


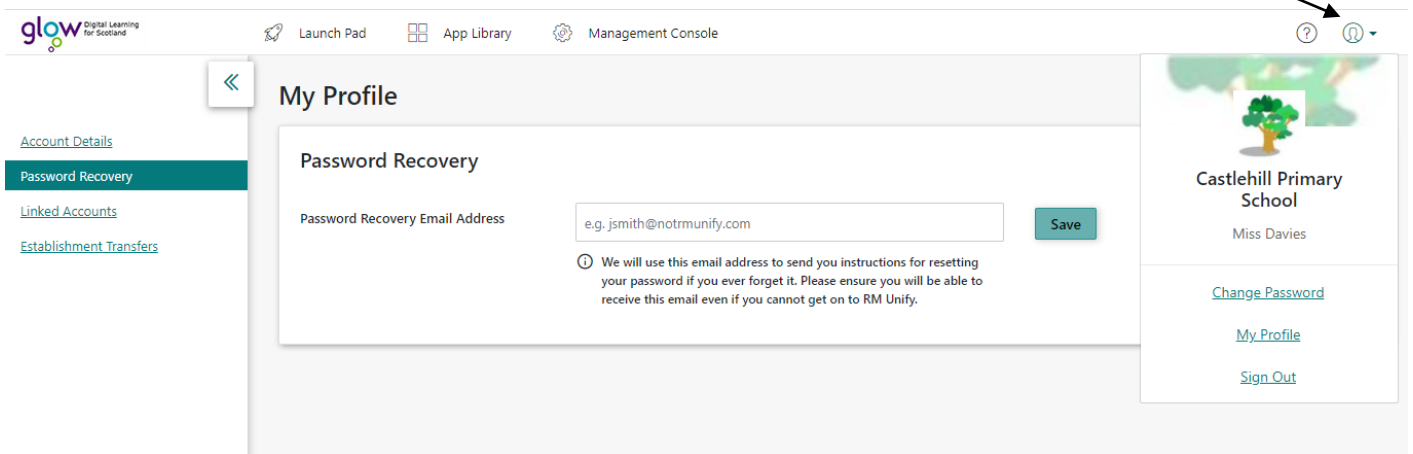


How to log on to Microsoft Teams via a web browser

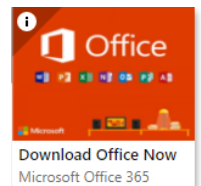
- If you are using a web browser (Chrome/Edge/Firefox etc) type **Glow** into the search bar.
- Click on: [Glow - Sign In - RM Unify](#)
- Sign in with your username, eg. [ED052JSmith](#) and password. All usernames start with [ED052...](#)
- You will be taken to the Launch Pad with easy access to all the Microsoft Apps.

 **Handy tip** - once logged in, set up a parent's email address for password recovery.

- Click on the **Profile** icon in the top right corner and choose **My Profile**.
- On the left of the screen, click **Password Recovery**.

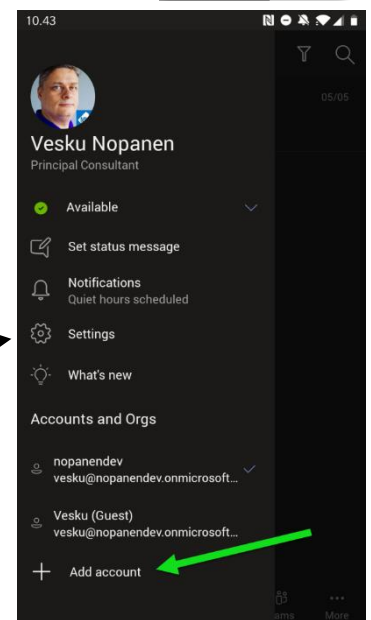



Did you know? You can download the full suite of Microsoft programmes on to your home PC or laptop, for FREE! Look for this tile on the Launch Pad.



How to log on to Microsoft Teams via an app

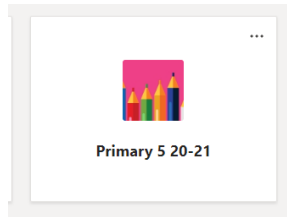
- If you have downloaded the app to your computer (see above) / iPad / phone / tablet, you need a slightly different username to log in.
- Add [@glow.sch.uk](#) to the end of your Glow username, eg. [ED052JSmith@glow.sch.uk](#)
- You will then be taken to the usual Glow sign-in page.
- Once logged in to an app, you will remain logged in until you sign out, even if the device is restarted. Click on the three horizontal lines to open the side menu and sign out via **Settings**.
- The computer app for Teams does not support multiple accounts.
- If using the app on a mobile or tablet, choose **+Add account**
- You can also review notification settings and schedule quiet hours so notifications only appear at specified times.



