



Working together to improve outcomes for learners to be the best that they can be.

Microsoft Teams

Install the App on a

Tablet or Mobile Phone

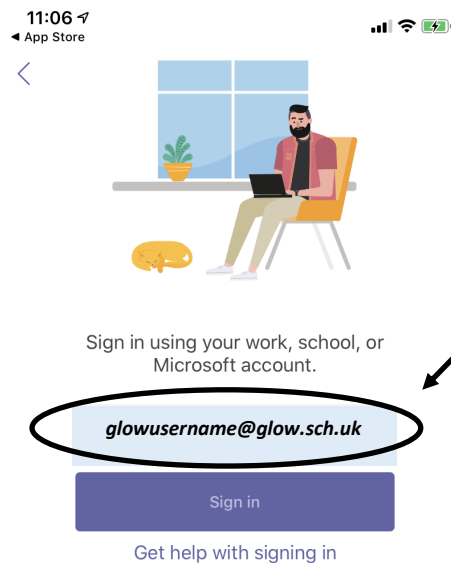
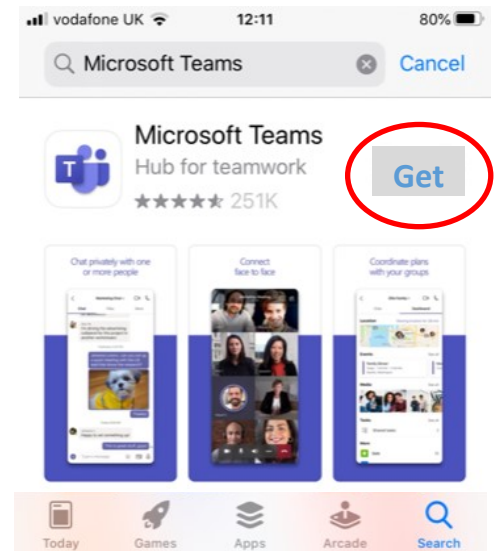
Guide for Pupils & Parents/Carers

If your child is using a tablet, ipad or mobile phone to access their home learning - we recommend installing the free Microsoft Teams App.

Step 1 - Install the Teams App

1. On your tablet, Ipad or mobile phone, go into the App Store.
2. Search for 'Microsoft Teams'. This example shows the App Store on an Iphone, on an android device you will use the Google Play App Store.

Install the App onto your device.



Step 2 - Sign In to the Teams App

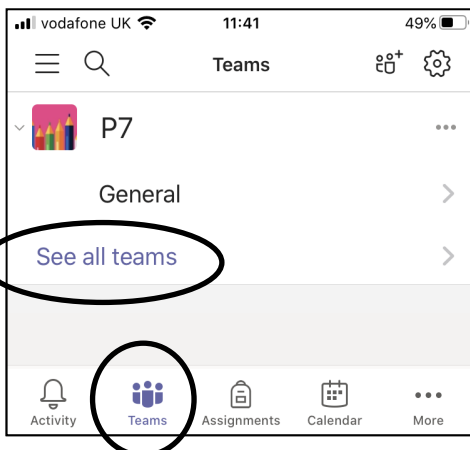
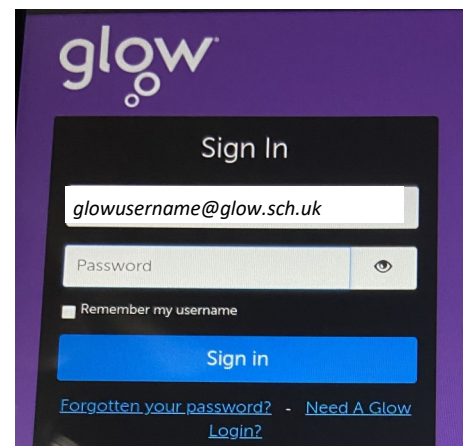
1. Once the App is installed, you need to sign in. Enter your Glow Email Address. This is your Glow username with @glow.sch.uk added. Tap on 'Sign In'.
2. This will then bring up the Glow Sign In page. Sign into Glow using your Glow username and password.

