

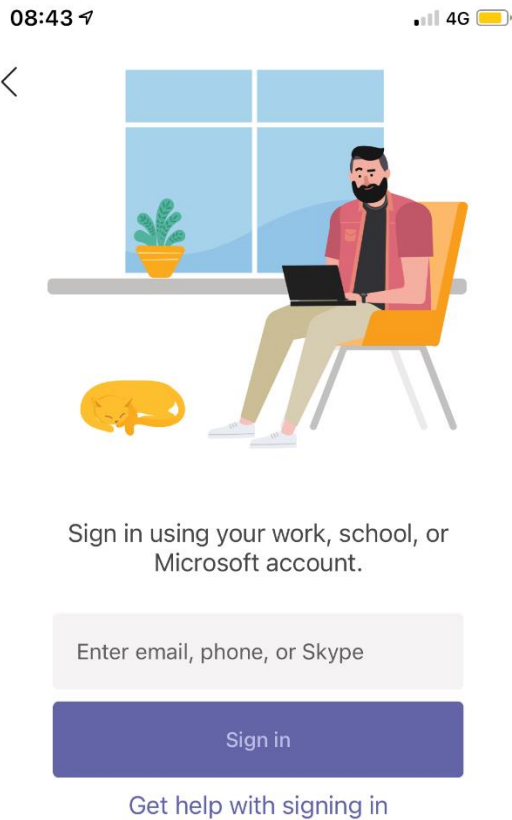


Belonging • Experiences • Aspirations • Teamwork • Honesty

Accessing Teams via Mobile App

Step 1 – Search 'Teams' in your App store and download the app.

Step 2 – Log in using your Glow email address, i.e. gw10surnamefirstname@glow.sch.uk – make sure that you include @glow.sch.uk otherwise the app won't recognise your account.

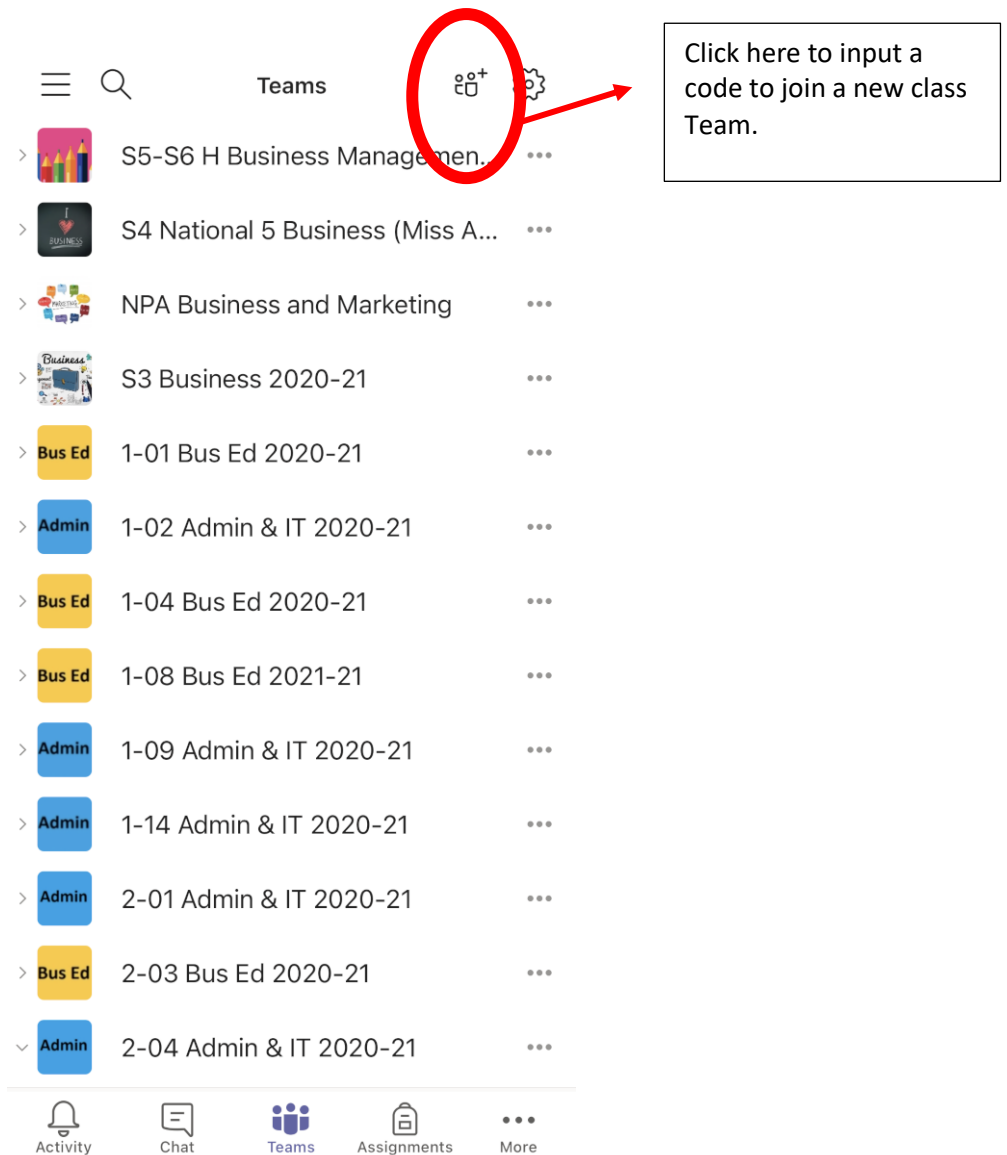




Belonging • Experiences • Aspirations • Teamwork • Honesty

Step 3 – If you have been given a code to join a Team, click on the icon circled below and type in the code you have been given.

