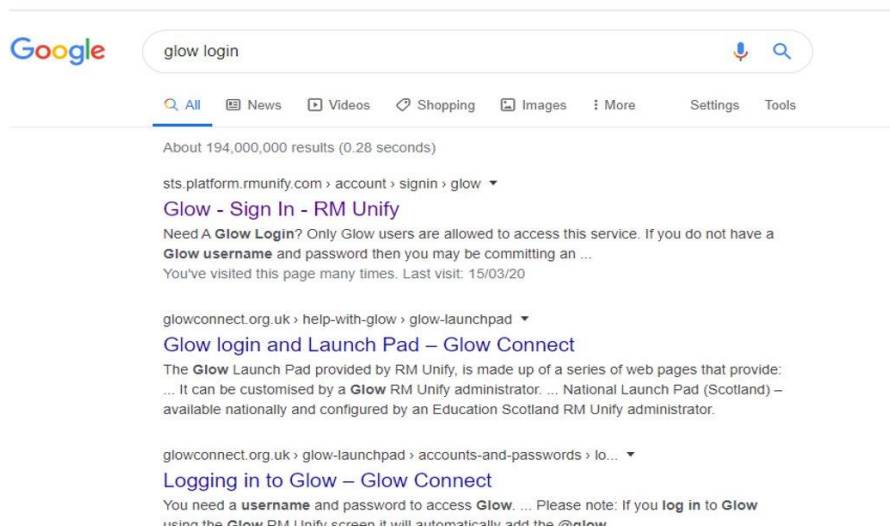
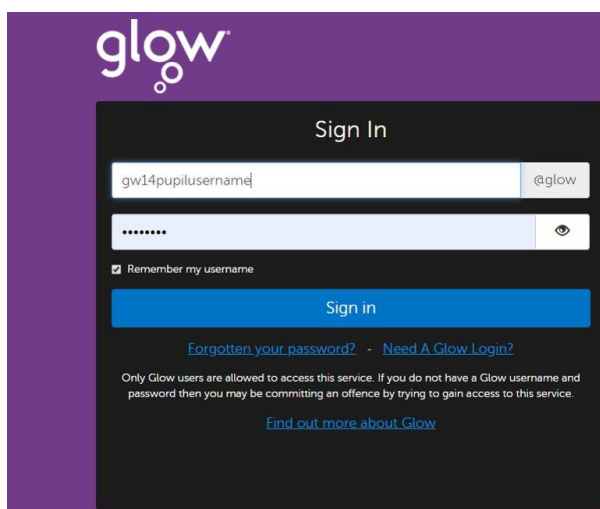


