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Sending Emails via Glow

If you need to contact your teacher and you don't want to post on your Teams page then the best thing to do is to email them. Equally if you want to submit/hand in work then you can also do this via email, although Teams is preferred.

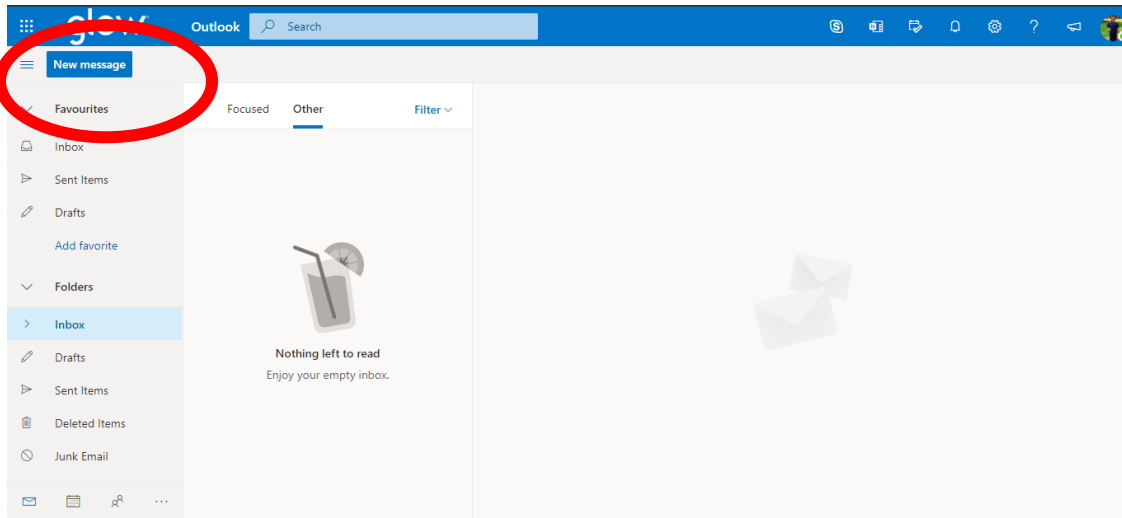
Step 1 – Log in to Glow and open up your emails from the 'Mail' tile on your Launchpad. *A reminder that your email address is simply your Glow username followed by @glow.sch.uk (i.e. gw10surnamefirstname@glow.sch.uk)*

The screenshot shows the Glow Launchpad interface. At the top, there is a navigation bar with the 'glow' logo (Digital Learning for Scotland) and three menu items: 'Launch Pad', 'App Library', and 'Management Console'. Below this is a search bar labeled 'Search Launch Pads'. The main area is titled 'My Launch Pad' and contains several application tiles. The 'Mail' tile, which features the Microsoft Office 365 logo, is circled in red. Other visible tiles include 'Microsoft Teams', 'OneDrive', 'Satchel One', 'gtc SCOTLAND', and a 'Microsoft' tile. A vertical sidebar on the left contains icons for user profile, home, school, and a flag.

