



Teams can be accessed on a web browser or via the Microsoft Teams App.

# How to Access Microsoft Teams

## Step 1

### Downloading the Software

If you have a laptop or home PC you **do not need** to download any software to access Teams. If you are using a tablet or mobile device, you will need to download the following free apps:



Microsoft Teams App



Microsoft PowerPoint App



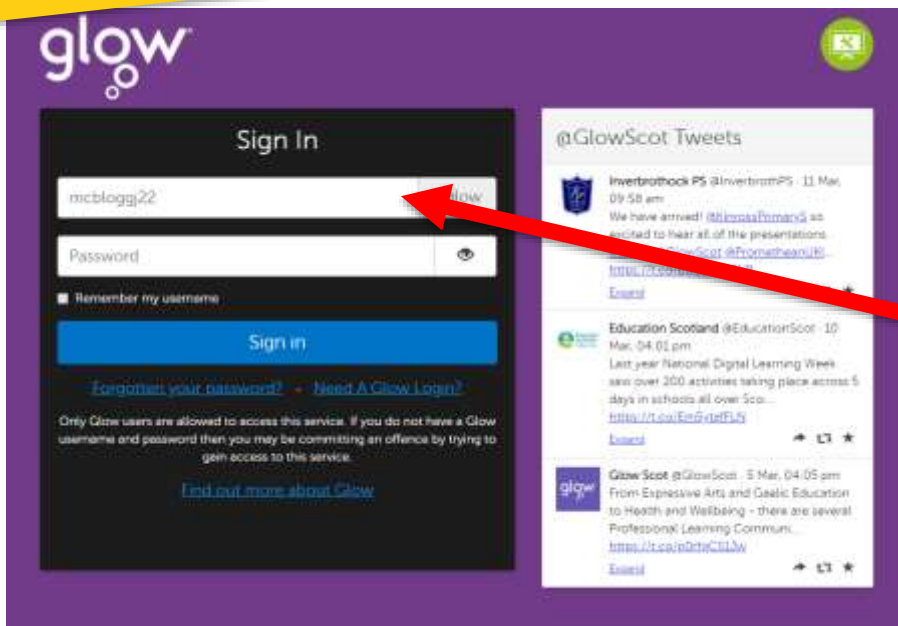
Microsoft Word App



Microsoft Excel App

## Step 2

### Sign into **Glow**



Sign into **Glow** by visiting:

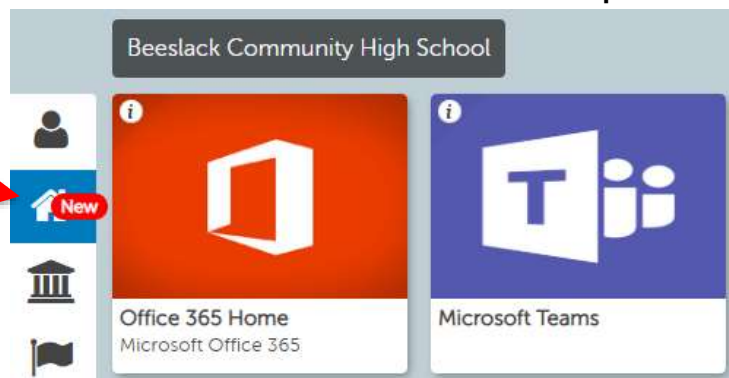
**glow.rmunify.com**

All usernames are MC+school\_logon  
e.g. mcbloggj22

**Passwords are CASE SENSITIVE.**

## Step 3

Locate **Teams** on the school Launchpad.