Accessing on a PC or laptop

1. Search for 'Glow RM Unify'

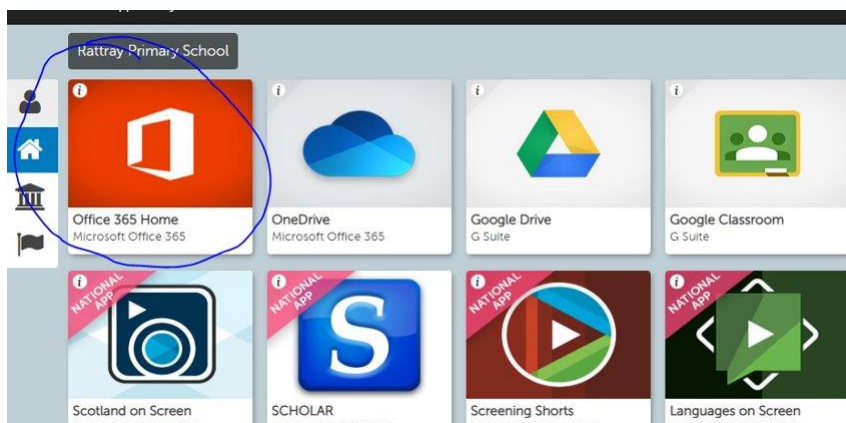


2. Enter Glow username and password



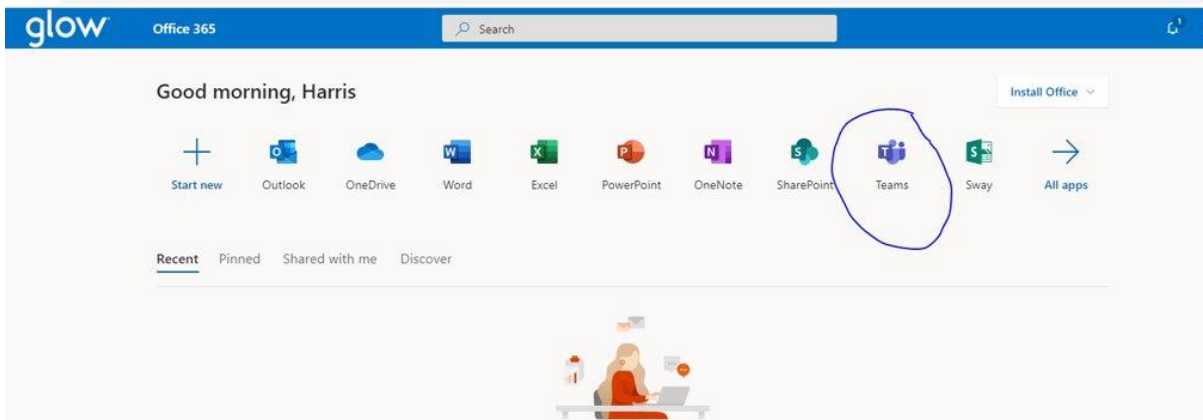
3. It may be you are asked to re set your password. If you do, it also possible that when you click "log in using new password" an error message will show. Just close down the internet window and log in again from the start of the process, using the new password

