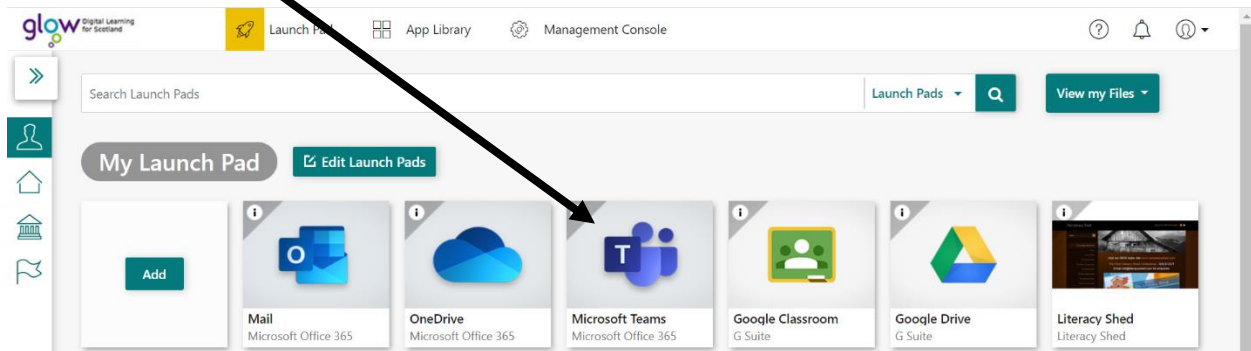


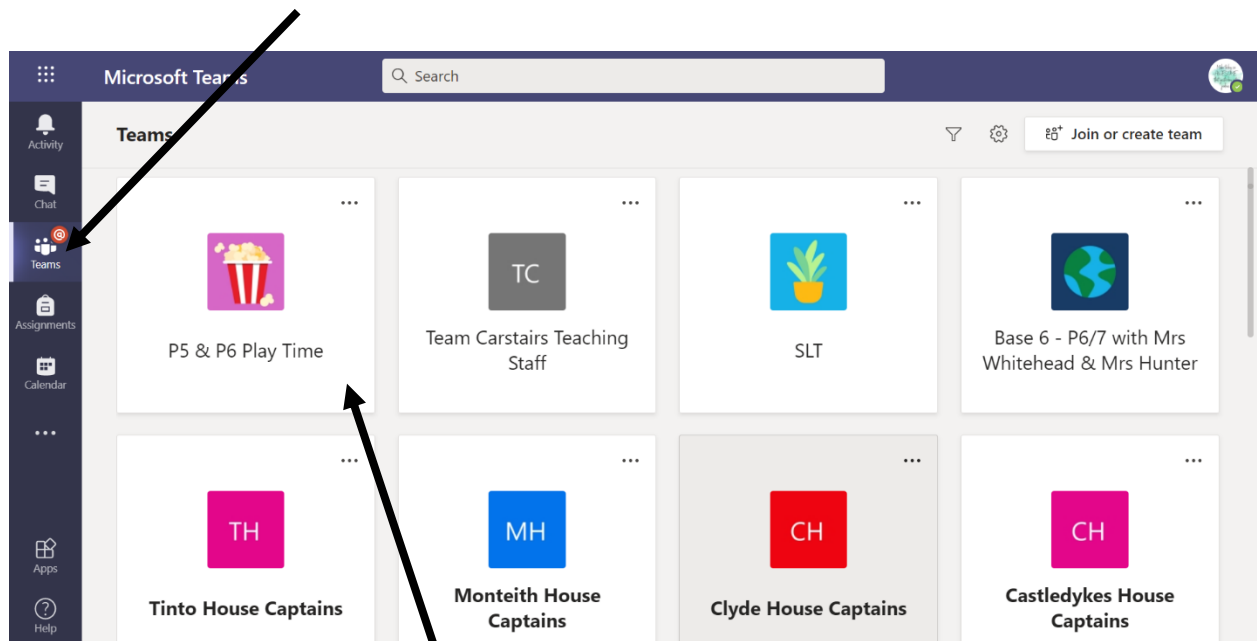
Using Microsoft Teams through Glow

1. Log onto Glow and you will see your Launch Pad. Microsoft Teams is already a tile that you should have access to.



(If you have not got the Teams tile on your Launch Pad you can add it by clicking on Launch Pads and then Search Apps).