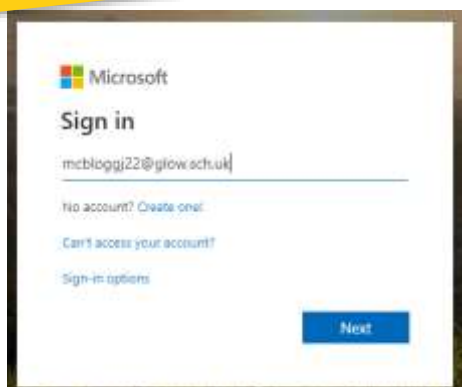




## Step 4

### Sign into Microsoft

(If you are using the Teams app you can go straight to this step)

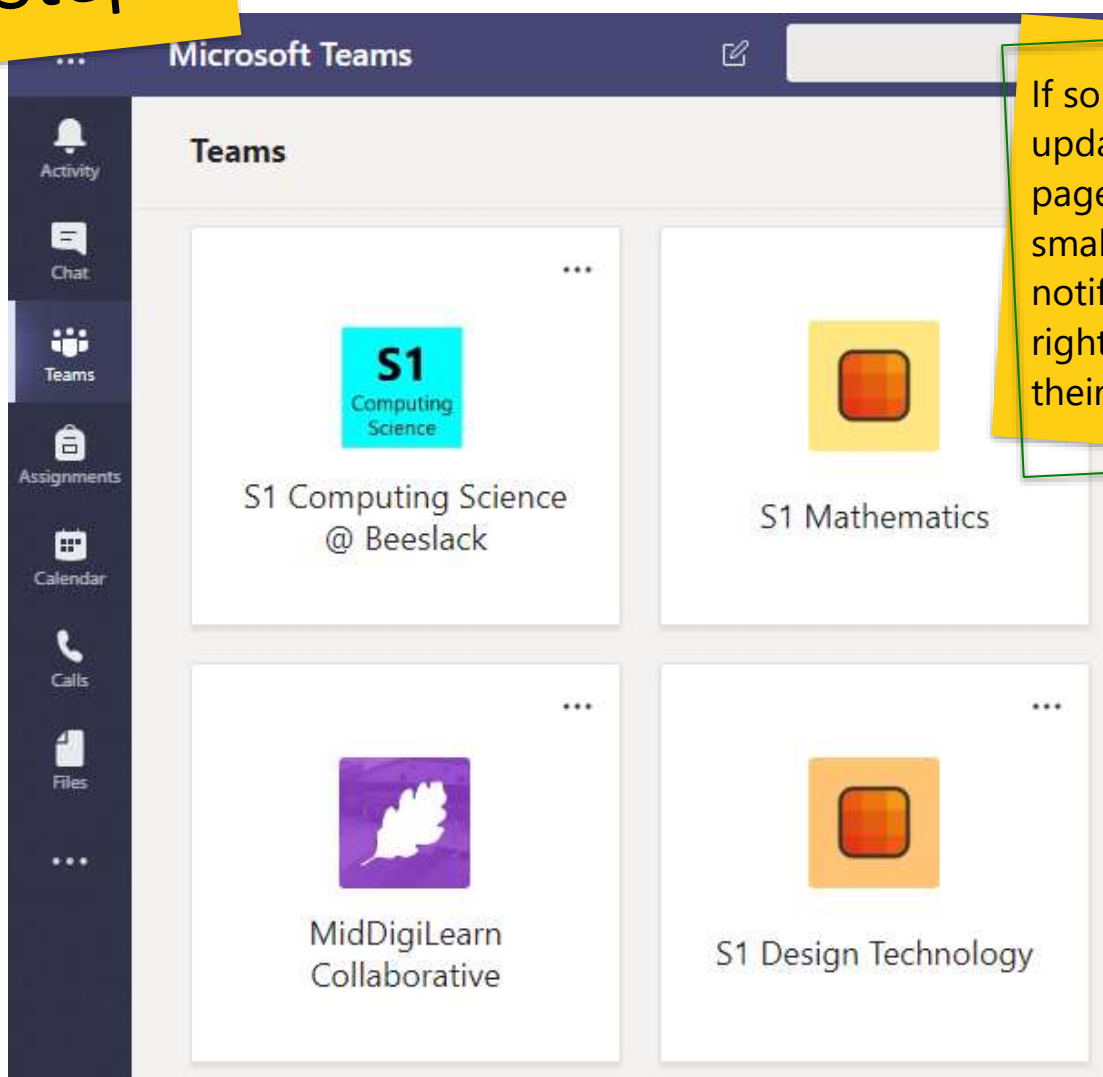


Enter Glow Microsoft Account  
mc+school\_logon@glow.sch.uk  
e.g. mcbloggj22@glow.sch.uk

## Step 5

### Locate Class Teams Page

Some of your teams will be already listed.