4. On the Glow Launch Pad click on Office 364

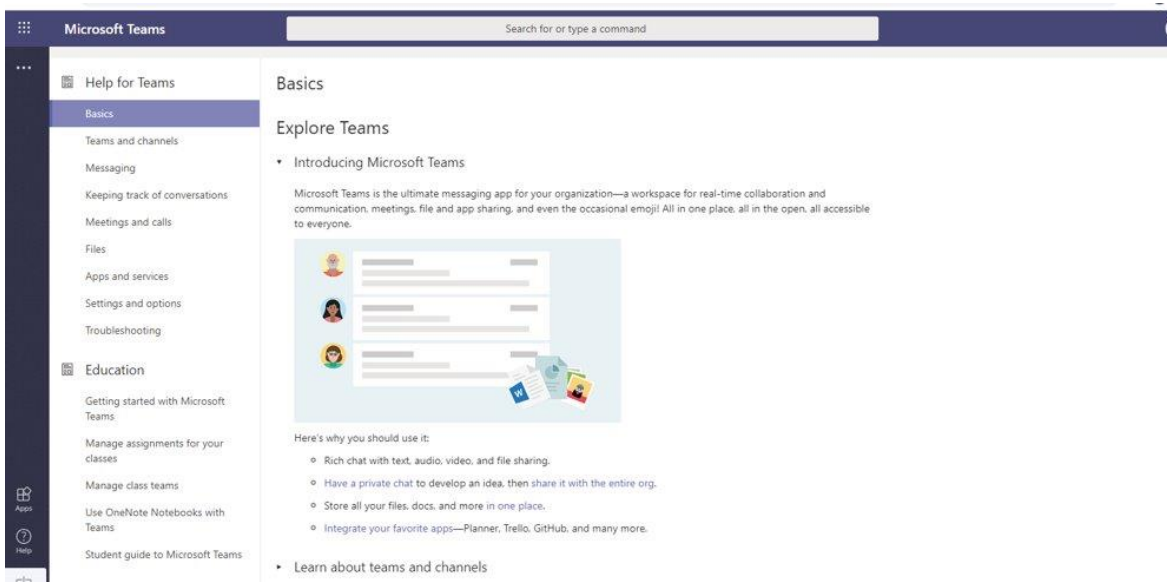


Ratray PS - Accessing Microsoft Teams

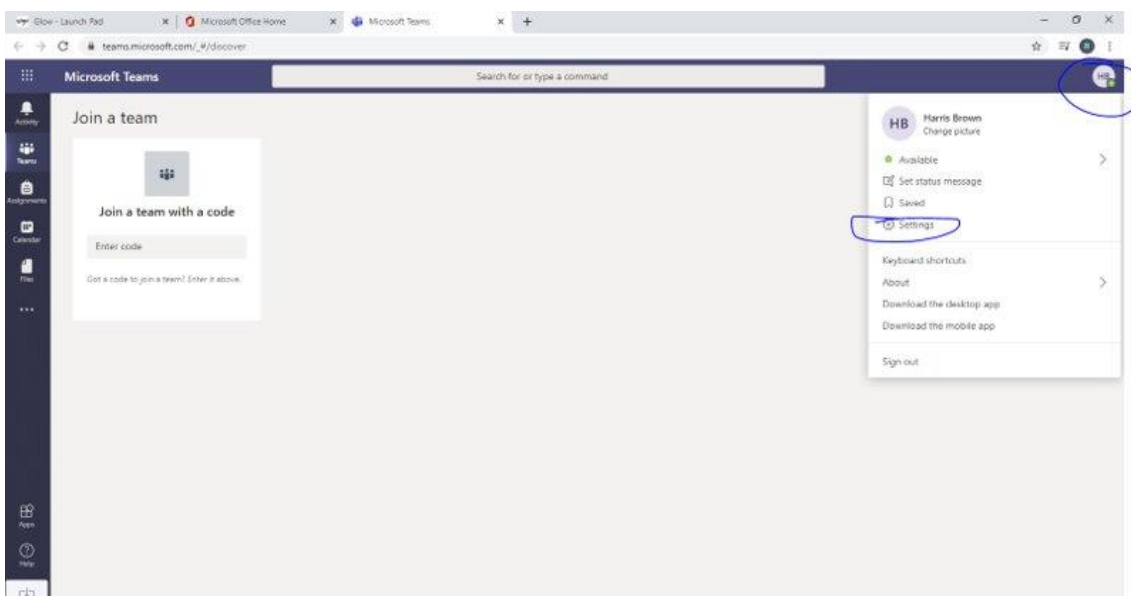
5. Select Microsoft Teams



6. If you do not see your class team when you log in, you will need to “Join Team”. You may get this help page when you open

