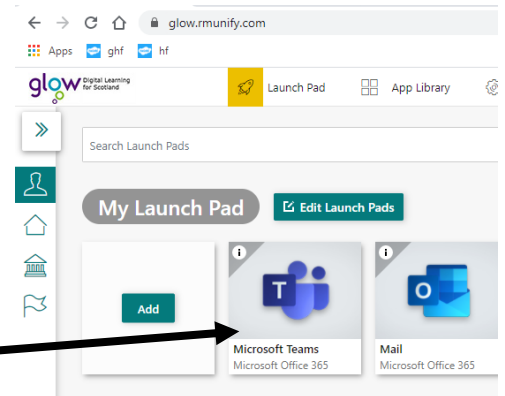


## Accessing Microsoft Teams for Lunchtime Chat

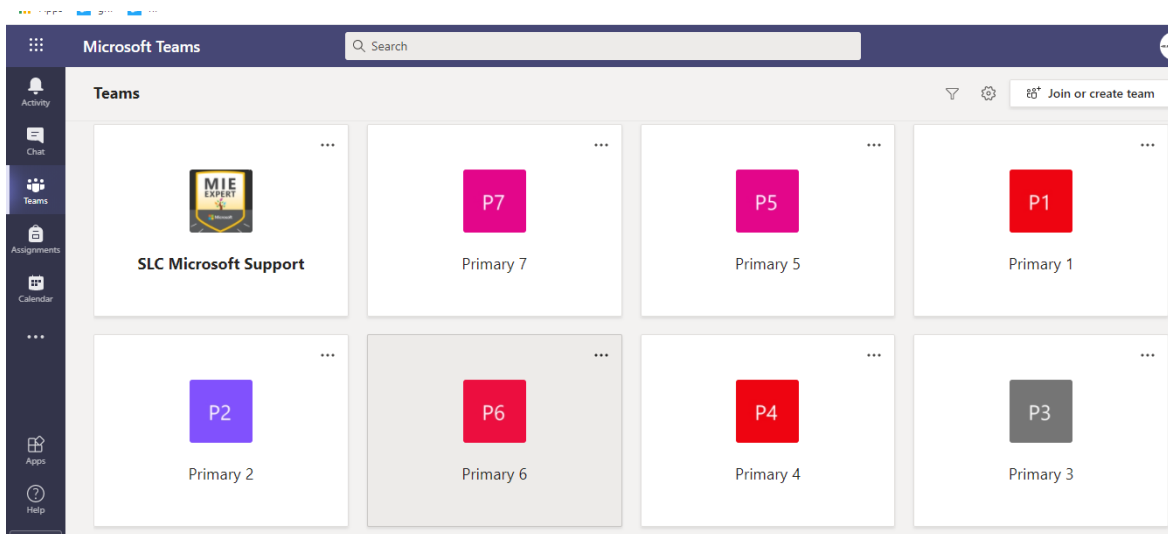
**Step 1.** Log onto your Glow account

**Step 2.** You should have an app called Microsoft Teams on the Launch pad.

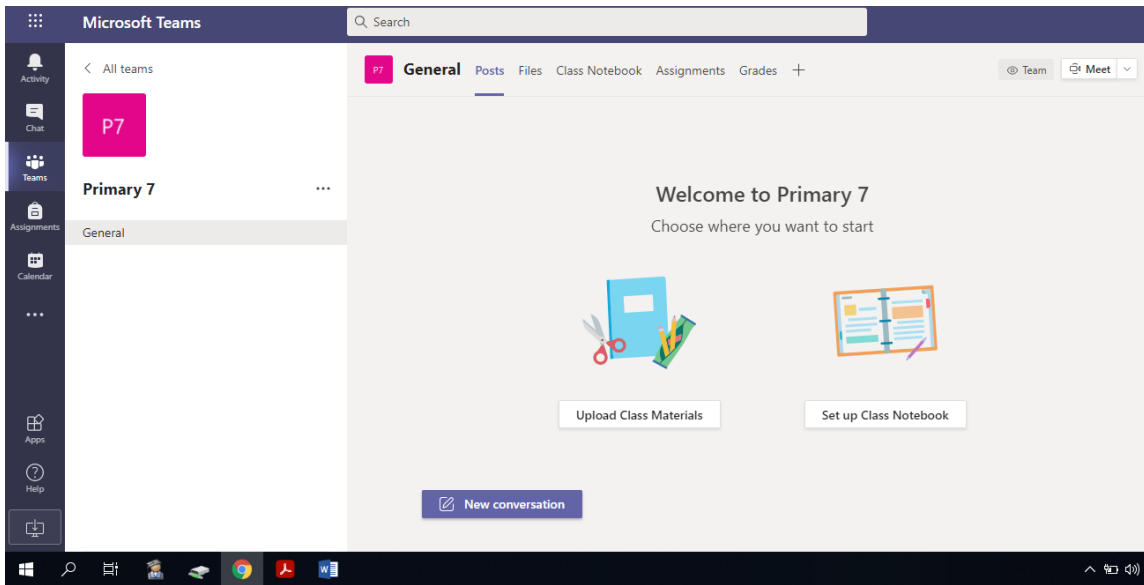
Click to open.



**Step 3.** Once the app has opened you should now have your Primary tile on the screen, it will look similar this, but you will only see your groups and for this, you are looking for your year group eg) Primary 1 / Primary 2 etc.



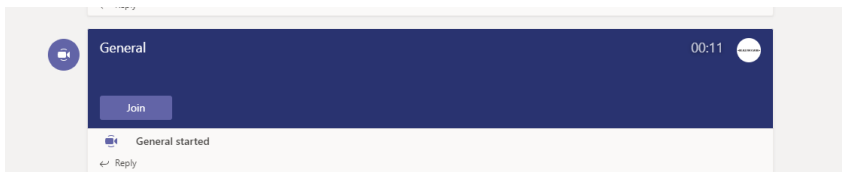
**Step 4.** Click on your year group to open and you land on a page that looks similar to this:



**Step 5.** Our plan is to enable you to 'see' your friends.

When in, you should wait until you see the option below, to join the call.

Click on join and from there you will be brought in to the video call.



**Step 6.**

These options on the screen help to organise the call.

See below for what each of them mean. It's important that we can take turns to speak.

