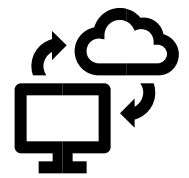


# Help sheets for Microsoft Teams



Dear Pupils, Parents and Carers,

Microsoft Teams can normally be accessed regardless of which computer, tablet or smartphone you use. Each child can use their GLOW account and access Microsoft Teams. Your child's email address and password have already been issued by the school.

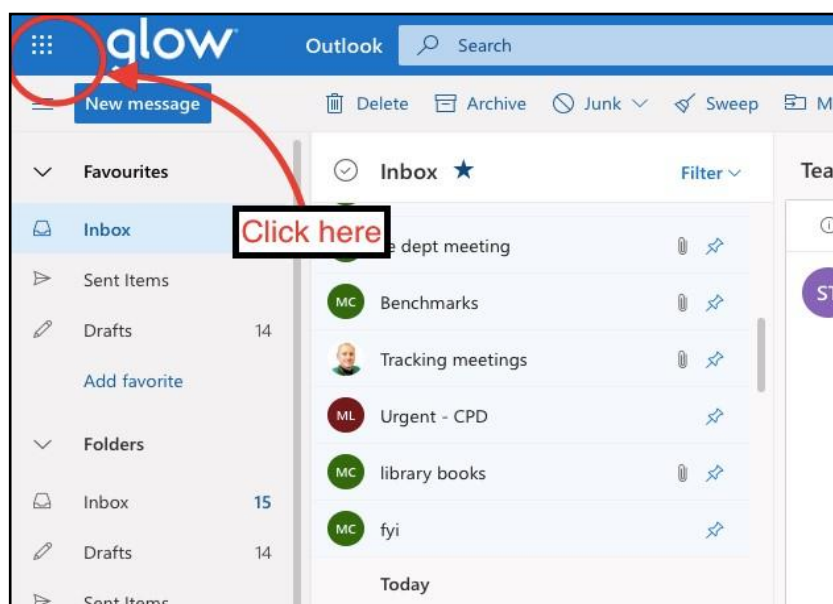
On the following pages, are instructions on how to access and log on to Microsoft Teams.

Best wishes,

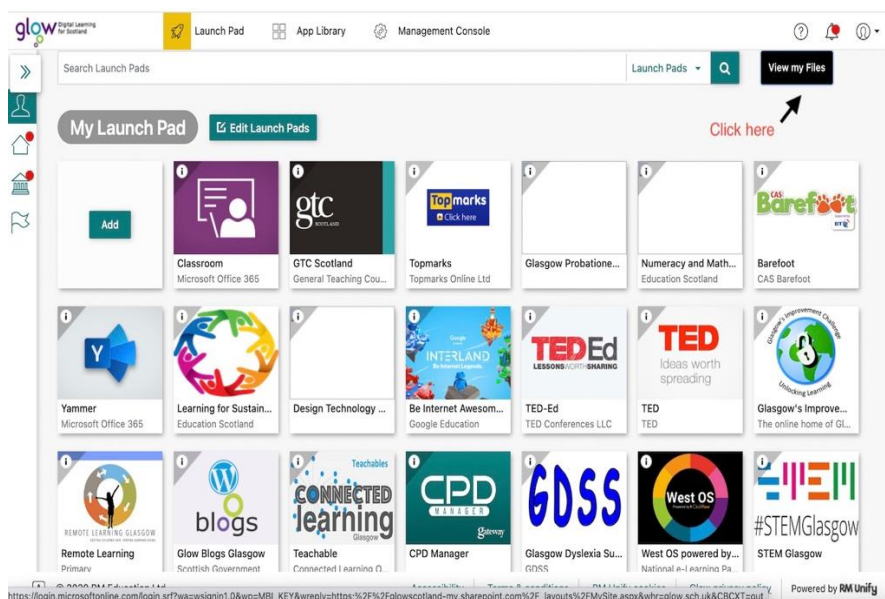


## How to get to Microsoft Teams from your GLOW-based email.

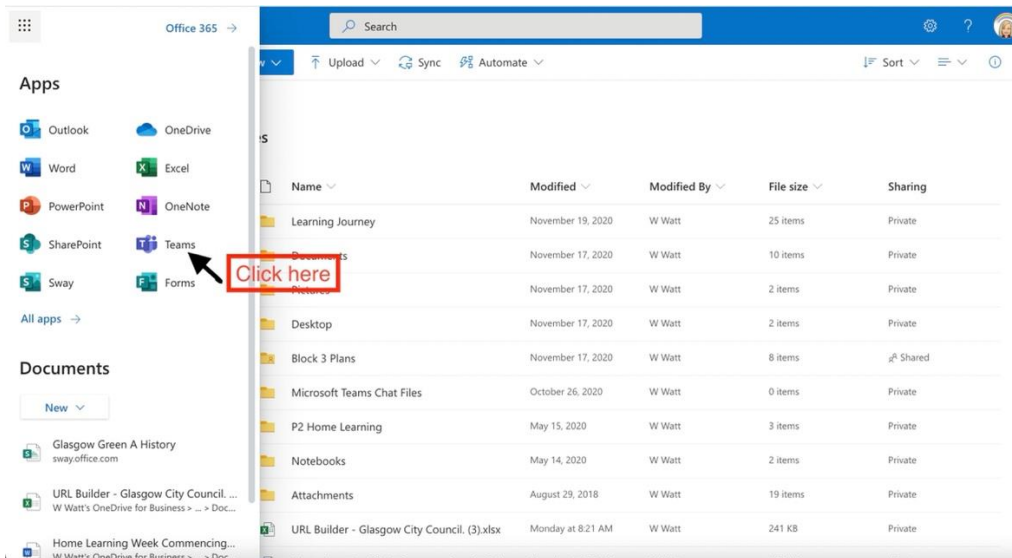
1. First, you need to open your GLOW-based email account as explained in earlier correspondence.
2. Click on the dots beside the 'glow' Outlook name at the top left.



If you can't see the dots, click on view my files in the top right corner. You should then see the screen above.



3. Clicking on the dots should bring down the following menu. Click on the Teams logo:



4. You should now be in your Teams home page on your computer

### Via the Teams App

You can also download the Microsoft Teams app onto to your laptop, tablet or phone from your usual App store.

When you open your downloaded app for the first time, it will ask for your organisation email

- login by using your GLOW account -
  - the first part of your email address is as normal
  - but the second part of your GLOW login email address is:  
@glow.sch.uk
- The app should then take you to a GLOW password page. Use your normal GLOW password to Login.
- The Teams app may ask for certain permissions. Allow access to the microphone, etc. and click 'Next'. You should now have access to the Microsoft Teams app.