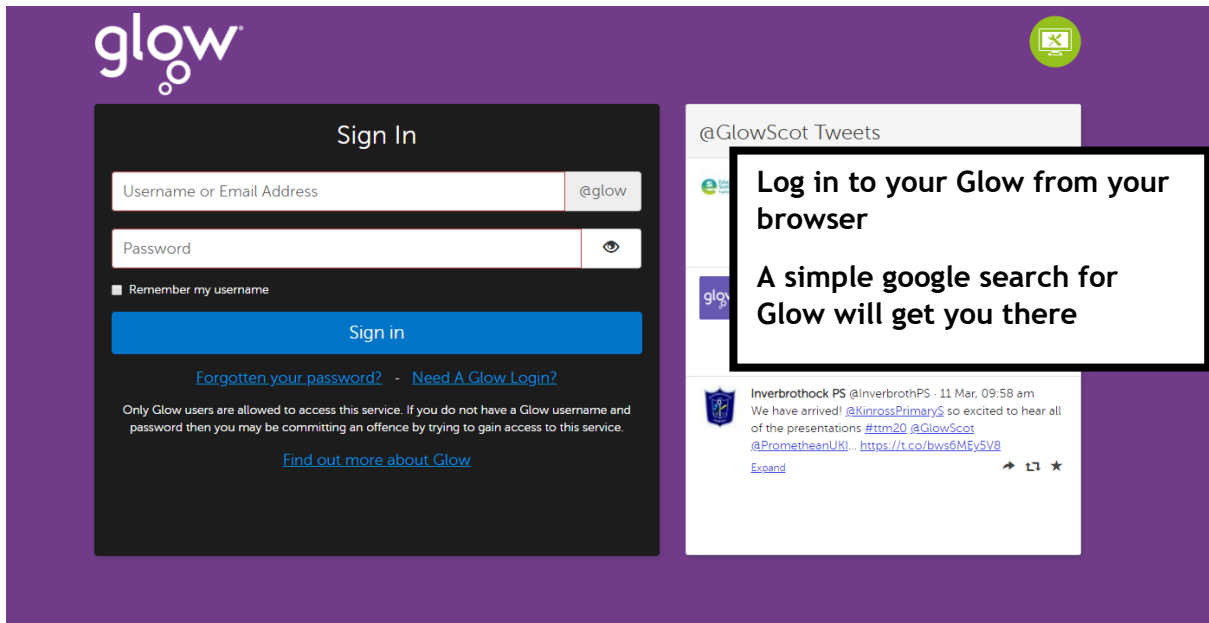


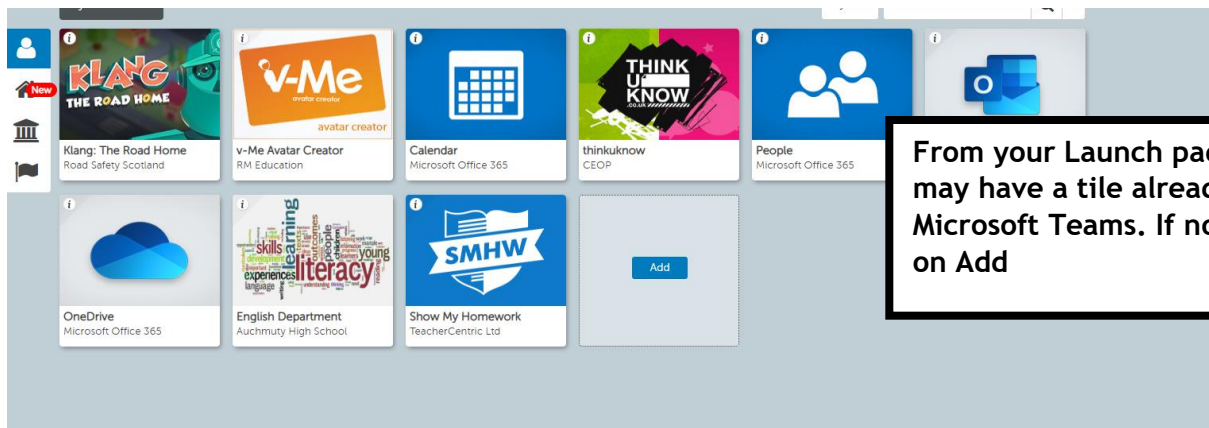
How To Access Microsoft Teams From Home



The screenshot shows the Glow login interface on a purple background. On the left is a 'Sign In' form with fields for 'Username or Email Address' (containing '@glow') and 'Password', a 'Remember my username' checkbox, and a blue 'Sign in' button. Below the button are links for 'Forgotten your password?' and 'Need A Glow Login?'. A disclaimer states: 'Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service.' A link 'Find out more about Glow' is at the bottom. On the right, a tweet from @GlowScot is visible, with a callout box overlaid on it.