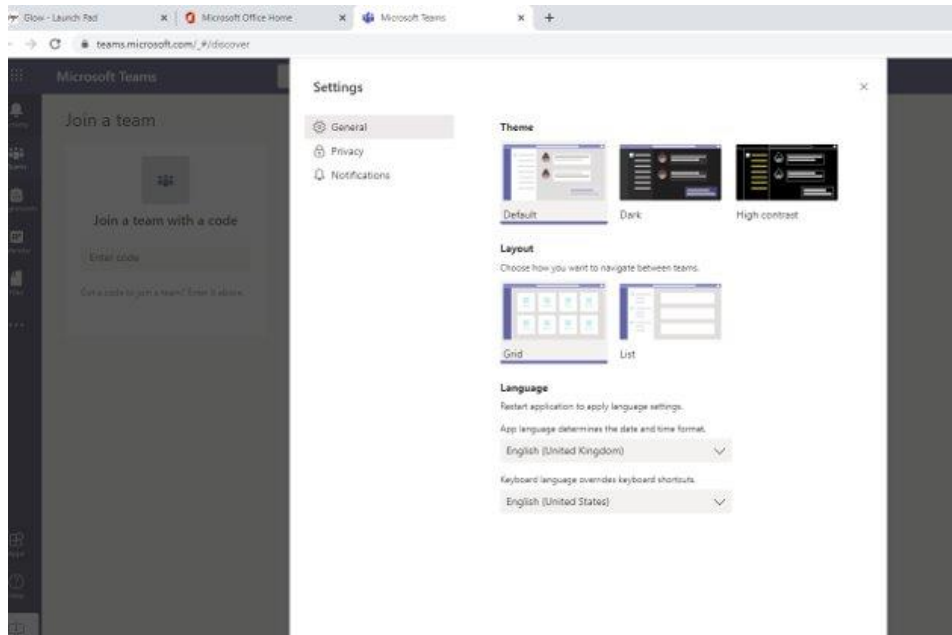


If so try opening settings

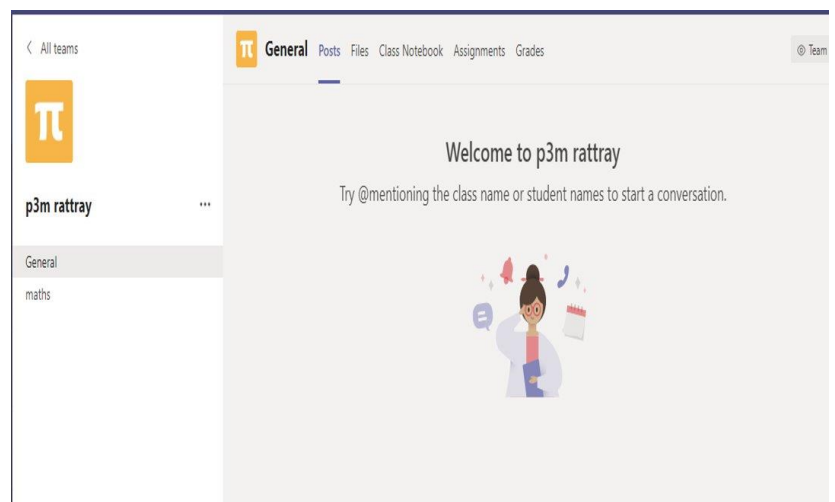
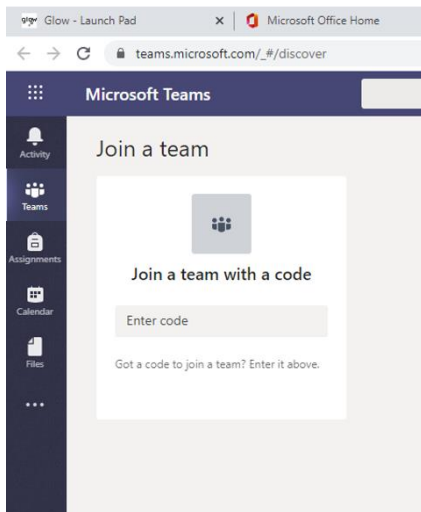


Ratray PS - Accessing Microsoft Teams

And select Grid. If this doesn't work, it may be that Microsoft need 5-10 mins for the user profile to update



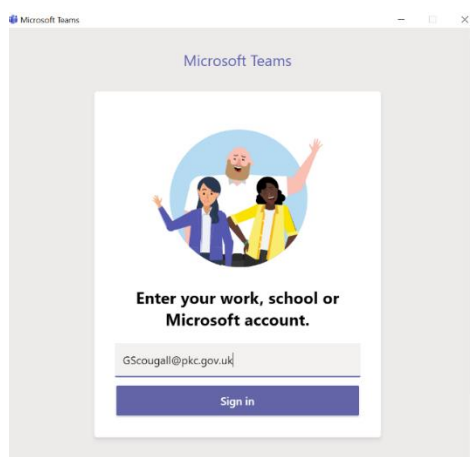
7. Enter team code-these are at the bottom of this document -You should now see your class as a team you are part. It may be that it is easier if you have several children at Ratray, to use just one log in user, and get them to join all the relevant class teams. The teacher will understand this and will remove issues of trying to use several Microsoft accounts on one device



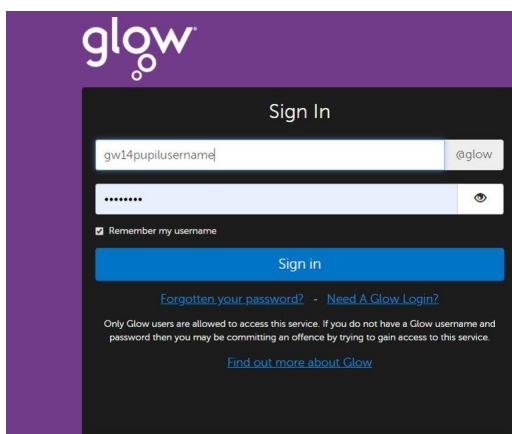
Ratray PS - Accessing Microsoft Teams

ON PHONE OR TABLET

1. Use Appstore to search and download Microsoft teams. This app is free and has been rigorously checked for safety and GDPR compliance.
2. Enter your Glow email address – similar to gw##surnamefirstname@glow.sch.uk



3. Enter Glow username and password



Each app will default to an email address used on the computer or phone. Make sure you when logging in you delete this address and enter your glow email - gw##surnamefirstname@glow.sch.uk

Microsoft Teams

Ratray PS - Accessing Microsoft Teams

MS Teams is a social network for classes and groups. On this teachers and pupils can upload files and engage in chat. **Pupils are aware that this is not an open forum for general chit chat and must only be based around home learning or questions they have related to school.**

***teachers will be notified with every new conversation but may not reply after school hours.**

Teams Codes – 2020/21

P1 (Mrs McCulloch) - v0sr4ry

P1/2 – (Ms Wigmore) - Mhla9mj

P2 (Mrs Russell) - 2v3gr5k

P3 (Mrs Gregg) – hgjoyqr

P3/4 (Miss Johnstone) - 98ez4oq

P4/5 (Mrs Strachan/Case) - idezka9

P5 (Ms Garrett) - kyhpn8e

P6 (Mr Masterton) - krreouw

P6/7 (Mrs Johnstone) - 7x2qy0v

P7 Mrs McCarthy - 0gr8ki5