

Microsoft Teams – Step by Step Guide

Microsoft Teams is an online communication platform that can be used by pupils to communicate with their class and teacher.

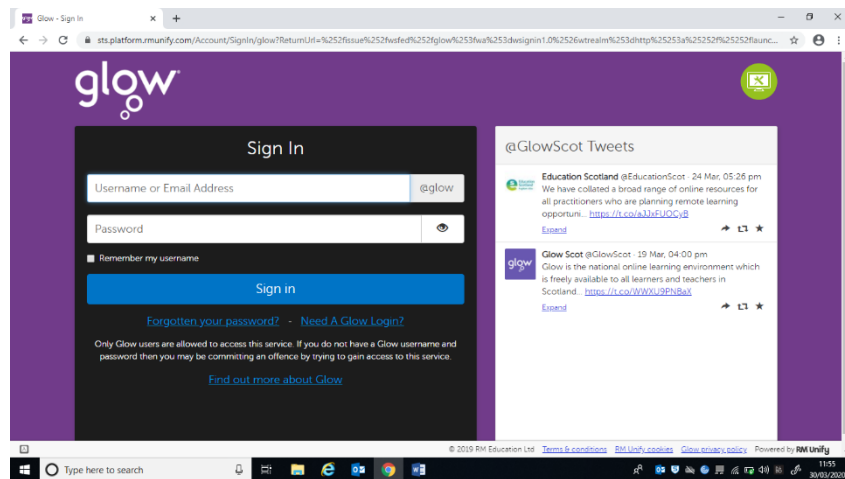
You can access this through GLOW using your computer/tablet or by downloading the Microsoft Teams App on your smartphone/tablet.

Teaching staff have found using the Teams app on their smartphone or tablet to be easier to use. App instructions can be found on page 5 of this document.

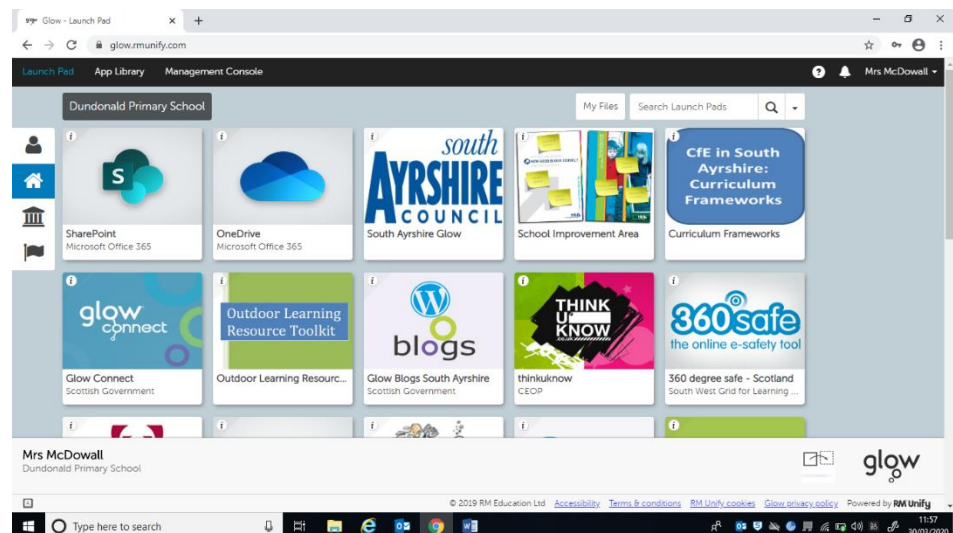
Instructions on how to access this platform through GLOW and the app are detailed below.

