



# Microsoft Teams

Welcome to your Teams Manual

Log in to Glow using your wl (West Lothian) username and individual password.

Glow - Before you get started... x +

← → ↻ 🏠 [glow.rmunify.com/Home/AcceptTermsAndConditions?establishmentAccepted=True](https://glow.rmunify.com/Home/AcceptTermsAndConditions?establishmentAccepted=True) 🔑 ☆ M ⋮

Apps Working... Outlook Mail - Mairi.Green... Livingston, West Lo... Curriculum for Exce... Could Mary Queen... Computing Science... Scratch - Imagine... »

# Before you get started...

## Cookies

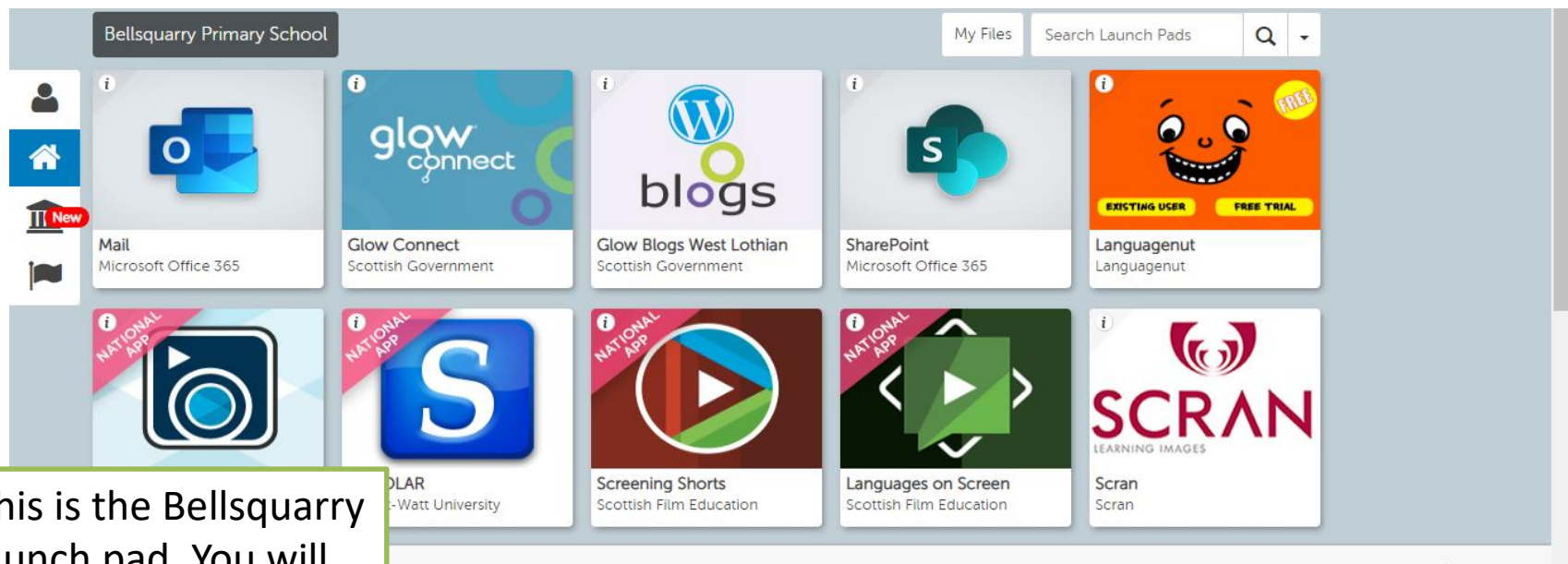
Please review and accept the [RM Unify cookie policy](#) and the [Glow cookie policy](#) in order to use Glow.

I accept the cookie policies.

Launch RM Unify Decline and Sign Out

Click the 'I accept the cookie policies' box then Launch RM Unify.