Step 3 - Setting up the Teams App

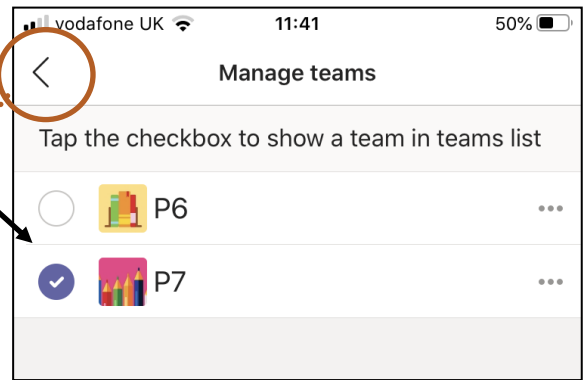
1. You should now be logged in to Teams through the App on your device - you should see a page similar to that below.

To confirm you can see the Team for your current class;

- Tap on the 'Teams' tab at the bottom
- Tap on 'See all teams' to bring up a list of your Teams

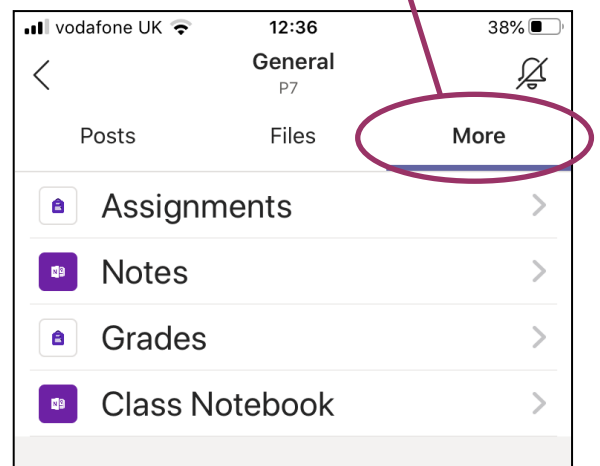
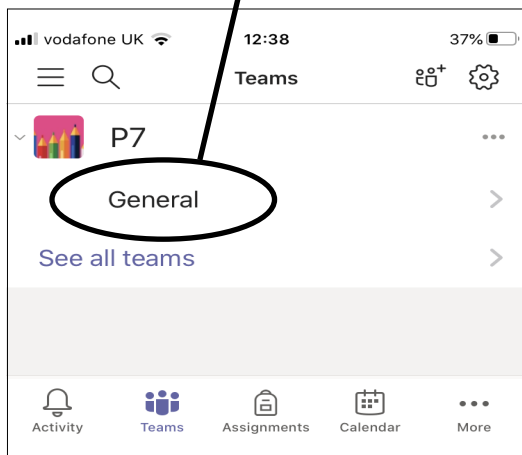


- Select your Class Team for the current year by tapping on the tick box. Untick any Team not required this session.
- Once you have selected your current Class Team, tap on the arrow at the top to go back. This will bring you back to your Class Team.



To find Assignments and your Class Notebook, tap on 'General' channel.

- Then, tap on the 'More' button. This will then open up the area where you will find Assignments and Class Notebook.

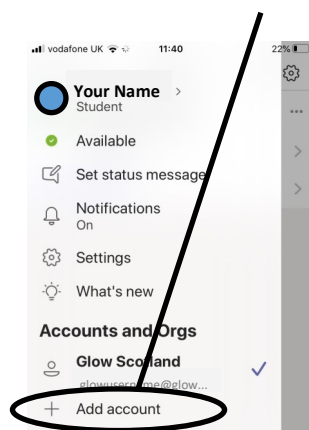
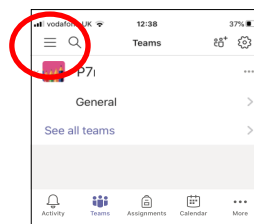


For Home Learning - Some classes will be using the Class Notebook, and some using the Assignments section of Microsoft Teams. Your teacher will let you know which section you will be using most.

Add another Account (1+ pupils)

If you have more than one child using the same device, you can add multiple Glow Accounts to your Teams app.

- Tap on the menu button (top left of screen)
- Then, tap on 'Add Account'.



- This will bring you to the 'Sign In' process you went through when initially setting up your Teams app, as per *Step 2* of this guide.

Sign in using the Glow username and password for the second child you want to add to your Teams app.