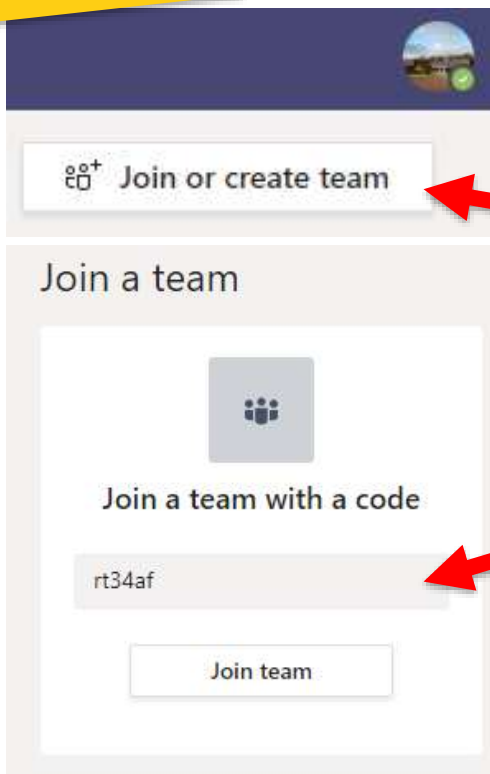


If something has been updated on the Team page, you will see a small, circular red notification in the top right-hand corner of their class icon.

# Step 6

## Join Team

If your teacher hasn't added you to the team ...



Click **Join or create team** (top right corner).

Enter the Class Code shared by your teacher

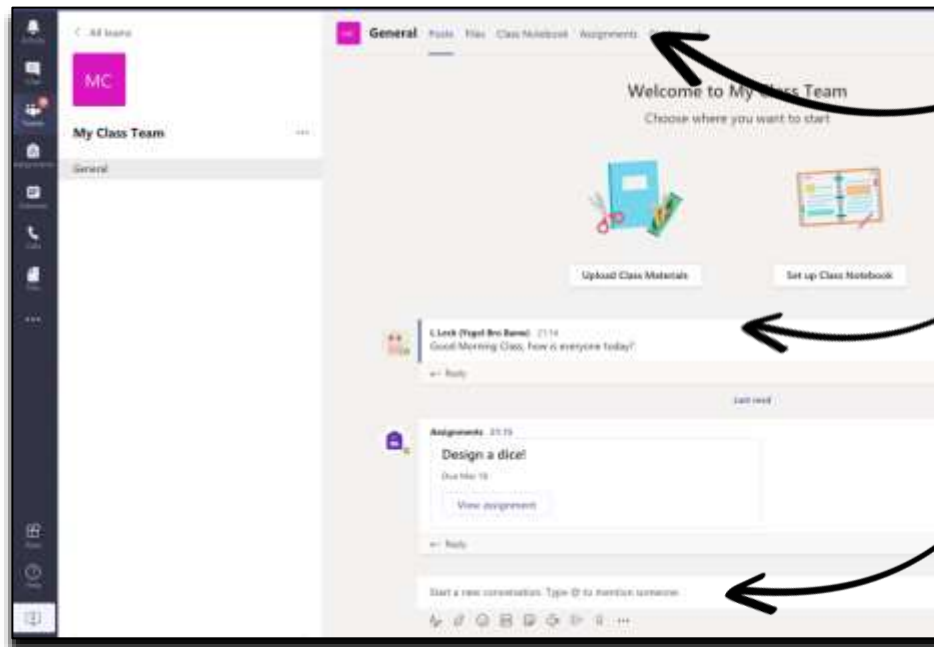
# Step 6

## Access work and communicate with your Teacher

### Handy Tip



Click on the 3 dots at the end of a message box & choose 'immersive reader' to have the content read out loud to you.



Click on 'Assignments' to view additional tasks

Read messages here

Post messages here

