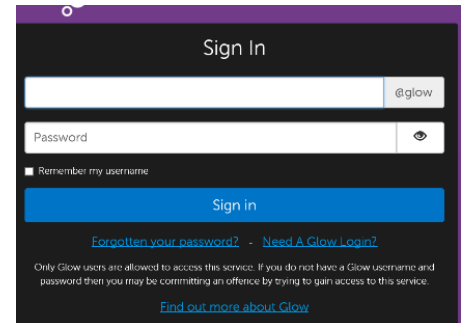


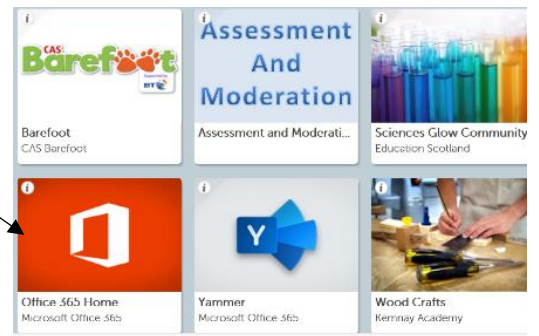


How to Access Microsoft Teams

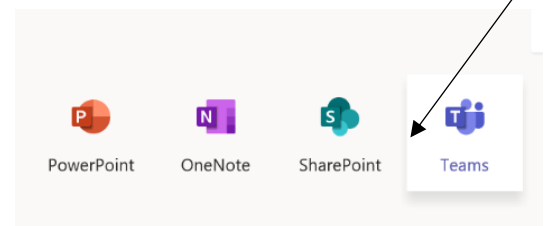
1. Login to Glow using your username and password.
You need to search for Glow on the internet or go to <https://sts.platform.rmunify.com/Account/SignIn/glow> to take you to the sign in page.



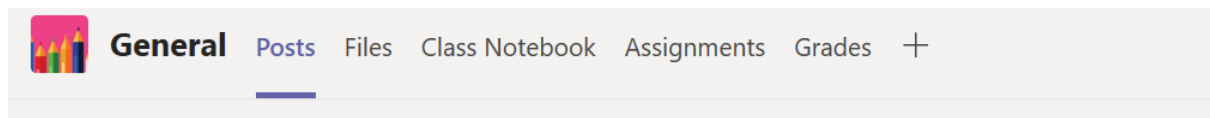
2. Click to access O365.



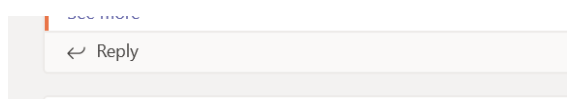
3. Click to access Teams.



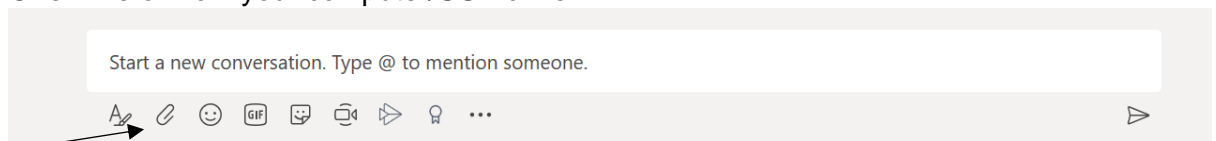
4. Select your Team to access it.
5. To view all posts from members of your team click 'Posts'. When you enter your Team this is the page you will see.



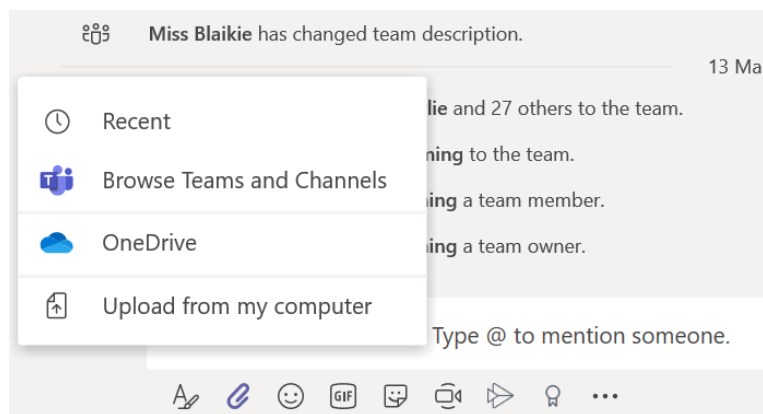
6. To start a conversation that everyone in your team can see use the text box at the bottom of the page. To mention someone write their name like @MissBlaikie.
7. You can reply to someone else's post by clicking 'reply' below the last post in a conversation.



8. To attach a file click on the paper clip icon. Documents can be uploaded from your OneDrive or from your computer/USB drive.

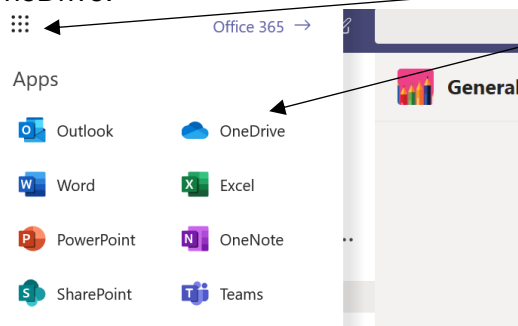


9. Select either 'OneDrive' or 'Upload from my computer' to locate your document.

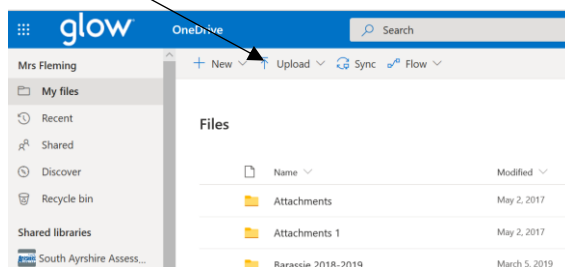


How Do I Upload to OneDrive?

1. Click on the 9 dots at the top left hand corner of your screen and select OneDrive.



2. Click 'Upload' then 'Files'.



3. Search as normal to locate the file from your computer or USB then click 'Open' to upload it. If it is a file you have been working on in O365 you will not need to upload to your OneDrive first as it will already be there.

