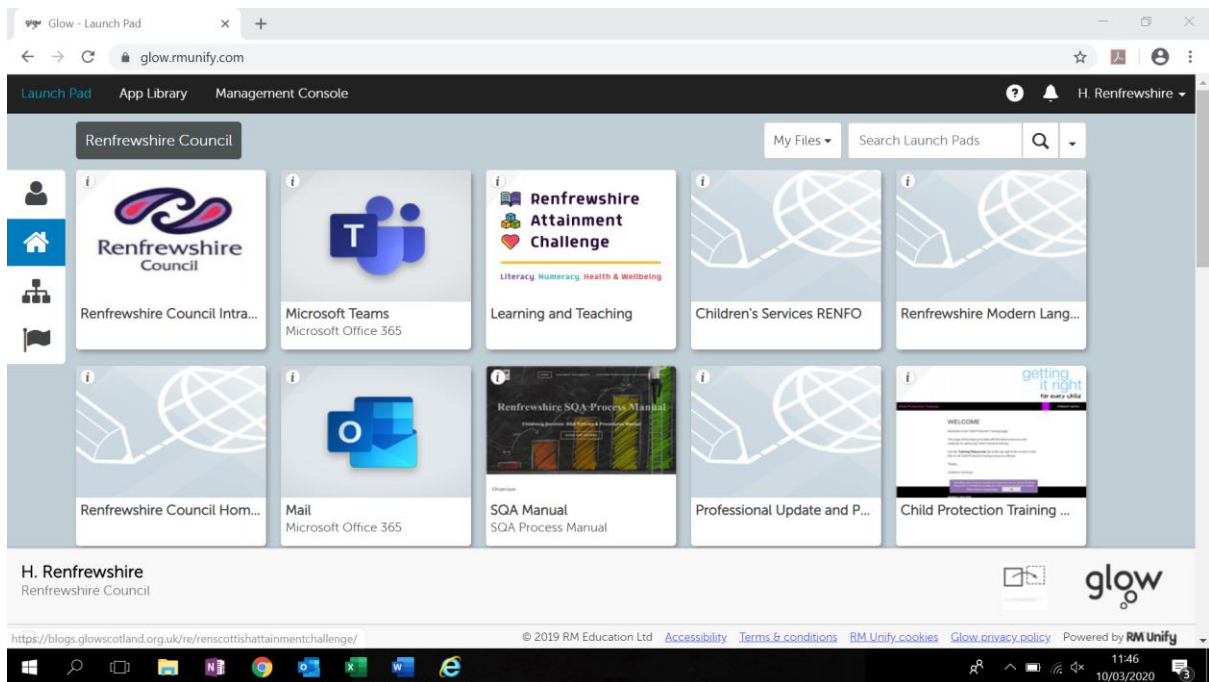


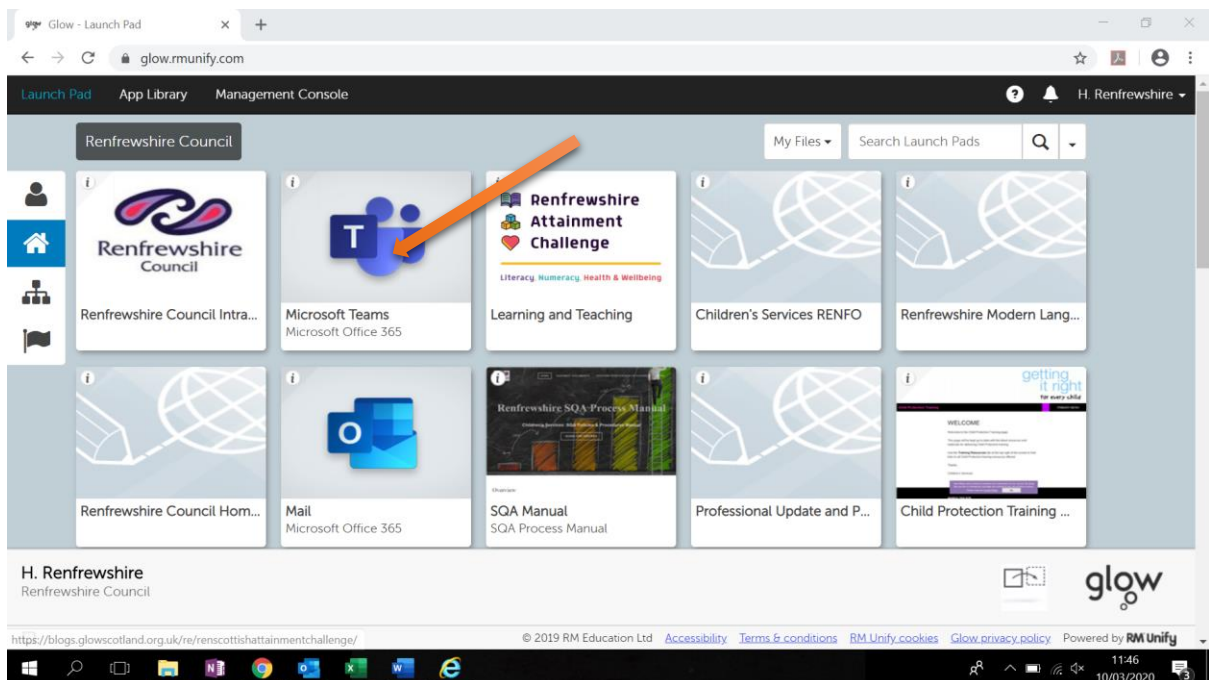
# Glow - Microsoft Teams

