Logging into GLOW

&

Setting up Microsoft "Teams"

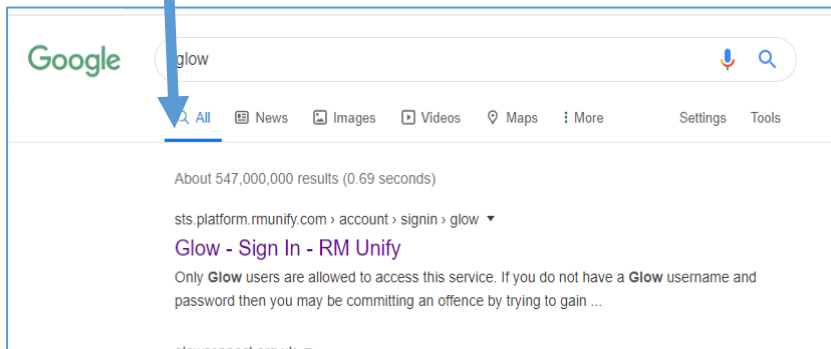*(A step-by-step guide)*

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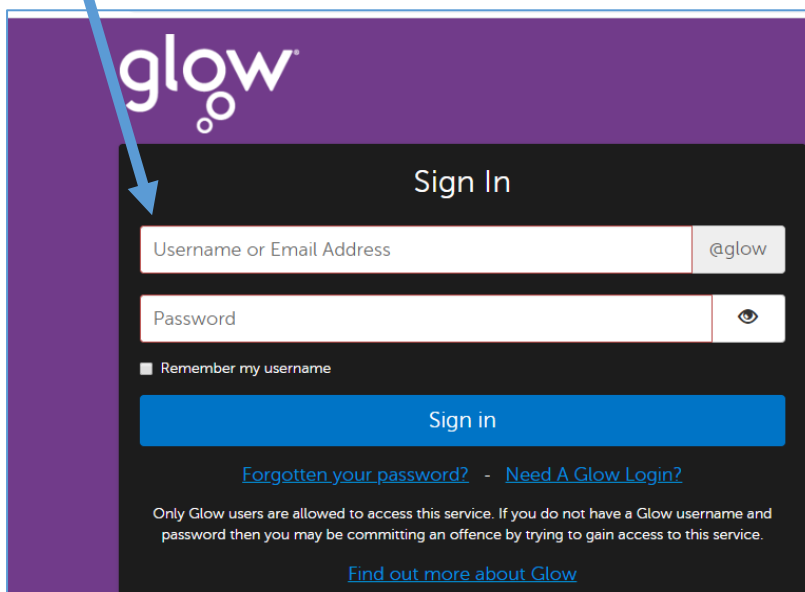# Setting up Microsoft "Teams"

1. Finding and logging into GLOW

Type 'glow' into Google, preferably using Google Chrome

Type 'glow' username and password into spaces provided

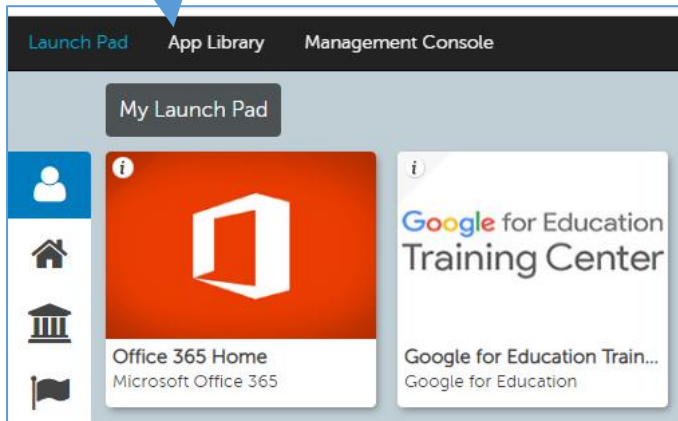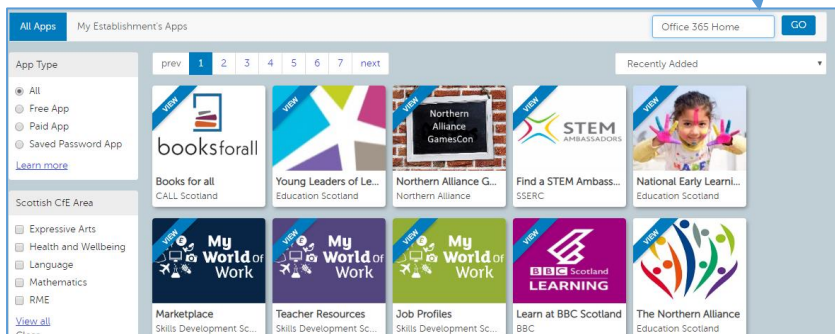# Logging into GLOW
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Setting up Microsoft "Teams"