Accessing Microsoft Teams through GLOW on laptop/tablet

1. Visit <http://glow.rmunify.com> and log into GLOW using your username and password set by the school.

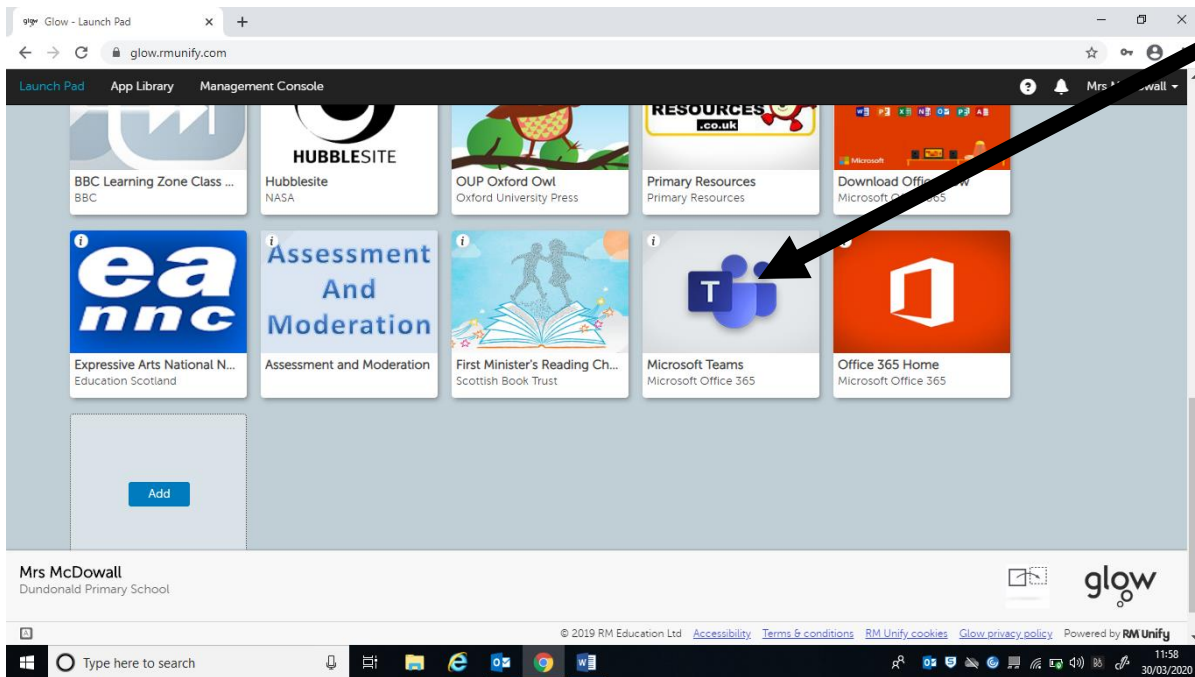


2. You will be taken to your own personalised home screen once you have logged on.

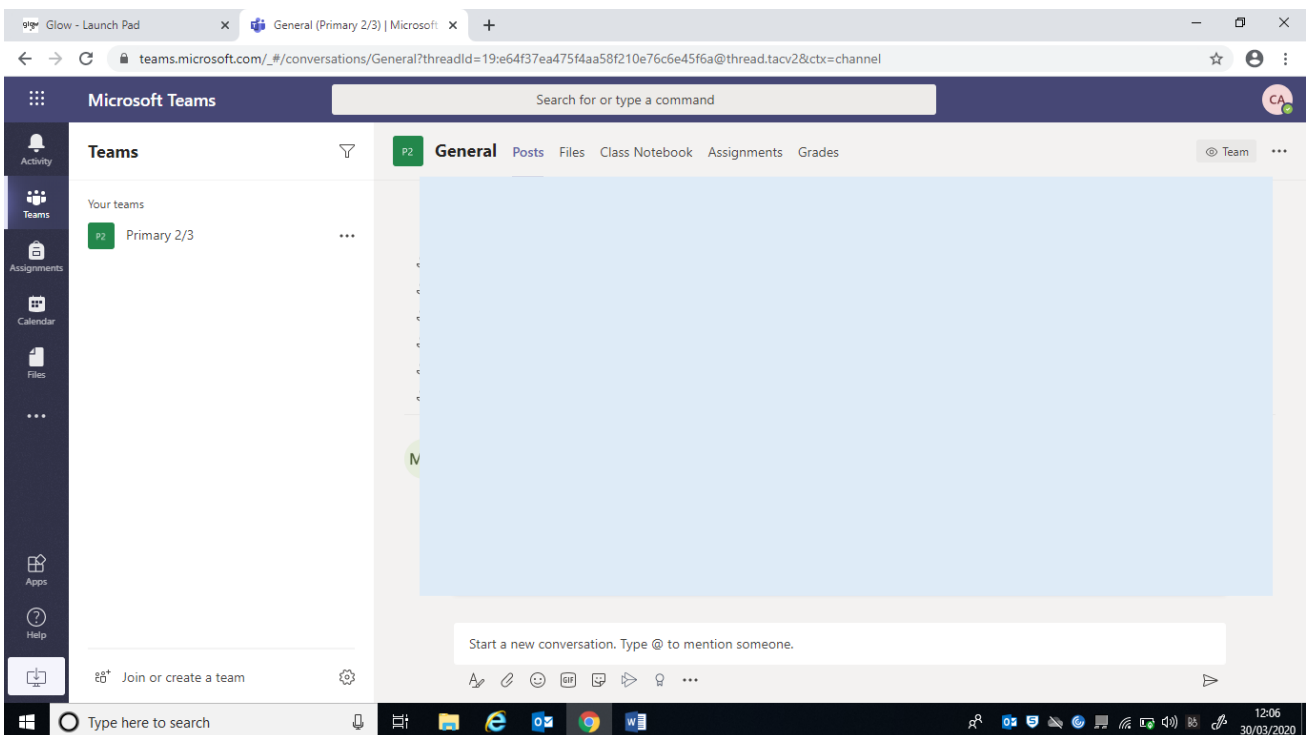


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3. Scroll down on your home screen until you see the Microsoft Teams tile.

