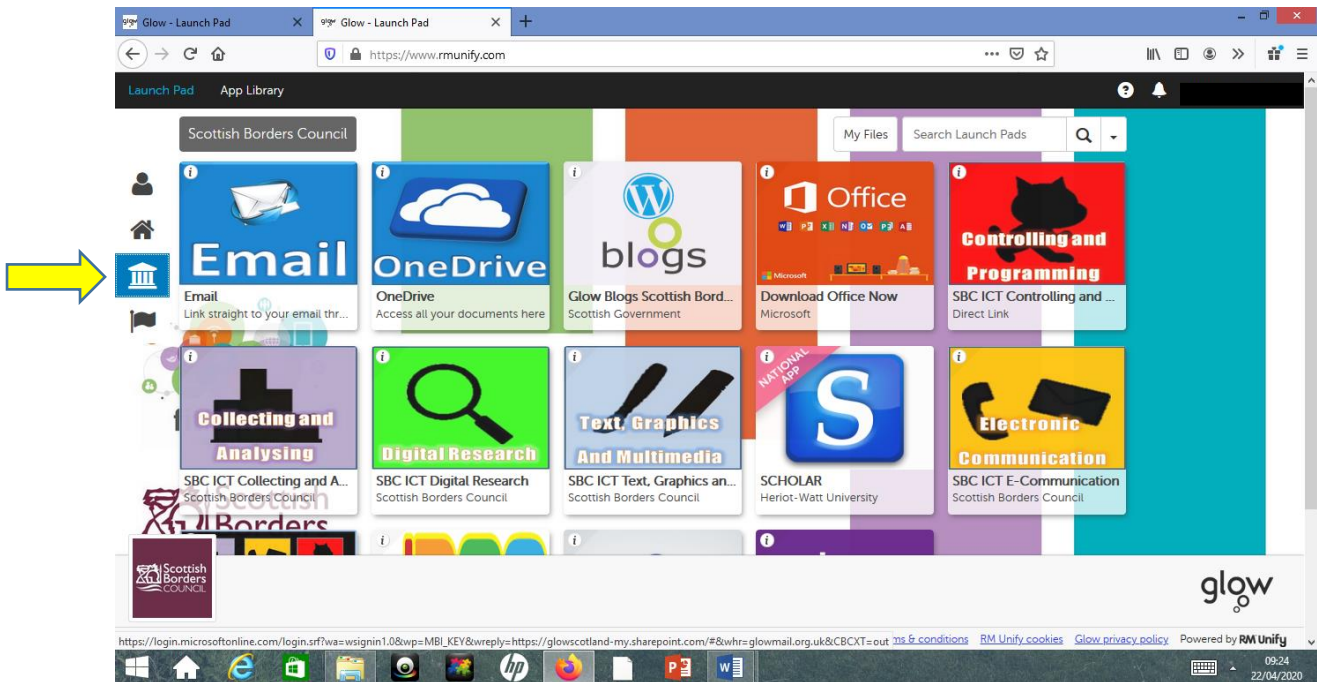
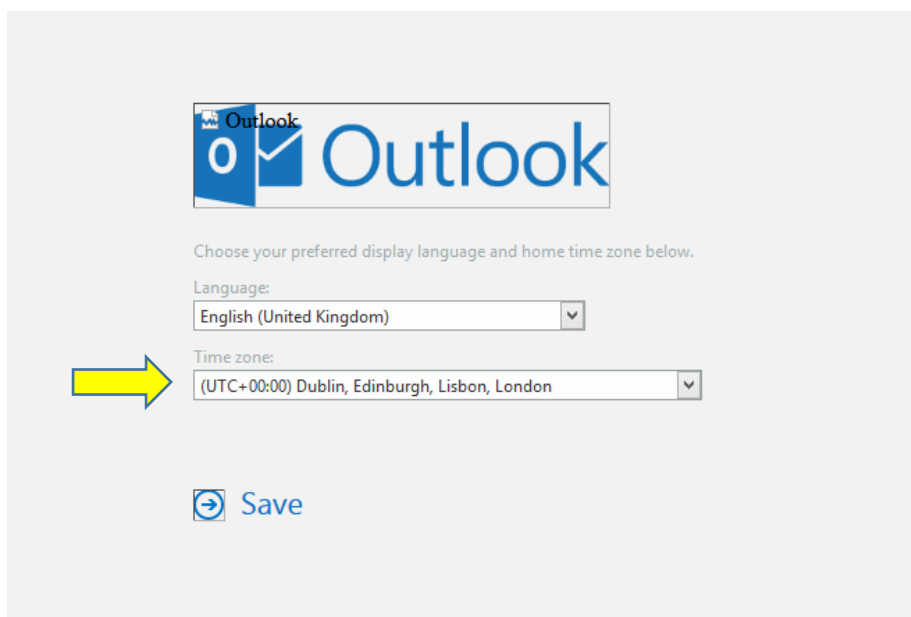


## How to Find Your Emails

- 1) Google 'glow login'. Type in your glow email as your user name (you can miss out the @glow.sch.uk) and your glow password.
- 2) Going down the left hand side of your screen are symbols of a person, a house, a larger building and a flag. Choose the larger building which is the section for Scottish Borders Council.



- 3) Click on the tab 'email'.
- 4) You will be asked to set the time. Choose UTC +00:00 Dublin, Edinburgh, Lisbon and London



- 5) Press save and you should now be able to see your emails. :0)

