Teams Multiple Users

If you use Microsoft Teams on an iPad or iPhone that is shared among multiple users, you can quickly add more than one.

1. Open the Teams app.
2. Select the three horizontal lines in the top left hand corner.
3. Then add account.
4. Enter your child's glow email (username with @glow.sch.uk).
5. You will then be directed to the glow login page enter their email again if it isn't there. Enter their password Ralston followed by their year group number e.g. Ralston5 (please note capital letter).
6. You will be redirected back to Teams.
7. To switch between users click on the three horzaontal lines in the top left hand corner and you will see at the bottom the different accounts you have available- select the account you need and it will switch over.

One Note Multiple Users

If you use Microsoft OneNote on an iPad or iPhone that is shared among multiple users, you can quickly reset OneNote before logging in with your own account.

Do the following:

1. Allow the first user to Sync their Class Notebook by pulling the screen down. A small circle will appear.
2. Force the app to close by double-tapping the **Home** button on the iPad, and then swiping up on the **OneNote** app preview.
3. On your iPad, tap the **Settings** app.
4. In the pane on the left, swipe down to the alphabetical list of installed apps and then tap the **OneNote** icon.
5. In the **OneNote** options on the right, under the **Reset** heading, tap **Reset OneNote**.
6. In the **Reset OneNote** options on the right, tap to enable the **Delete All Notebooks** option, and then also tap to enable the **Delete Login Credentials** option.

Note: Keep in mind that deleting all notebooks removes only offline notebooks. Changes that have not synced will be lost. Notebooks on the server will not be deleted.

7. Restart OneNote, and then tap **Sign In** to log in with your own account credentials (glow username with @glow.sch.uk at the end. Click More Notebooks- select the correct Notebook e.g. Primary 6 Notebook.