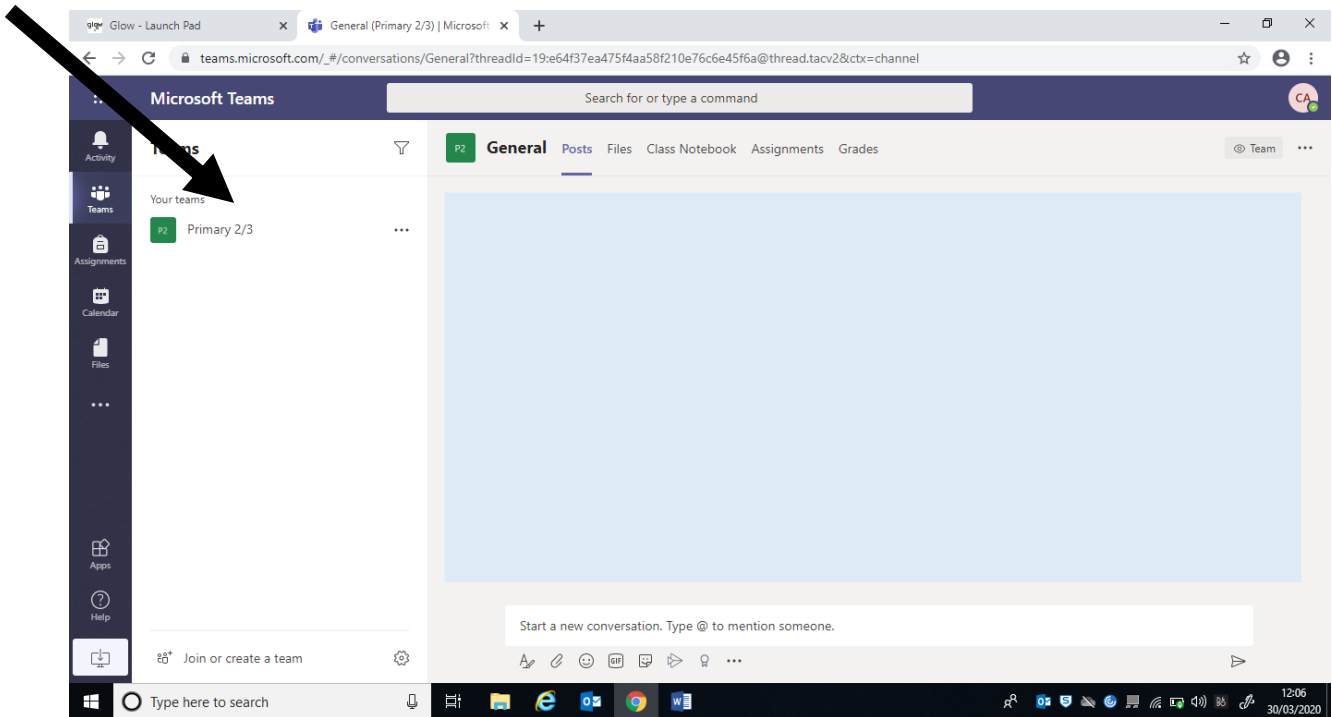


4. Click on the Teams tile and it will open you up to this page.

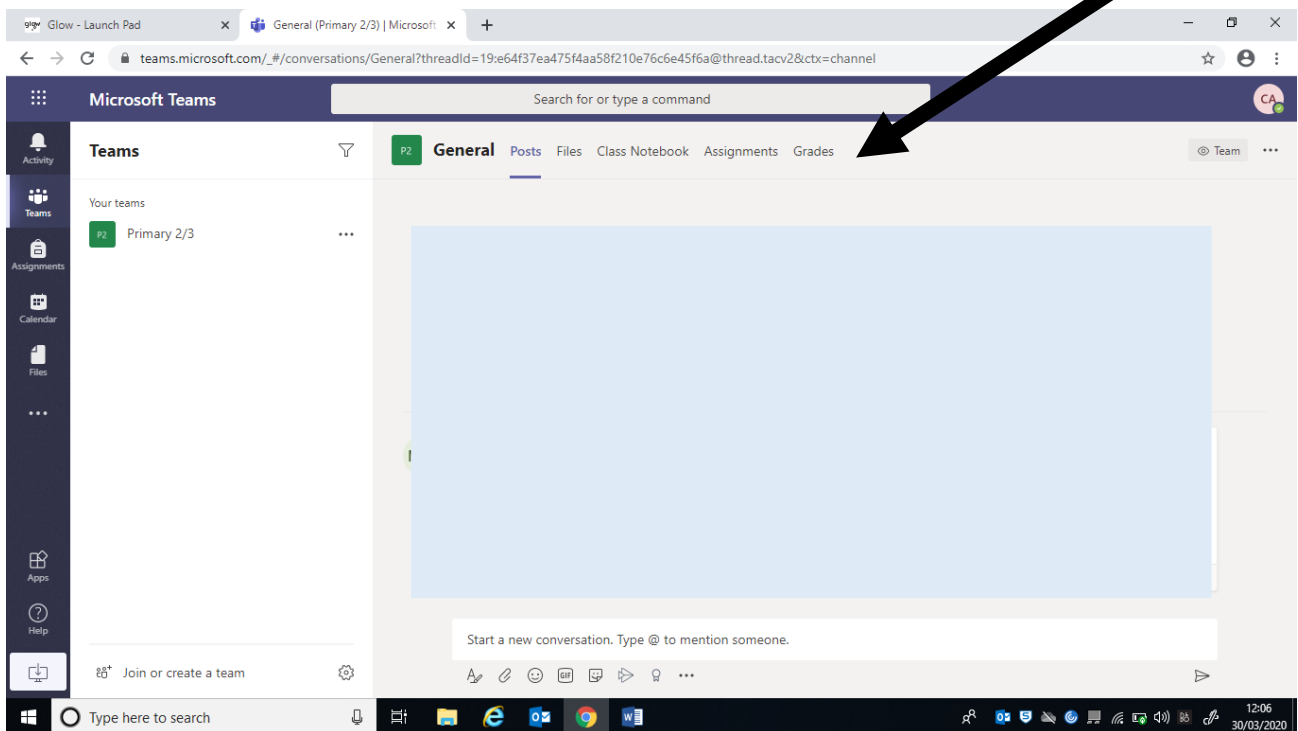


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5. On the left hand side of the screen, you will see your class tab. Click on this and you will be able to contribute to the class discussion.