## Creating a Team Quick Guide

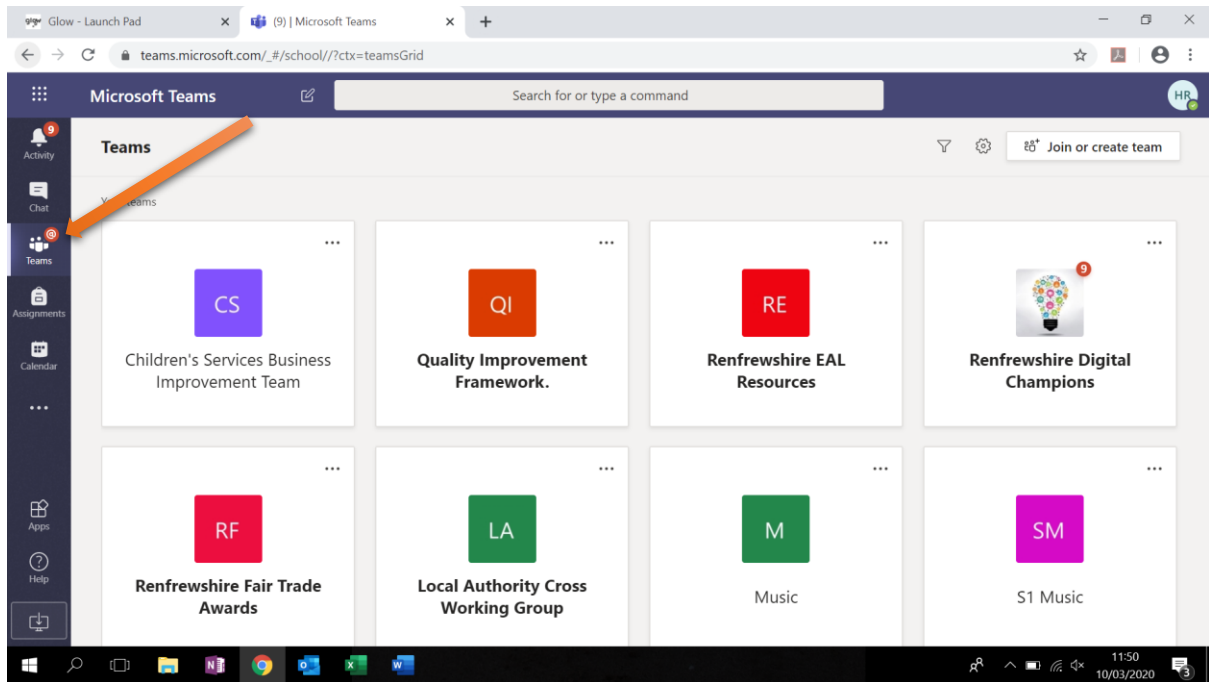
**Step 1:** Click on "Glow - Launch Pad":



