

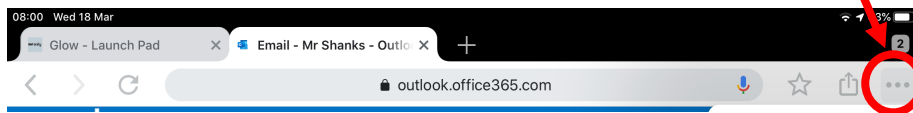


CONTINUED LEARNING AND TEACHING IN THE EVENT OF A SCHOOL CLOSURE

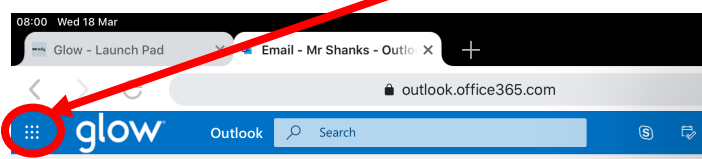
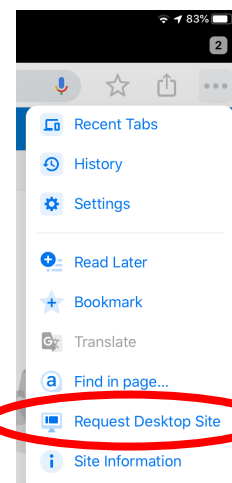
Primaries 4-7 - Microsoft Teams

In the event of a school closure, Learning and Teaching will continue through online communication using Microsoft Teams. If your child is likely to be using a mobile device (Tablet, Phone, etc.), then the best way to access Microsoft Teams is to download the TEAMS App from the App Store, Google Play, etc. If this is not possible, then Microsoft Teams can be accessed by the following method:

1. Use Chrome as the internet browser on the device (can also be downloaded);
2. Search for www.westlothian.org;
3. Click on the GLOW icon;
4. Log in to GLOW in the usual way;
5. Open the Mail application (Outlook);
6. Click on the 3 little dots in the top right of the mail window;



7. Select 'Request Desktop Site' from the drop down menu (you may have to scroll down);
8. You will then see the familiar view of Outlook and be able to access the 'waffle';



9. You can then access TEAMS from the drop-down menu.