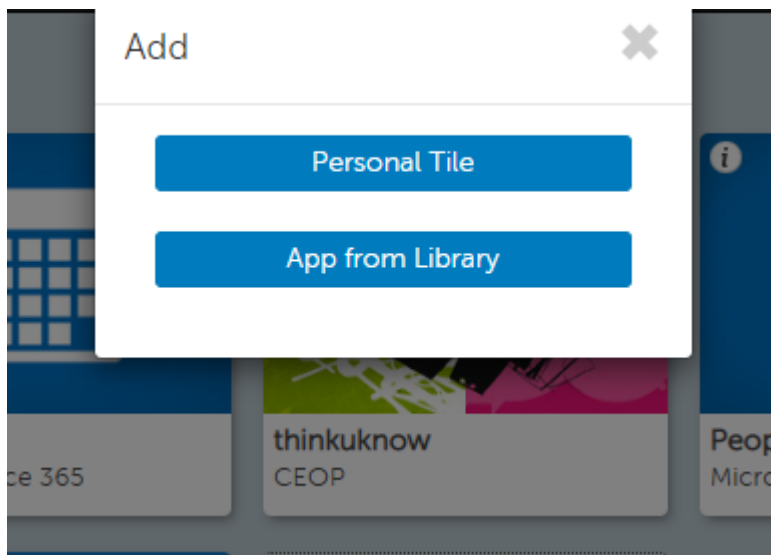
Log in to your Glow from your browser

A simple google search for Glow will get you there

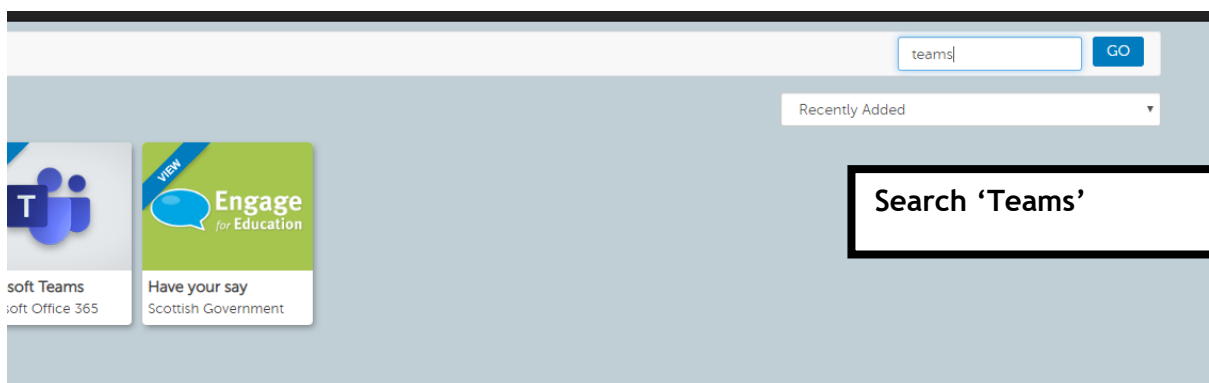


The screenshot shows a Windows-style launch pad with several application tiles. The tiles include: 'Klang: The Road Home' (Road Safety Scotland), 'v-Me avatar creator' (RM Education), 'Calendar' (Microsoft Office 365), 'thinkknow' (CEOP), 'People' (Microsoft Office 365), 'OneDrive' (Microsoft Office 365), 'English Department' (Auchmuty High School), and 'Show My Homework' (TeacherCentric Ltd). There is also an 'Add' button in a grey tile. A callout box is overlaid on the right side of the launch pad.

From your Launch pad you may have a tile already for Microsoft Teams. If not click on Add

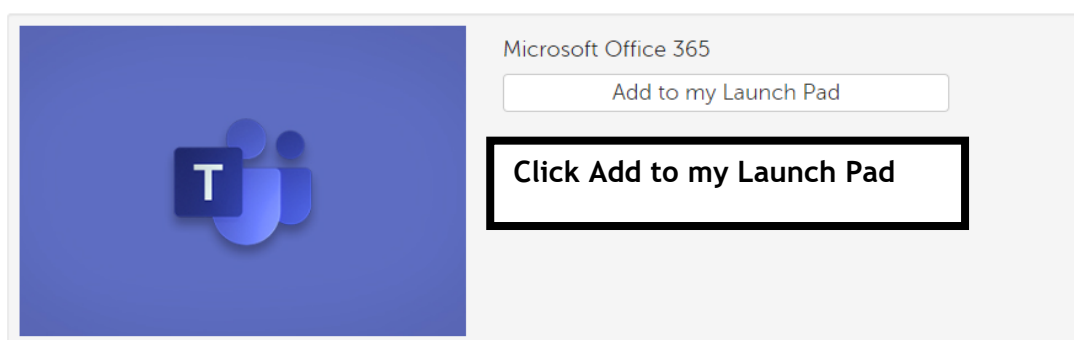


Click on App from Library



Search 'Teams'