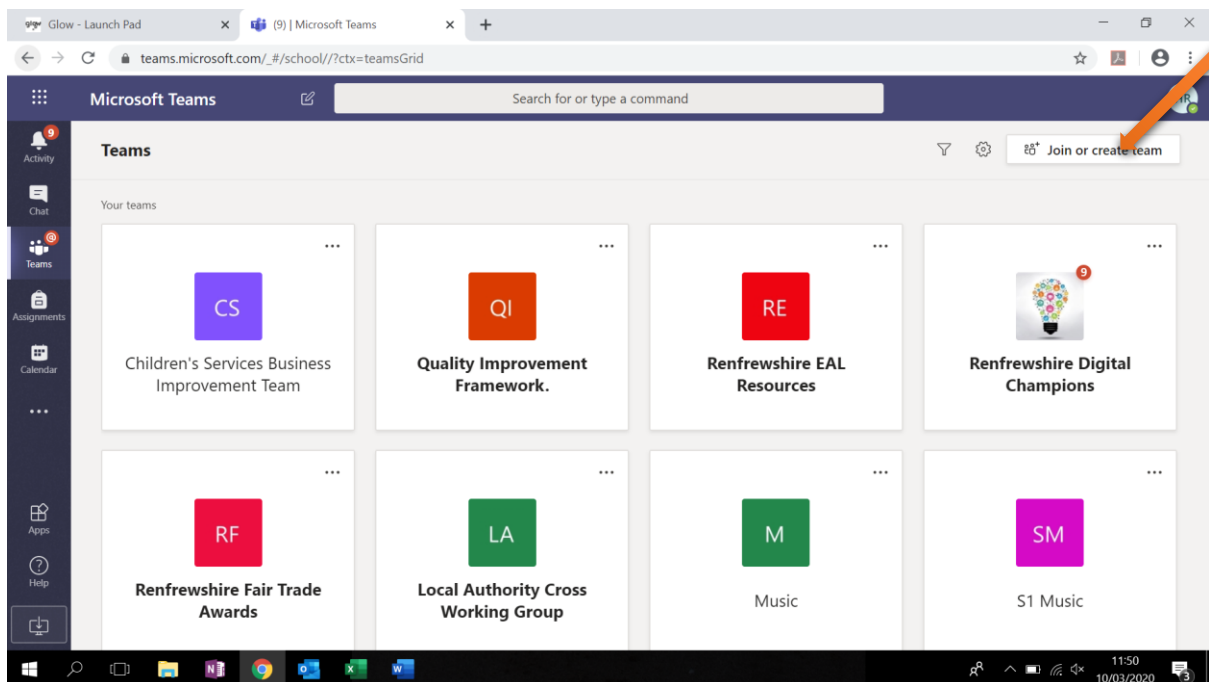
**Step 2:** Click on "Microsoft Teams" – if you cannot find teams, you can search for this in the "App Library":



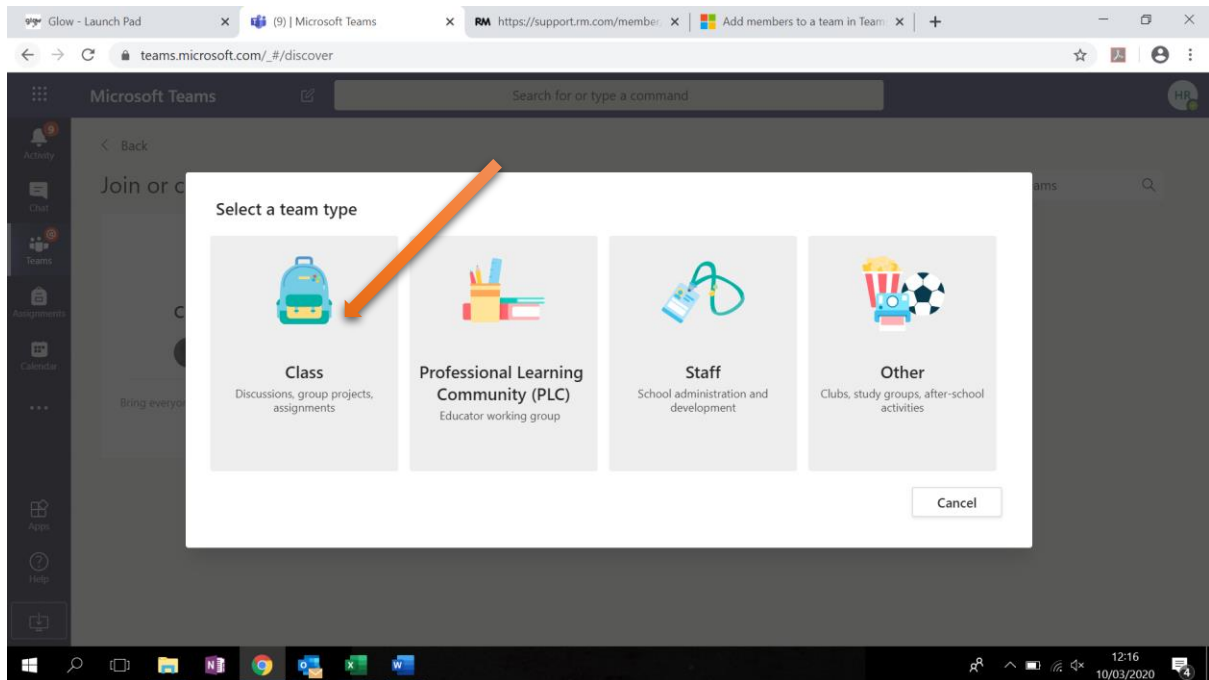
### Step 3: Click on "Teams":