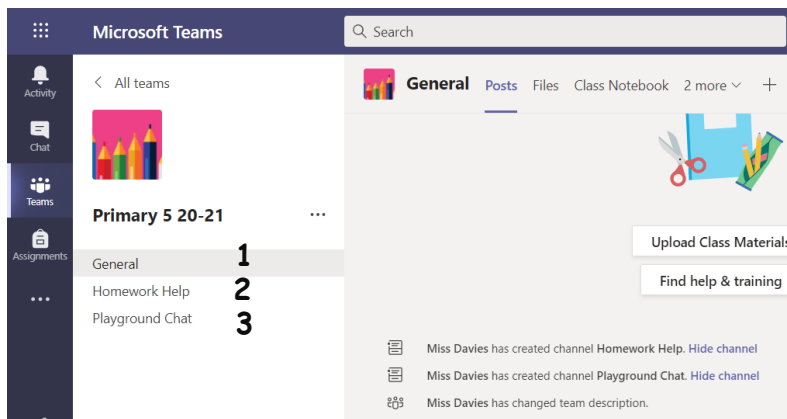
Navigating Microsoft Teams

Via a web browser or desktop app

From the Launch Pad, click on Teams and select your class, eg. 'P5 20-21'.

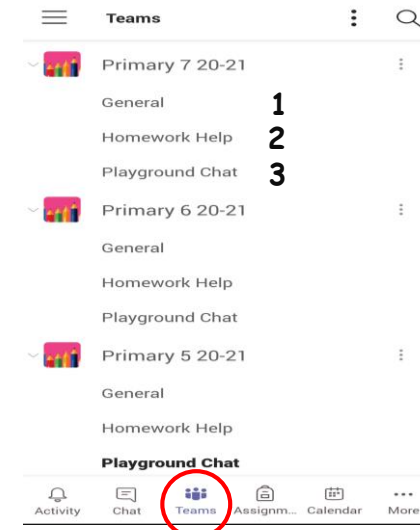


You should now see a screen like this:



Via a mobile/tablet app

Get both the **Teams** and **OneNote** apps from your App Store - they are free to download.



Click on the **Teams** icon at the bottom of the screen.

1. The General channel

This is for announcements or messages from your teacher. Only your teacher can create posts here but everyone can comment.

2. The Homework Help channel

This is to ask questions about homework. Everyone in the class can see this and create or comment on posts.

3. The Playground Chat channel

This channel is to have free discussions with one another. Remember this is not private. Whatever you post here will be seen by the teacher and the whole class. Everyone can create or comment on posts.

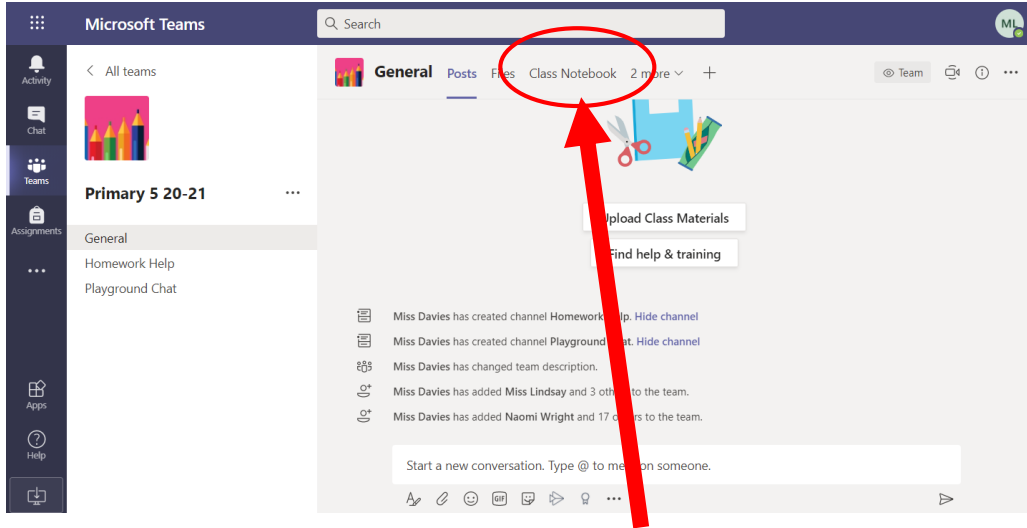


Etiquette! If replying to a message, click **reply** rather than starting a new conversation.

Be kind and polite to others at all times. Teachers have the power to 'mute' pupils if they are misusing the chat channels.

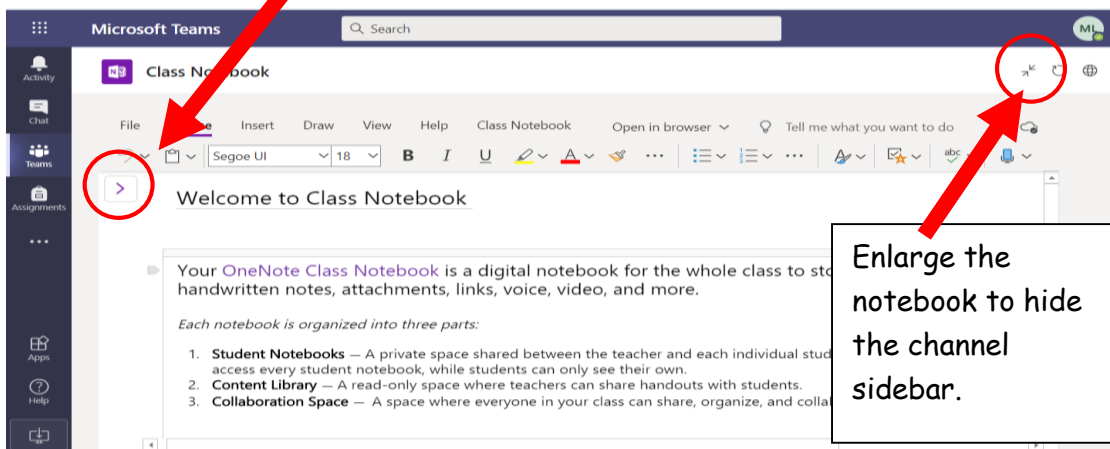
Accessing Homework in the Class Notebook