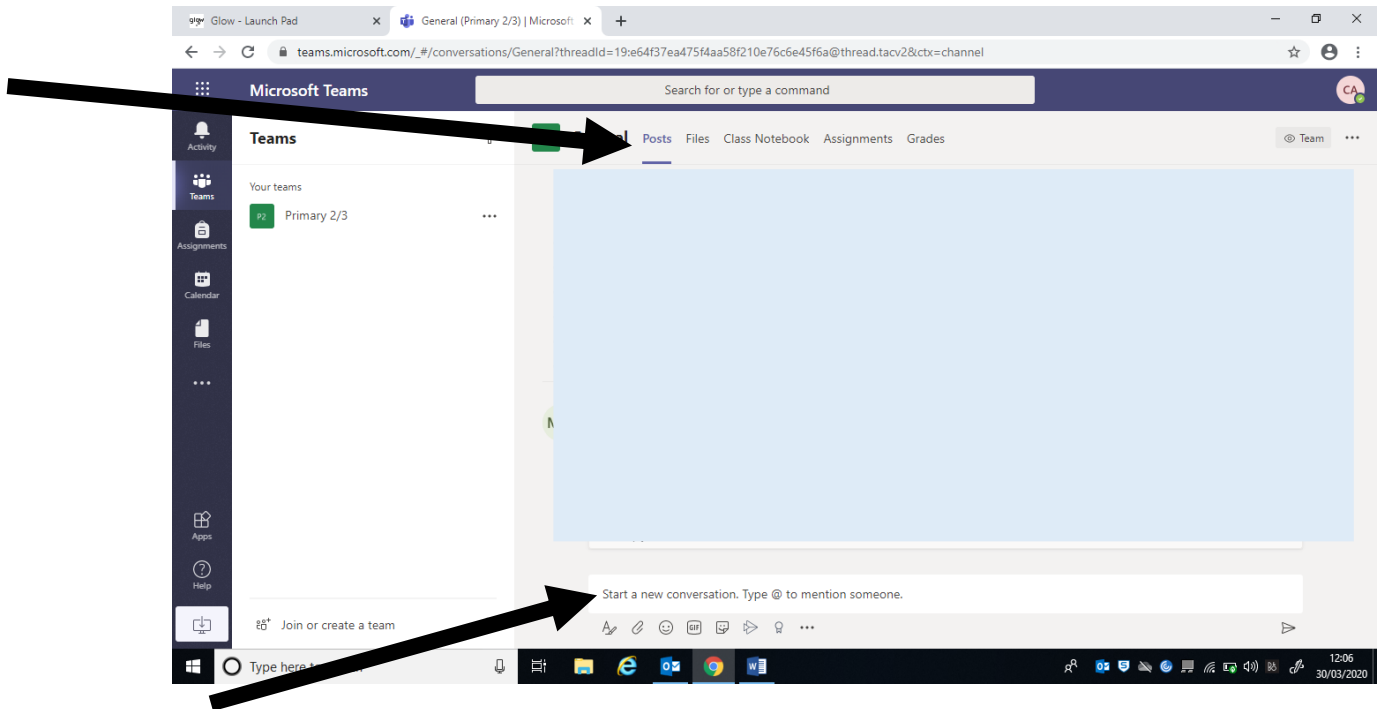


6. At the top of the screen, you will see 5 tabs for you to choose from.



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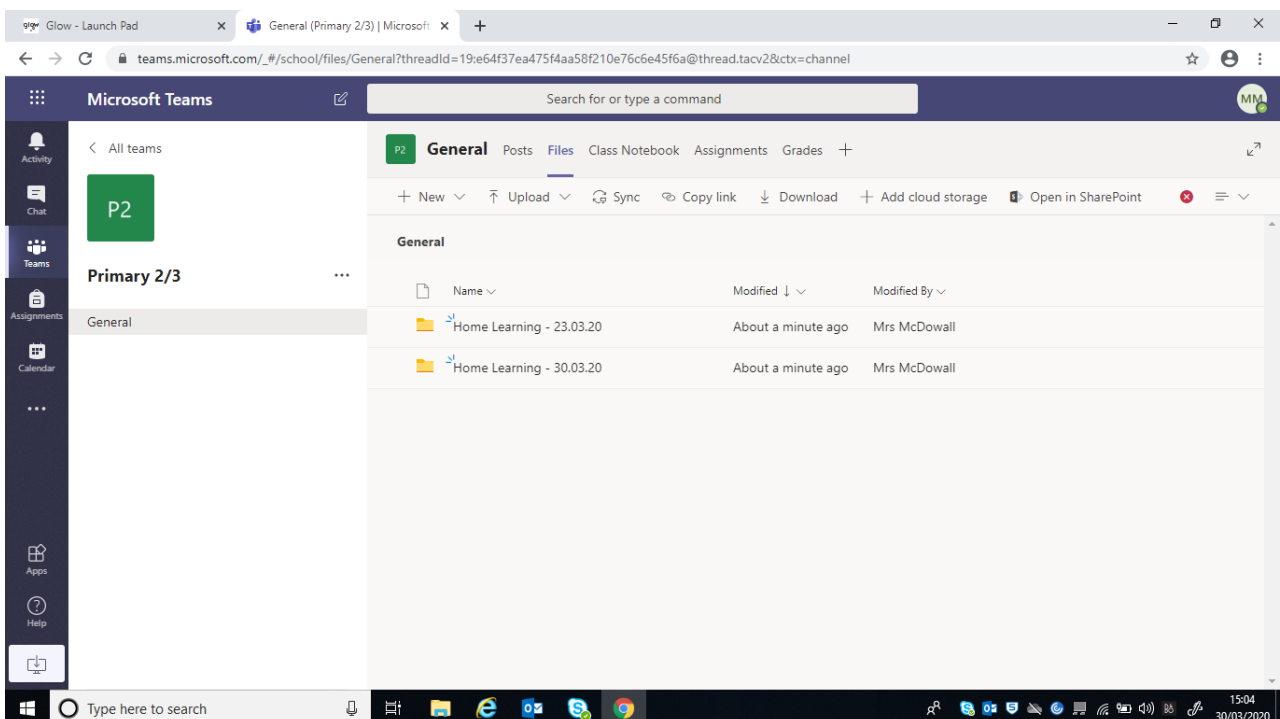
7. Click on the 'post' tab. This will let you post comments to your class and teacher.



Write your comment here for everyone to see. You can attach images into your message by clicking on the paperclip symbol.

8. Click on the 'files' tab to see your home learning grid and any additional optional tasks that have been set by your teacher.

(The home learning grid will still be posted on the website)



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Accessing Microsoft Teams through the app on your phone or tablet.

1. Search in your app store for Microsoft Teams
2. Enter your Glow log in followed by @glow.sch.uk
 - E.g. sa10PoppinsM@glow.sch.uk
3. It will then direct you to the GLOW log in page, where you should enter you GLOW username and password.
4. Once downloaded, you will be able to access your class team.
5. Follow the instructions on pages 3 and 4 on how to post comments and access files.