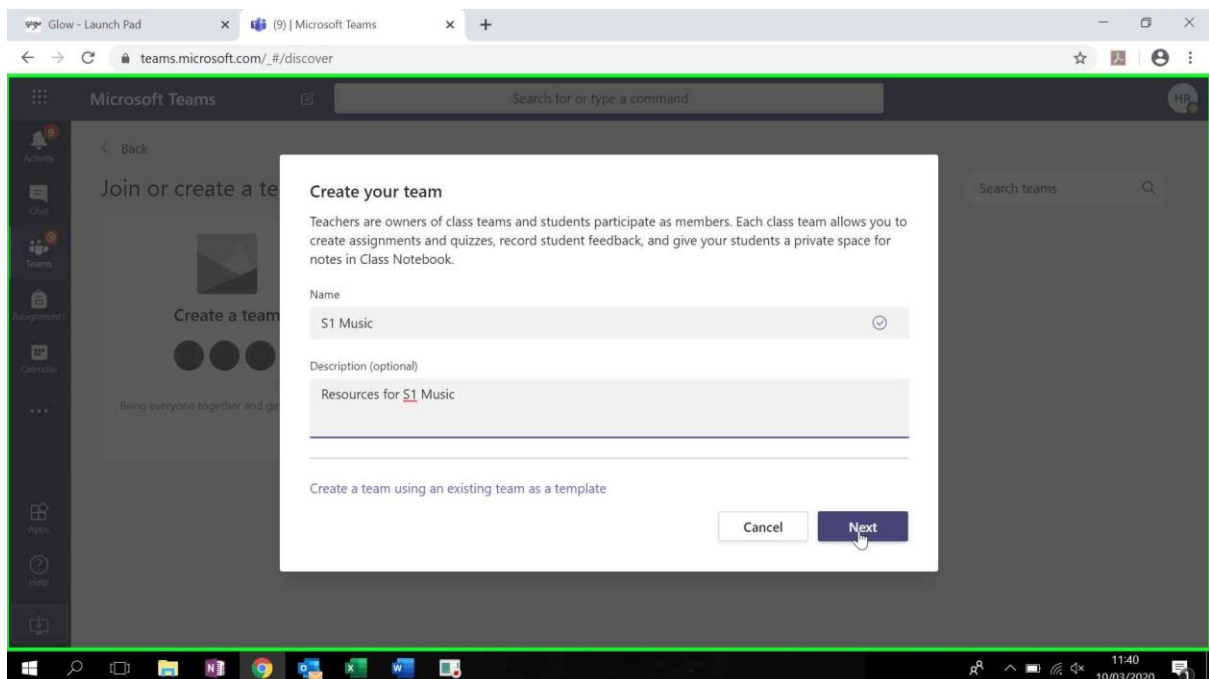
### Step 4: Click "Join or Create Team"