Via a web browser or desktop app

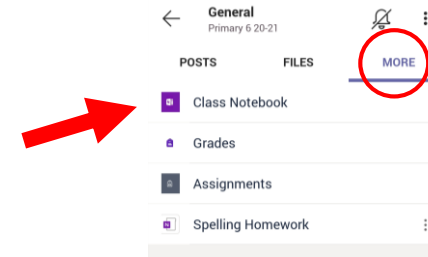


In the **General** channel, select the **Class Notebook** tab at the top. Notebook is where homework will be posted.

Next, click on the purple arrow to open the navigation panel. This is how you can select different sections and pages in the notebook.

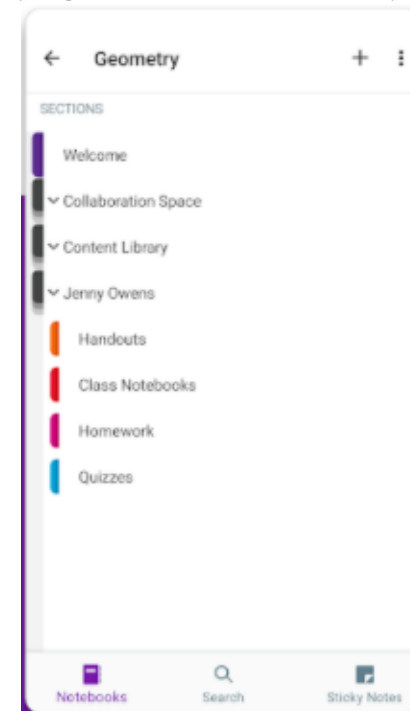


Via a mobile/tablet app



From the **General** channel, click on **MORE** and **Class Notebook**.

You will be taken to the OneNote app on your device. If you have not already signed in, do the same as you did for Teams.



Click on the Notebooks icon at the bottom of the screen to see a list of all your notebooks.

Navigating Microsoft OneNote

Sidebar

In the notebook sidebar you will find different sections. Within each section there can be multiple pages.

- **Collaboration Space** - Can be seen and edited by everyone (unless the teacher has locked it!)
 - Please do not post here unless instructed to do so.
- **Content Library** - Everyone can see but only the teacher can edit.
 - You will find useful documents and instructions relating to your homework.
- **Your Individual Notebook** - This is your virtual 'jotter'. Only you and the teacher can see and edit this; no one else in the class has access.
 - You will have sections for **Spelling Homework**, **Maths Homework** and possibly others your teacher chooses to add.

Completing Homework in the Class Notebook

Your teacher will assign homework pages to your personal notebook. This will ensure that you have the correct work for your group.

To write answers to homework, just click anywhere on the page and start typing.

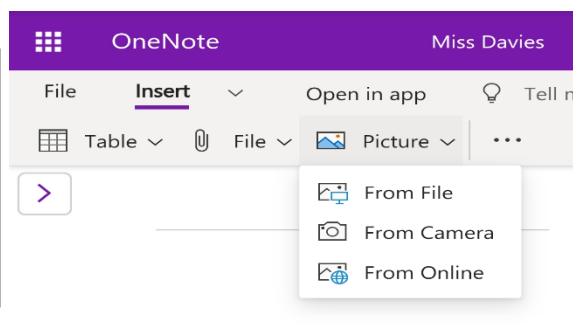
To add symbols, click on the **Insert** menu.

If you do not have easy access to a device or would like to write your homework in a jotter, use the homework jotter you have been given and take a photo of the completed work.

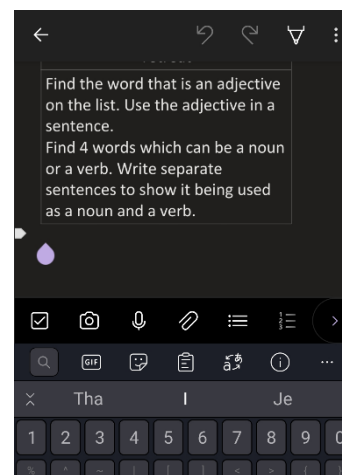
Via a web browser or desktop app

Click where you want the picture to go.

From the **Insert** menu, choose where your photo is stored.



Via a mobile/tablet app



Click where you want the picture to go.

The keyboard will appear along with options for



Opening the camera to take a photo



Inserting a previously taken photo.