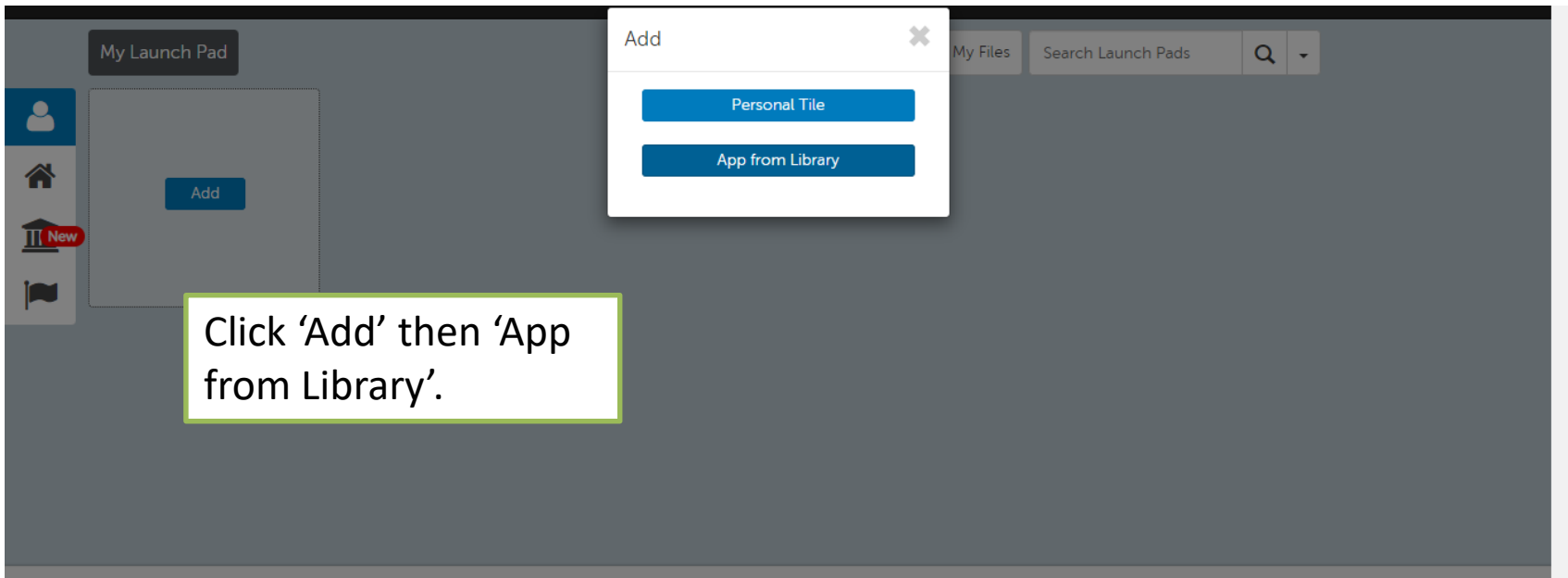
Windows taskbar: Search, File Explorer, Microsoft Edge, Chrome, VLC, Task View, PowerPoint, Word, Smiley face, Teams, RemoteApp, System tray: Volume, Network, ENG, 09:28, 16/03/2020

