

# ACCESSING GLOW AND MICROSOFT TEAMS

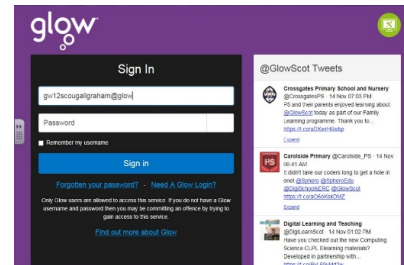
Accessing GLOW and TEAMS on a PC or laptop  
(see page 5 for steps to use Teams on a phone or tablet)

1. Go to the glow log in page –

<https://sts.platform.rmunity.com/account/signin/glow>

OR

Search for 'Glow RM Unify' and you should be taken to a page like this

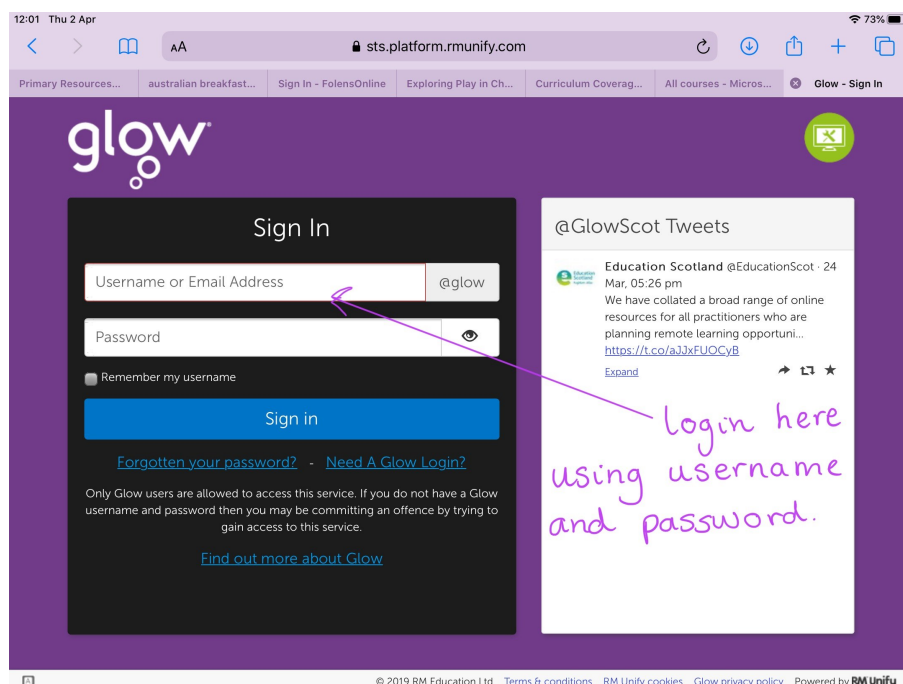


2. Enter your Glow username and password
3. Now follow the steps below to add 'Teams' to your Glow Launchpad

## Adding Teams to your Launchpad on a PC or laptop



Before you can access teams, you will need to add it to your GLOW launchpad for easy access. Follow the steps in the pictures below to do this. You will need to use Google Chrome.



12:02 Thu 2 Apr glow.rmunify.com

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Launch Pad App Library

St John's RC Academy My Files Search Launch Pads

Click on app library

Office 365 Home Microsoft Office 365

OneDrive Microsoft Office 365

Microsoft Educator Community Professional Learning and Res...

St John's RC Academy School Website

Twig Short films for primary science and social studies Twig World Ltd

Google Drive G Suite

Google Classroom G Suite

Glow Connect Scottish Government

NATIONAL App

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Launch Pad App Library

All Apps My Establishment's Apps Type "Teams" then click "go" Search Apps GO

App Type

- ☒ All
- ☐ Free App
- ☐ Paid App
- ☐ Saved Password App

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Scottish CFE Area

- ☐ Expressive Arts
- ☐ Health and Wellbeing
- ☐ Language
- ☐ Mathematics
- ☐ RME

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☒ Teams

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Scottish CfE Area

☐ Expressive Arts

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☐ RME

Microsoft Teams  
Microsoft Office 365

Google Drive  
G Suite

Google Calendar  
G Suite

Engage  
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Scottish Government

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glow

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☒ Teams

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glow

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Microsoft Teams

Microsoft Office 365

Add to my Launch Pad

Click on this button.

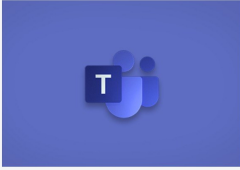
Description

Microsoft Office 365 is great for schools that are ready to take advantage of the cloud. Office 365 offers free email, instant messaging, group video and voice chat, and online document viewing and editing. This RM Unify App gives direct web based access to Microsoft Teams.

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### Microsoft Teams



Microsoft Office 365

Remove from my Launch Pad

*Click the cross button.*

#### Description

Microsoft Office 365 is great for schools that are ready to take advantage of the cloud. Office 365 offers free email, instant messaging, group video and voice chat, and online document viewing and editing. This RM Unify App gives direct web based access to Microsoft Teams.

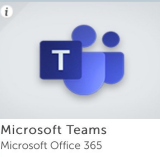
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### My Launch Pad

My Files | Search Launch Pads



Microsoft Teams  
Microsoft Office 365

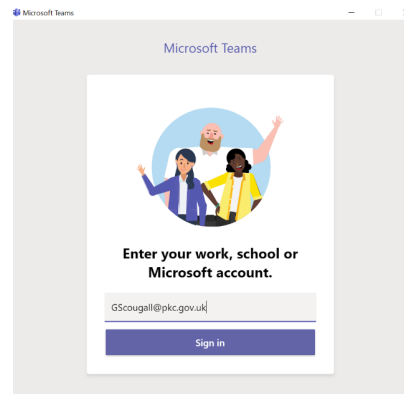
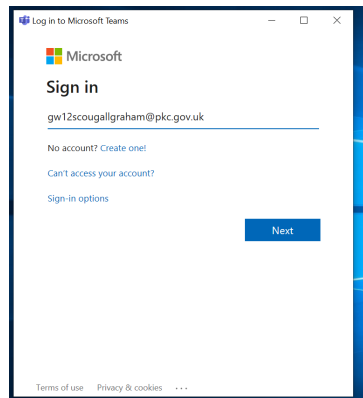
*Click on here to take you straight to teams.*

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## Accessing TEAMS on a phone or tablet

1. Use Appstore to search and download Microsoft Teams app. This app is free and has been rigorously checked for safety and GDPR compliance.
2. Log into the Teams app

When you select Teams on any device - you should see a screen like this:



**Each app will default to an email address used on the computer. Make sure you delete this address and enter your glow email - [gw###surnamefirstname@glow.sch.uk](mailto:gw###surnamefirstname@glow.sch.uk) and [password](#)**