2. Setting up "Teams"

You have logged into glow! Now, click on 'App Library'

Type 'Office 365 Home' into search bar and press return

3. Downloading "Teams"
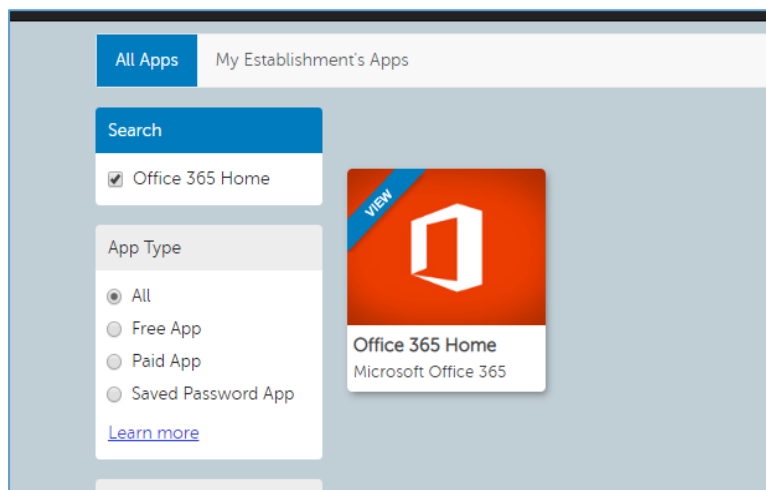
Students must first log into "Glow"

(*Please see "GLOW Guide for instructions on how to do this*)

Click on 'Office 365 Home' icon and then 'Add to my Launch Pad'

Now go back to your 'Launch Pad' by pressing the button at the top of the page.
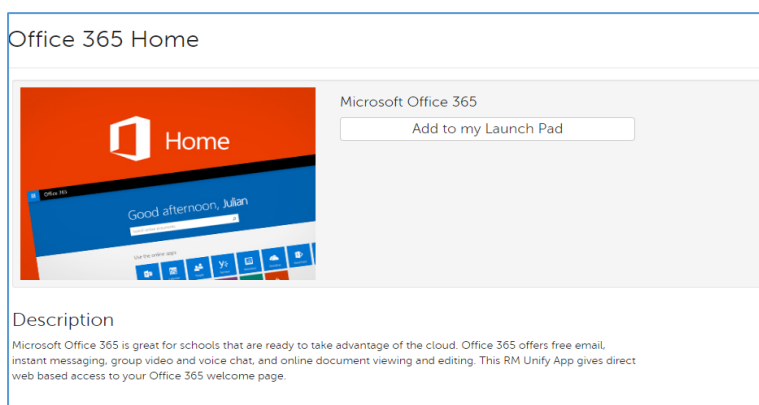
3.1

Click on 'Office 365 Home' icon and then 'Add to my Launch Pad'