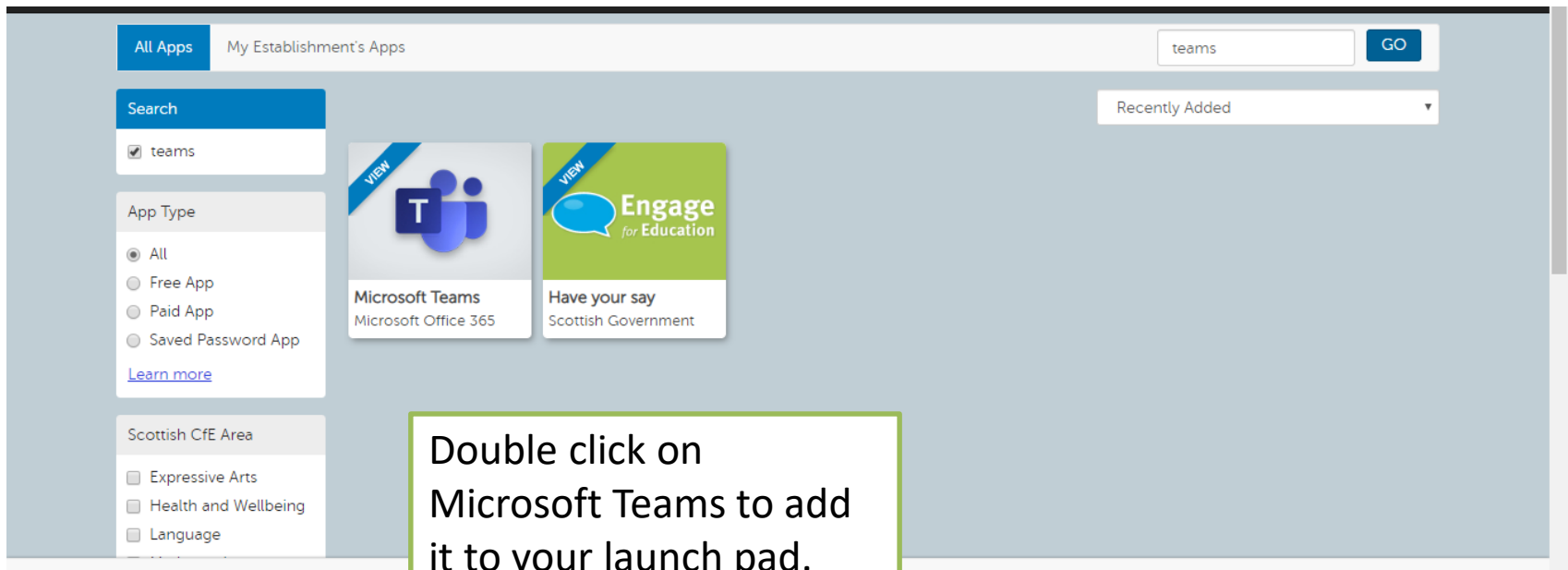


This is the Bellsquarry launch pad. You will find lots of tiles for sites that may help you with your learning.



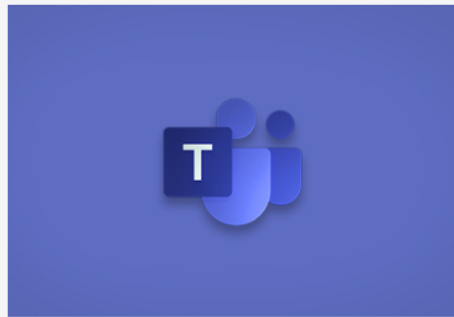
By clicking the 'person' you will access your own launch pad. Here you can add tiles specifically for you and the apps you use.





The screenshot shows a web-based application store interface. At the top, there is a search bar with the text "teams" and a "GO" button. Below the search bar, there is a "Recently Added" dropdown menu. On the left side, there are several filter sections: "Search" with a checked "teams" filter, "App Type" with radio buttons for "All", "Free App", "Paid App", and "Saved Password App", and "Scottish CfE Area" with checkboxes for "Expressive Arts", "Health and Wellbeing", and "Language". In the center, two app cards are displayed. The first card is for "Microsoft Teams" by "Microsoft Office 365", featuring a blue icon with a white 'T' and a "VIEW" button. The second card is for "Engage for Education" by "Scottish Government", featuring a green icon with a white speech bubble and a "VIEW" button. A callout box with a green border is overlaid on the Microsoft Teams card, containing the text: "Double click on Microsoft Teams to add it to your launch pad."

## Microsoft Teams



Microsoft Office 365

Add to my Launch Pad

Description

Click 'Add to my Launch Pad'.

