## Parent/ Guardian Help Guide - Accessing Teams from Home using the App

<ol> <li>Download (Microsoft) Teams app from your App store and click Install</li> </ol>	Teams
2. Click on Teams app on your device. It should open, showing this page – click the <b>Sign in</b> button	Microsoft Teams Welcome to Microsoft Deams A happier place for learns to work together. Sign in Sign up for free Learn more
<ol> <li>Click on sign in with another account. Type in your child's full GLOW (email) address i.e. sa12afrinl@glow.sch.uk</li> </ol>	Contract of the signing in the signi
<ol> <li>You will automatically be taken to the GLOW website to validate the username and login to the GLOW account.</li> </ol>	Sign In Verrame or Ernal Address Verrame Passond To Rest Passond To Rest Passond Compassion C

<ol> <li>Insert your child's login and password on this page – click sign in</li> </ol>	Sign is its Matricent Theore Sign In Sign In Sign Date Theorem and the second Theorem and theorem
<ol><li>If correct, it will return you to the app automatically signing your child in.</li></ol>	Notebooks, files and
	assignments are all available in tabs at the top of every team. Stay connected with classmates, coaches and teachers from your prone, tablel, PC or the web.
	•••
	Next Next
<ol> <li>Click Next button until you reach this page – Click Got it</li> </ol>	
	@mentions and the activity feed help you stay on top of your work and assignments.
	Got it
<ol> <li>8. It should open the app at this page (FEED)</li> <li>Click on <b>Teams</b> at the bottom of the page</li> </ol>	Feed ~ T Q      Ms added you to PIC Mrs     Seotth Class     Join the conversation!
	その Activity Teams Calender

0 Click on the word Conorol	=
9. Click on the word General	
	PIC Mrs Scott's Class
	General
	See all teams
	J.
	_
	Q. 🗰 🖻
	Activity Teams Calendar
10. This will open up the communication	← General Ø I
page for Teams –	POSTS FILES MORE
Click on the icon it you wish to type a	
message and then send it to the Team.	
You can also read messages from your	
I UU UAIT AISU TEAU MESSAYES MUM YUU	
child's teacher in this section.	
	all call
	دَوْعَ Mrs S. has changed the tesm description

## Accessing Glow on Xbox or PS4

Go to the following link to get a step-by-step guide for accessing GLOW through Xbox and PS4

https://youtu.be/rWTwAfLKbkU

## Sign out of Teams App

1.under your child's profile pic, click on <b>Settings</b>	Available     Set status message     Notifications     On     Set status message     What's new     What's new     More Apps     Your orgs     Glow Scotland
2. Now click on the <b>Sign out</b> button	✓ Settings     General     ①   Dark theme     ①   Notifications   In.   Data and storage     Glow Scotland   ②   Profile   ☑   Messaging   ?   Help & feedback   IIII   ◇   About   ◇   Sign out

## **Troubleshooting**

If you are having issues logging into Glow – try a different browser – such as Google Chrome, Edge or Safari.