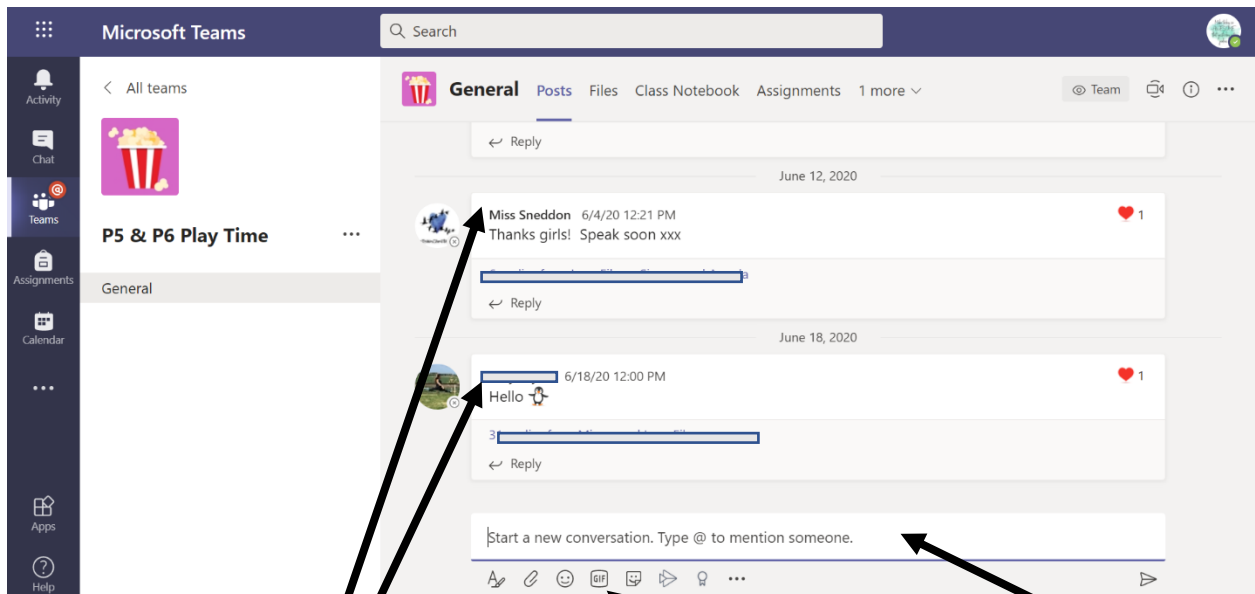
2. Click on the Microsoft Teams tile to run the program.
This screen shows you all the Teams that you have been assigned. Pressing the Teams button takes you back to this page.



3. To access a Team press on the icon for the Team you want to join. For example, if I wanted to join the P5 & P6 Play Time Team I would press that picture.
If your child is in Primary 1 they would be able to access only the Primary 1 2020-21 group. Primary 2 pupils access Primary 2 2020-21, and so on.

Pupils should only go into the Team at the allocated 'playtime' for their year group. A school support assistant will be in the Team supervising 'playtime'. A video call will be opened by a support assistant for a time during the session. The support assistant will turn their video off, but children should be able to see each other on the video. If there is no option to 'join video' call' pupils should just make use of the chat option, see step 4 below.

4. You are now in the Team! Posts is where you can chat with anyone else who is part of the Team and who is online at the same time as you. To add a comment to a conversation that has already started you hit Reply and type your message. If you want to start a new conversation you press New Conversation and get started. Pupils should not start a video call but may join one started by the support staff member on duty. Please note, the video feature may not be available.



Features to note

This shows who has posted the comment.

These can be fun to add to messages!

This is really useful as it alerts the person you want to talk to. Type @ followed by the person's name and then select them from the list available.