...vantage of the cloud. Office 365 offers free email, ...  
...ent viewing and editing. This RM Unify App gives direct



The screenshot shows a 'My Launch Pad' interface. On the left, there is a vertical navigation bar with icons for a user profile, home, a 'New' notification, and a flag. The main area features a 'My Launch Pad' header, a 'My Files' button, and a search bar labeled 'Search Launch Pads'. A large tile for 'Microsoft Teams' is visible, with the text 'Microsoft Office 365' below it. To the right of this tile is a dashed box containing an 'Add' button. Two text boxes with green borders provide instructions: one on the left states 'You will now have Teams ready to click into directly.', and one on the right explains that users on mobile devices need the Teams app and should use their email address (username@glow.sch.uk) for login.

My Launch Pad

My Files Search Launch Pads

Microsoft Teams  
Microsoft Office 365

Add

You will now have Teams ready to click into directly.

If you are using a phone or tablet you may need to install the free Teams app. You will also need to use your email address to log in to this. Your email address is beside you username. It is your username with @glow.sch.uk at the end.

The image shows a screenshot of the Microsoft Teams help interface. On the left is a dark navigation pane with a list of categories: 'Help for Teams', 'Basics', 'Teams and channels', 'Messaging', 'Keeping track of conversations', 'Meetings and calls', 'Files', 'Apps and services', 'Settings and options', 'Troubleshooting', 'Education', and 'Getting started with Microsoft'. The 'Basics' category is highlighted. The main content area is titled 'Basics' and 'Explore Teams'. It features a section 'Introducing Microsoft Teams' with a paragraph describing Teams as a workspace for collaboration, communication, meetings, and file sharing. Below the text is a graphic showing a chat interface with three participants and icons for Word, PowerPoint, and a photo. At the bottom right, there is a blue notification banner that says 'Stay in the know. Turn on desktop notifications.' A green-bordered box is overlaid on the right side of the page, containing the text 'Select 'Dismiss' for notifications.'

Help for Teams

Basics

Teams and channels

Messaging

Keeping track of conversations

Meetings and calls

Files

Apps and services

Settings and options

Troubleshooting

Education

Getting started with Microsoft

## Basics

### Explore Teams

▼ Introducing Microsoft Teams

Microsoft Teams is the ultimate messaging app for your organization—a workspace for real-time collaboration and communication, meetings, file and app sharing, and even the occasional emoji! All in one place, all in the open, all accessible to everyone.

Stay in the know. Turn on desktop notifications.

Select 'Dismiss' for notifications.

The screenshot shows the Microsoft Teams help interface. On the left is a navigation pane with categories: Basics, Teams and channels (highlighted), Messaging, Keeping track of conversations, Meetings and calls, Files, Apps and services, Settings and options, Troubleshooting, Education, and Getting started with Microsoft Teams. The main content area is titled 'Help for Teams' and contains the following text:

Channels are where the work actually gets done—where [text](#), [audio](#), and [video conversations](#) open to the whole team happen, where [files are shared](#), and where [apps are added](#).

While channel conversations are public, **chats** are just between you and someone else (or a group of people). Think of them like instant messages in Skype for Business or other messaging apps.

▼ Find and join a team

To join a specific team, click **Teams** > **Add team**. Type the team name in the search box and press Enter. Find the team you're looking for and click **Join Team**.

Another option is to go to the command box at the top of Teams, then type **/join** to see a list of all your suggested teams. Select a team to request permission to join.

**Mobile**

Right now, you need to use the desktop or web app to find and join a team.

- ▶ See who's on a team or in a channel
- ▶ Create a team
- ▶ Renew a team

A green-bordered text box on the right side of the screenshot contains the text: "You have lots of help options where you can search for what you want to do and follow the instructions given." The Windows taskbar at the bottom shows the taskbar with various application icons, the system tray with the date and time (09:42, 16/03/2020), and a 'Show all' button.

Files

Apps and services

Settings and options

Troubleshooting

Education

Getting started with Microsoft Teams

Manage assignments for your classes

Manage class teams

Use OneNote Notebooks with Teams

Student guide to Microsoft Teams

FAQ

All

## Student guide to Microsoft Teams

- ▼ Where can I ask my teacher for help?