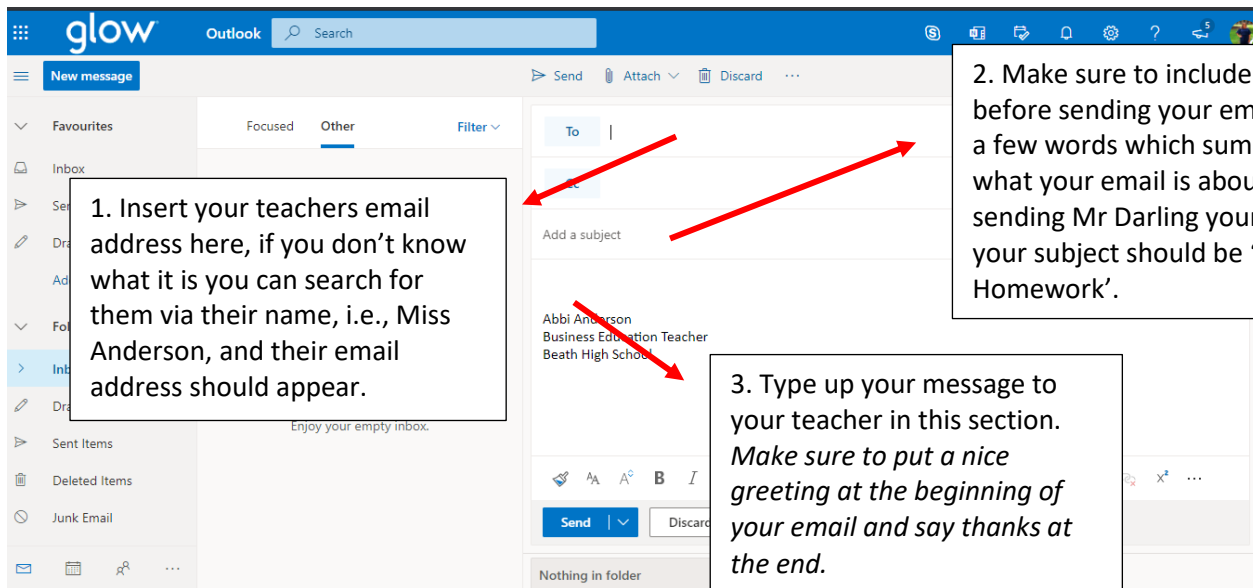


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Step 2 – To type up a new email you have to click on ‘New Message’.



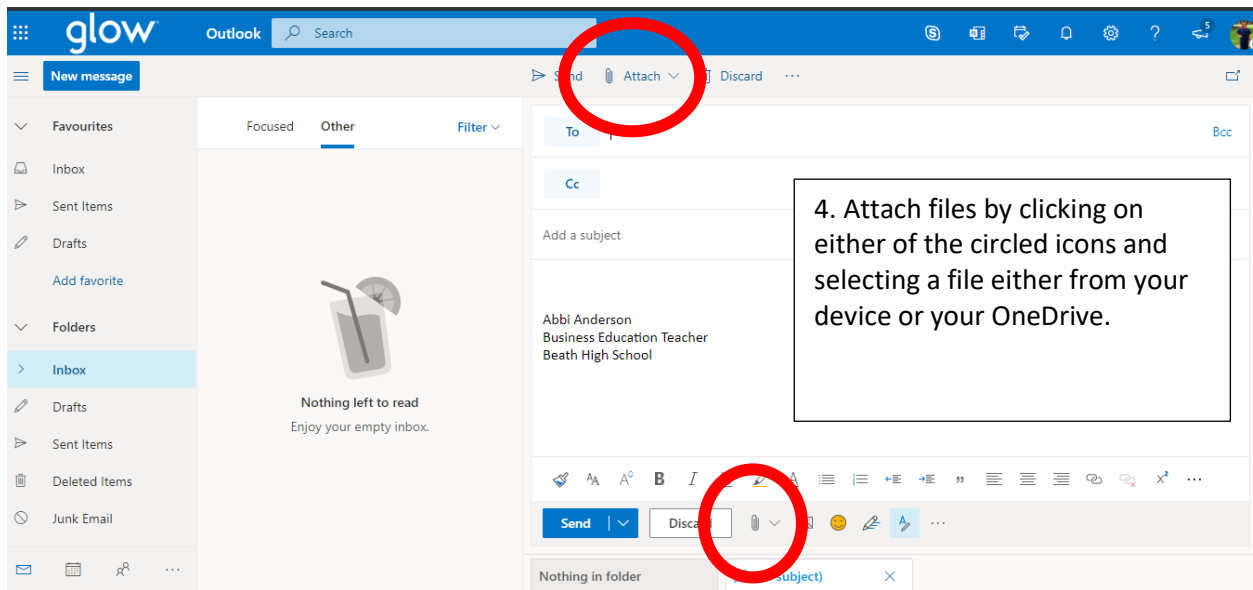
Step 3 – Type up your email, making sure to send it to the correct member of staff and put in a Subject so that your teacher knows what the email will be about.





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Step 4 – If you have a file to attach, i.e. work to send to your teacher, please remember to attach it before sending the email – you don't want to miss the deadline by not attaching it and your teacher having to email you back for it!



Step 5 – Once you have typed your message, and attached your files, you are ready to send your email.