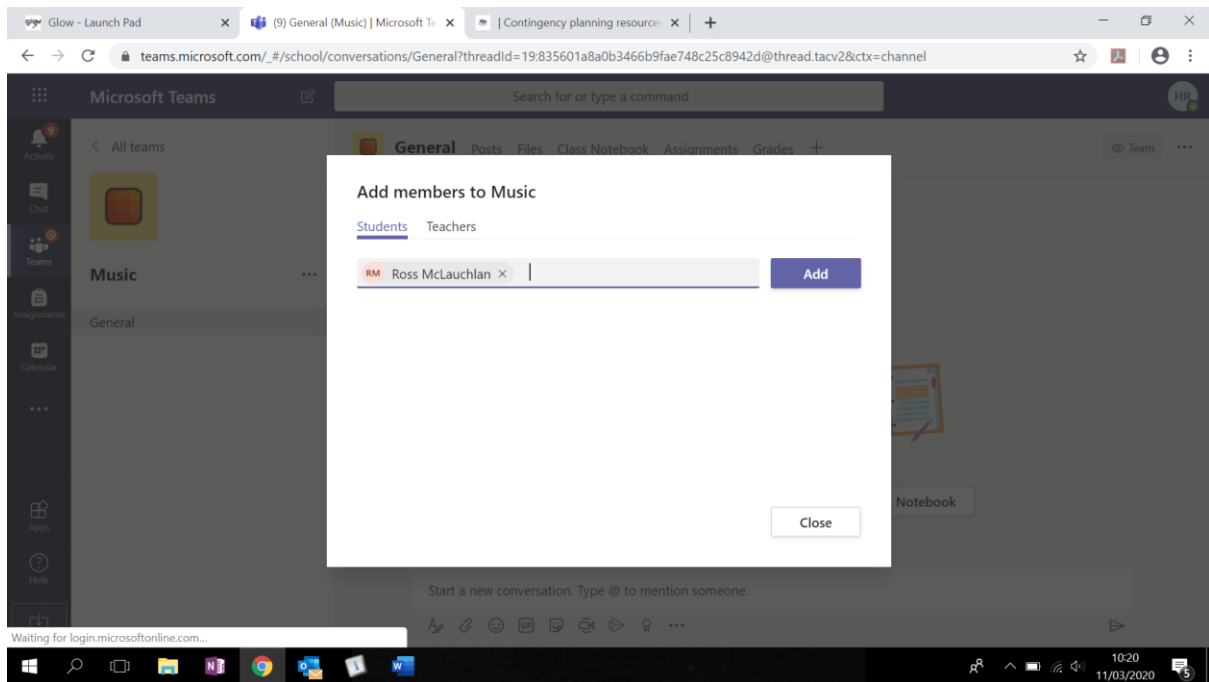
## Step 5: Select "Class"



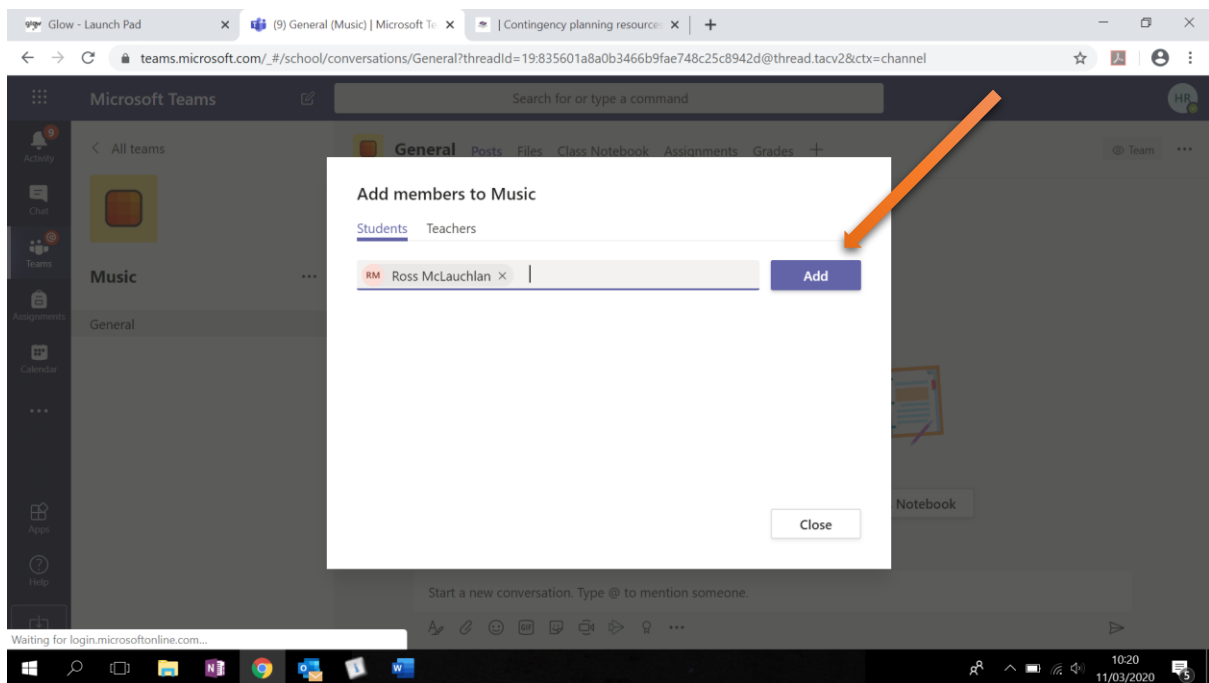
**Step 6:** Give the team a relevant name. A description can be added if you like, but this is not required. When finished, click **Next**:



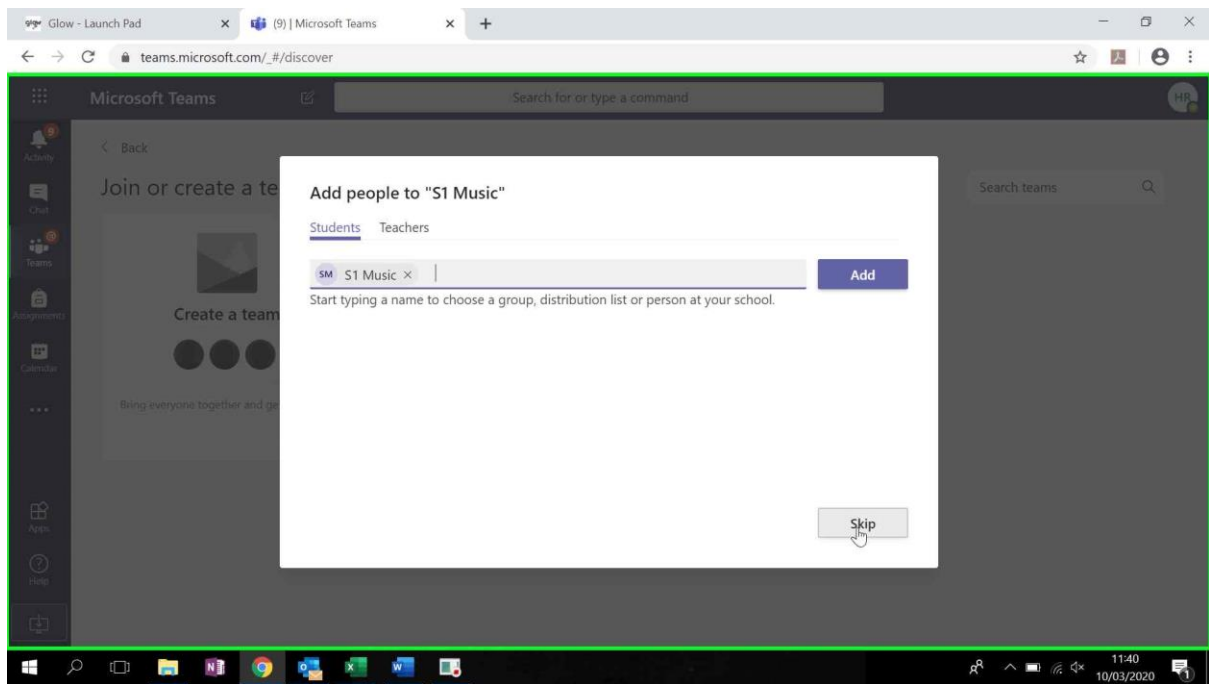
**Step 7:** Search for individual students. You can also search for staff or e-mail distribution groups already set up in glow:



**Step 8:** Once you have found your individual students/staff, click on "add":



**Step 9:** If you don't want to add anyone now, click "skip":



**Step 10:** Your new class is now ready to use.