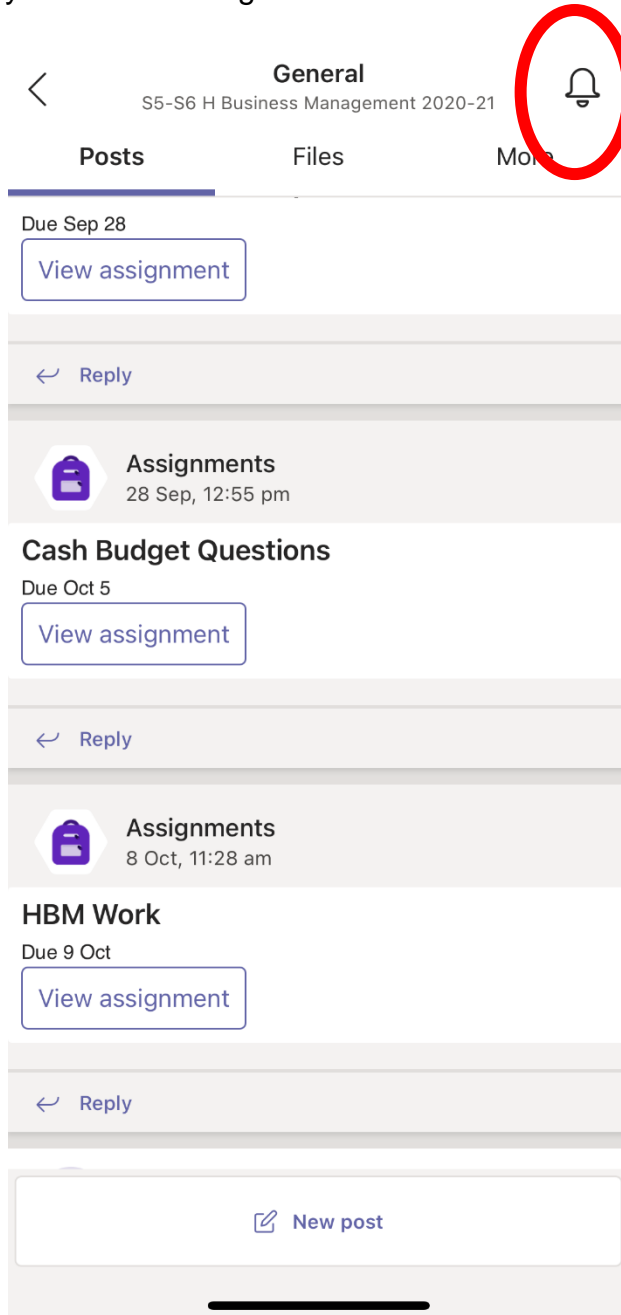
Step 4 – When you open up your Teams app all of your class Teams will be on display.





Belonging • Experiences • Aspirations • Teamwork • Honesty

Step 5 – Within each of your Teams, make sure that your notifications are turned on so that you are notified when teachers post any work or messages/announcements.



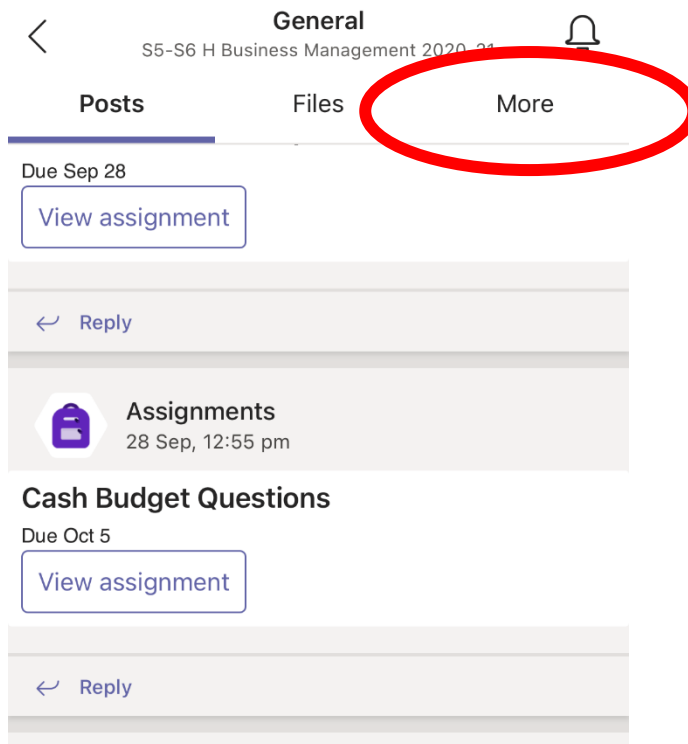
By clicking on the bell icon you can make sure you never miss a piece of work or message from your teacher again.

Note: you will have to go through each class Team and do this for the ones you want to receive push notifications from.



Belonging • Experiences • Aspirations • Teamwork • Honesty

Step 6 – To view ‘Assignments’, ‘Class Notebook’ and other features, click on ‘More’.



Step 7 – Just like on the Web version, you can upload your work and images of your work by clicking on your Assignments and remembering to attach your work and hand it in for your teacher to mark.