Select the **Chat** (☰) icon to open a new chat and ask your teacher a question. If chat is not available in your class team, use **@mention** of your teacher's name in a channel instead.

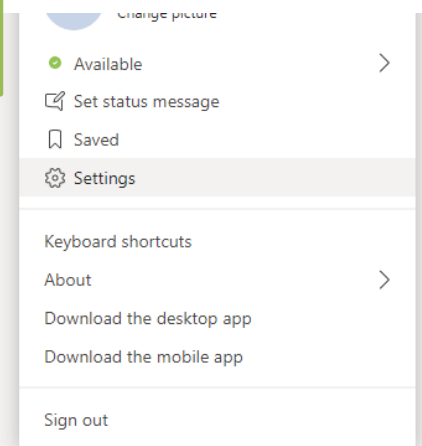
[Find more instructions for this topic on support.office.com](#)
- ▶ How do I view details about my assignments?
- ▶ How do I view assignment details inside a class?
- ▶ How do I view assignments for all my classes?
- ▶ How do I turn in an assignment?
- ▶ Why can't I use chat?

Use the student guide to answer your questions/get help if you need it.

09:40  
16/03/2020

If you can't see the 'Join a team' tab, click on your initials in the top right corner. Select settings.

Click on 'Join team' then type your team code accurately.



The image shows a Windows desktop with a Microsoft Teams application window open. The Teams window is in the background, displaying a 'Join a team' screen with a search bar and a 'Join a team with a code' button. In the foreground, the Windows Settings application is open to the 'Settings' page. The 'General' tab is selected, and the 'Layout' section is expanded. Under 'Layout', the 'Grid' option is selected, showing a preview of the grid layout. A green-bordered text box is overlaid on the screen, containing the text 'Change your layout to 'Grid''. The Windows taskbar is visible at the bottom, showing various application icons and the system tray with the date and time (09:56, 16/03/2020).

**Settings**

- General
- Privacy
- Notifications

**Theme**

- Default
- Dark
- High contrast

**Layout**

Choose how you want to navigate between teams.

- Grid
- List

**Language**

Restart application to apply language settings.

App language determines the date and time format.

English (United States) ▾

Keyboard language overrides keyboard shortcuts.

Change your layout to 'Grid'.

09:56  
16/03/2020

Join a team

Search teams

Join a team with a code

Enter code

Join team

Now you should be able to see the 'Join a Team' tile so you can input the team code.

Apps

Help

Windows taskbar: File Explorer, Google Chrome, Microsoft Edge, Word, Excel, PowerPoint, Outlook, OneDrive, Settings, Task View, Start, Search, Network, Volume, ENG, 09:56, 16/03/2020

Your teacher will share with you a 'Join Code'.  
Keep this private!

Follow the instructions  
to input the code  
carefully and accurately.



# Remember:

- It is your responsibility to look after your username and remember your unique password
- Never share your password with anyone
- Contact your teachers if you see anything on Teams that upsets you
- Use the help guides
- Always be kind, polite and respectful when commenting
- Always think carefully and check what you have written before posting.

# Glow Rules

## BE SECURE

- Always keep your Glow password to yourself.
- Always sign out of Glow when you are no longer using it.

## BE SAFE

- Always remember to be careful when communicating over the internet – other users may not be who they seem.
- Don't share your personal details with other people.
- Never agree to meet someone in person who you have only met on the internet unless accompanied by a parent, carer or other known and trusted adult.
- Speak to an adult immediately if you see a message, image or anything else on the internet that concerns you.

## BE LEGAL

- Never post or share a message, document, image, video or any other content that you do not have permission to use.

## BE POLITE

- Always treat others with respect.
- Never post or share a message, document, image, video or any other content that is inappropriate or likely to cause harm or offence to others.

## BE RESPONSIBLE

- Always be mindful that once you put something online, that information may be beyond your control.
- Never post or share a message, document, image, video or any other content online that you would not wish other learners, teachers, or parents to see.
- Remember that anything you do can be traced back to you.
- If you misuse Glow, this can be reported to your school.