3.2

Now go back to your 'Launch Pad' by pressing the button at the top of the page.
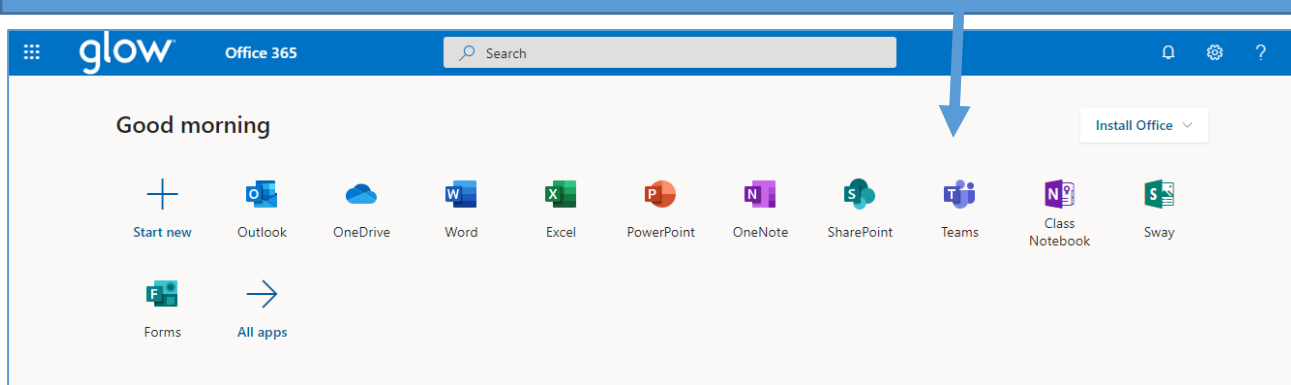
4. Accessing "Teams"

Click on 'Office 365 Home'

Within here pupils have access to a suite of options, i.e. Outlook (email), OneDrive (storage), Word, Excel, PowerPoint and **Teams** *(this can also be added to Launch Pad by searching in the App Library)*
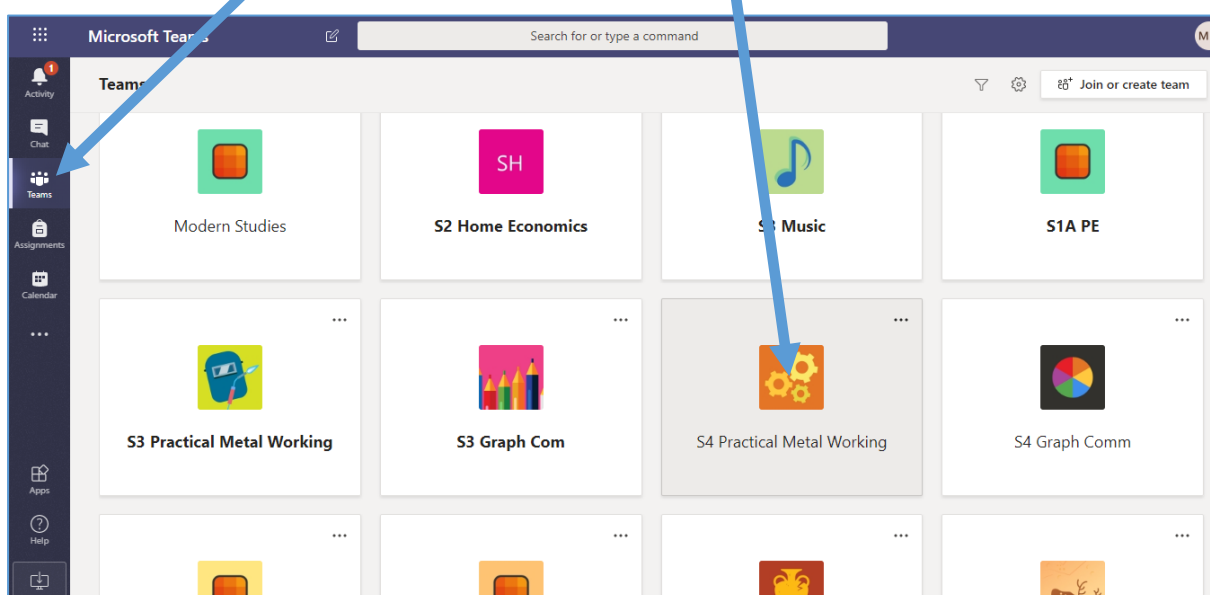
Click on Teams

4.1

Students will now be able to view the 'Teams' they have been added to by their teachers

Select the 'Teams' icon on the left hand side for all of the classes you have been added to

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Apps

- For those using apps/ smart phones
- Teams, Word, Outlook, PowerPoint, OneDrive and Excel can be downloaded for free

  - Pupils will need to use their Glow email address, i.e. gw19surnameforename@glow.sch.uk and password to access them.

  - This is will allow pupils to edit documents when they are open on the Teams app.

Phones / Mobile devices

Please see the 'Tablet – User Guide' on the school website for more information about using Teams on a smart device