



HOW TO ACCESS GLOW AND MICROSOFT TEAMS



Glow and Teams can be accessed on any computer using a web browser. Google Chrome works well and is recommended. The built-in feature of User Profiles is very useful and helps avoid some issues which can be caused where a device is being shared by multiple users.

The following steps describe what you need to do to set up your Chrome browser to use this approach. Teams is used by e-Sgoil to deliver Senior Phase Study Support webinars and various other programmes.

STEP 1:

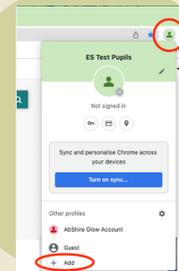
Start up your Chrome browser.



STEP 2:

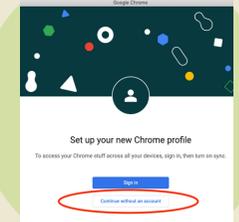
Access the Profiles menu at the top right of the browser window

Click on the "Add a new profile" button and call it Glow/O365 Access or similar .



STEP 3:

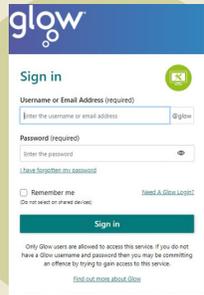
Click "continue without an account"



STEP 6:

Logon with your Glow User ID and Password.

Your school will be able to help if you don't know your Glow details.



STEP 6:



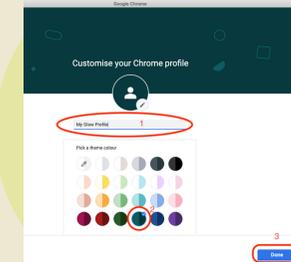
STEP 5:

To access the RM Unify website either search for Glow Logon or click the following link

<https://glow.rmunify.com>

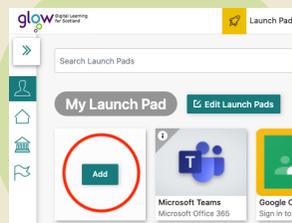
STEP 4:

Setup the profile by giving it a name and colour theme



STEP 7:

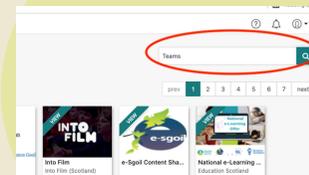
If this is the first time you have accessed Glow, now add the required tiles to your personal launchpad. Click on the "Add" button



STEP 8:

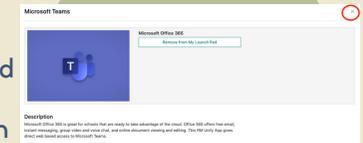
Click "App from library"

Search the Apps Library for the Teams Tile



STEP 9:

Click on the tile and then click on the "Add to my Launch pad" button



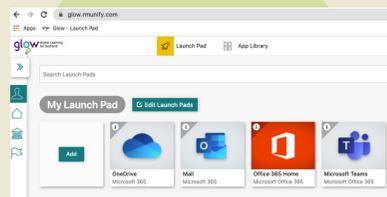
Click the icons below to watch videos covering all these steps



Steps 1 - 7

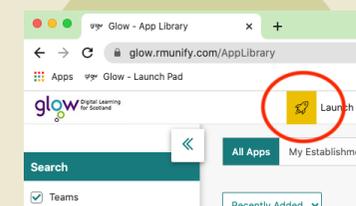


Steps 8 - 11



STEP 11:

This is what your Personal Launchpad should look like when you have completed this process



STEP 10:

Repeat the above steps to add any other tiles you may need then click on "Return to Launchpad"