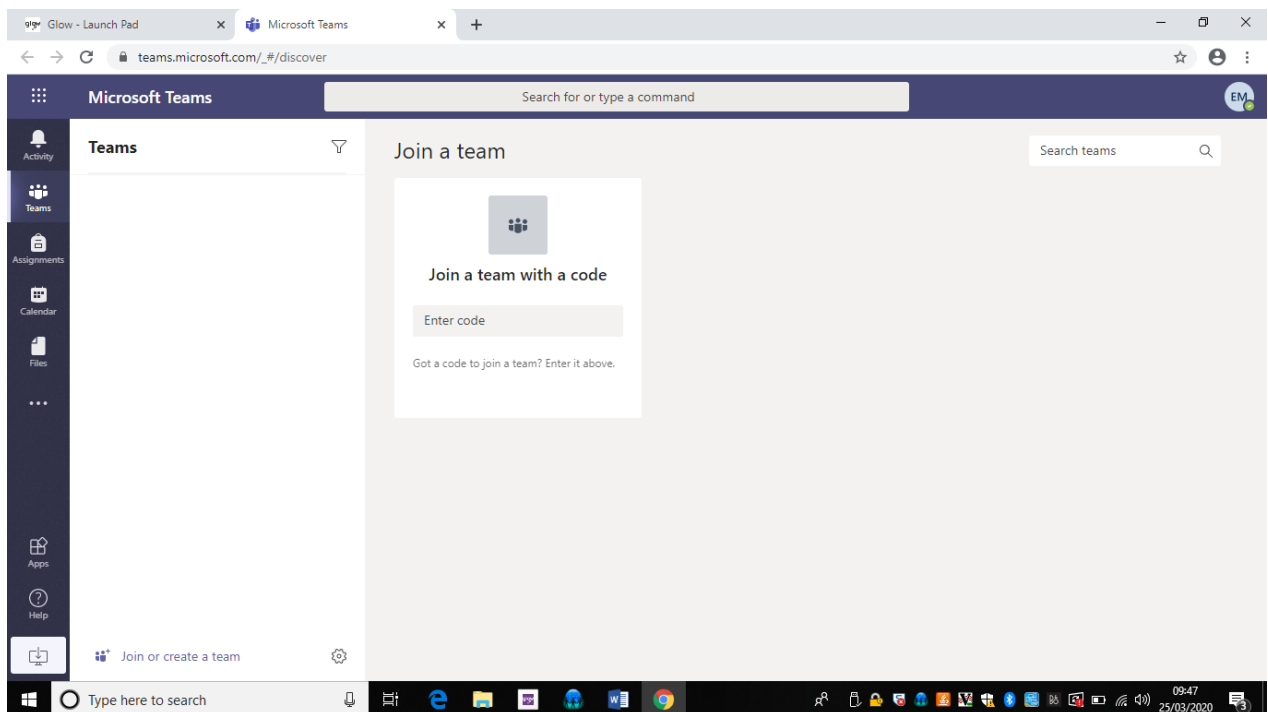
9. Select 'ADD TO MY LAUNCHPAD'  
Then select LAUNCH PAD on the black ribbon at the top.



10. Your 'Launchpad' should look like this:



11. Click on the TEAMS app. Your screen should look like this.



Enter the TEAM Code you have been given.