Microsoft Teams



Click Add to my Launch Pad

Description

Microsoft Office 365 is great for schools that are ready to take advantage of the cloud. Office 365 offers free email, instant messaging, group video and voice chat, and online document viewing and editing. This RM Unify App gives direct web based access to Microsoft Teams.

Launch Pad

App Library

Click back to your Launch Pad

All Apps

Search

Office 365

thinkuknow
CEOP

People

Microsoft Office 365



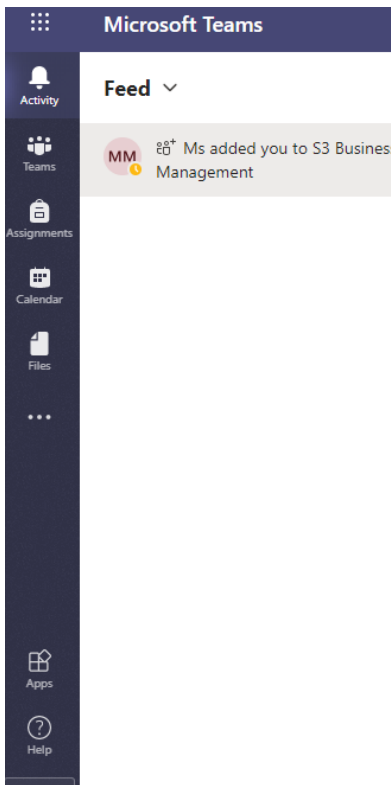
Homework
entric Ltd



Microsoft Teams
Microsoft Office 365

You will now see that
Microsoft Teams has now been
added to your Launch Pad

Click on this tile



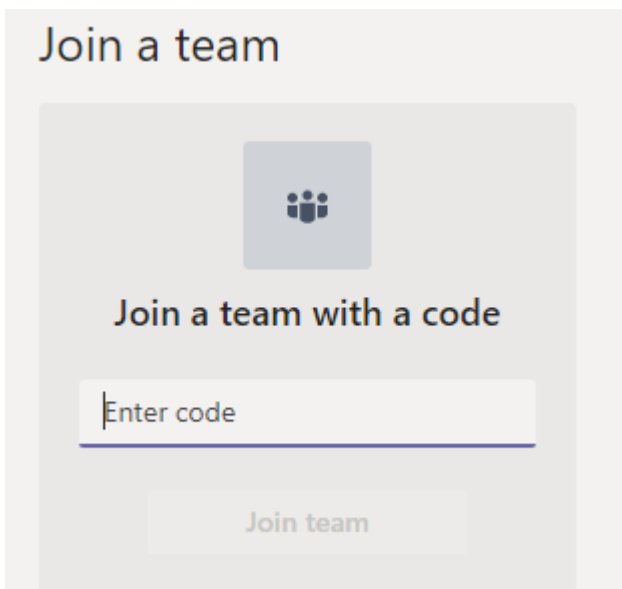
This will open up Microsoft Teams in your browser

You will see tabs to the left hand side:

Activity - notifications/alerts automatically come through on the is tab

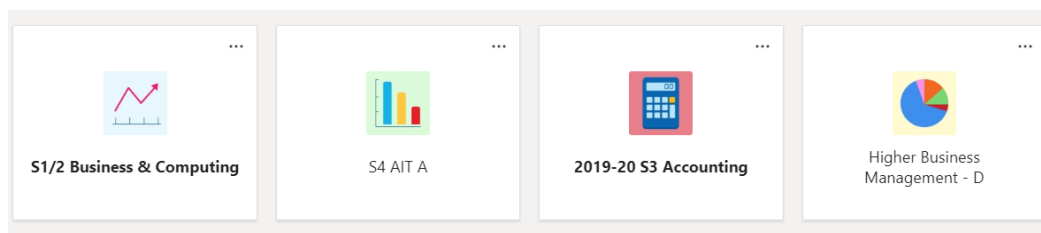
Teams - this is where all your classes are

Assignments - this is where you will find some of the assignments your teacher has set for you



If you are needing to join a team from a code your teacher has sent you

Click on the teams tab where you will find this box. This allows you to put in that code and join your class



When you part of a team, your teams tab will look similar to above where you are able to see your classes