

Downloading the TEAMS App

Step	Instruction
1	Go to the App Store and search for TEAMS.
2	The one you want is Microsoft TEAMS. It is free.
3	Press Get. This will download the App. (Size is 84k).
4	Once downloaded, open the App.
5	The sign in page will pop up. Enter your GLOW email address (<i>username@glow sch.uk</i>) into the sign on page.
6	This will then take you to the GLOW sign on page.
7	When I did this the user name was already pre-filled and all I did was add my password. I then pressed enter and TEAMS was available.
8	Go to your class tile.

Trouble Shooting Tips

Accessing TEAMS from a MAC Computer

Please note that TEAMS does not work on Safari (MAC's default browser). Therefore if your child/ren are using MAC computers / laptops at home please download the Google Chrome browser (for free) in order to allow them access to TEAMS as normal via their GLOW login.

Accessing TEAMS from a Tablet / Phone

When children login their GLOW accounts using a tablet / phone the TEAMS tile does not work. In order to access TEAMS from a tablet or phone please download the free TEAMS App. You will then be prompted to login to the App. When logging into the App please use your child's Glow email account NOT the long school one. The beginning of their email address is their GLOW login name e.g. *ed078jsmith* the end of every pupil's email address is **@glow.sch.uk**. You are only required to enter this email once to initially set it up.

You will need to change *the first part of the username* to suite your individual schools.

Accessing Documents on Teams

Step	Instruction
1	Once in Files (next to posts). Click on the ellipsis (three little dots) this might be at the top right hand corner or be beside the document you want to open.
2	There is an option to open in SharePoint. This should open a new window.
3	Once on the SharePoint Window. Highlight the document, or multiple documents, using the circles.
4	Click on download.
5	Open or save as required.
6	Don't type on any of the documents in SharePoint as they will change for everyone (and you may give away the answers!)