



From mountain to sea

**Aberdeenshire**  
COUNCIL



# How to use Microsoft Teams to learn online

Gordon Primary School – March 2020



1 Go to <http://glow.rmunify.com>

2 Click on App Library



### 3 In App Library search for teams

The screenshot shows the 'App Library' interface. A yellow arrow points to the 'App Library' tab in the top navigation bar. Another yellow arrow points to the search input field where 'teams' has been entered. The search results show four app cards: Microsoft Teams, Google Drive, Google Calendar, and Engage for Education. The 'Microsoft Teams' card is highlighted with a blue 'VIEW' banner. The footer includes copyright information for RM Education Ltd and links to accessibility, terms, and privacy policies.

### 4. Add teams to My Launch Pad

The screenshot shows a modal window for the 'Microsoft Teams' app. The modal has a title bar with 'Microsoft Teams' and a close button. It features a large image of the Microsoft Teams logo on the left. On the right, it says 'Microsoft Office 365' and has a button labeled 'Add to my Launch Pad'. Below the image, there is a 'Description' section with the following text: 'Microsoft Office 365 is great for schools that are ready to take advantage of the cloud. Office 365 offers free email, instant messaging, group video and voice chat, and online document viewing and editing. This RM Unify App gives direct web based access to Microsoft Teams.'

**5** This is your child's class team. If your child is in more than one team, you may see a second tile also.

**6** Posting on Teams is like posting on Facebook, everybody in the class can see the message.

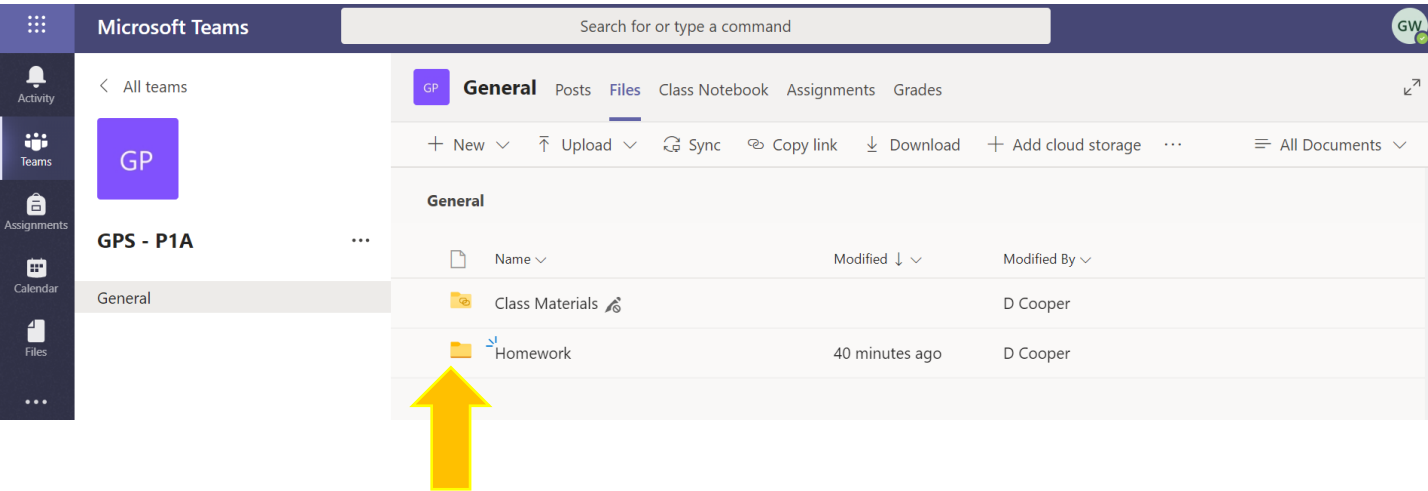
**7** GLOW is secure, only other parents and pupils in your child's class can see the messages you post here.

**8** Files have class worksheets, and information for parents which everybody can open and read.

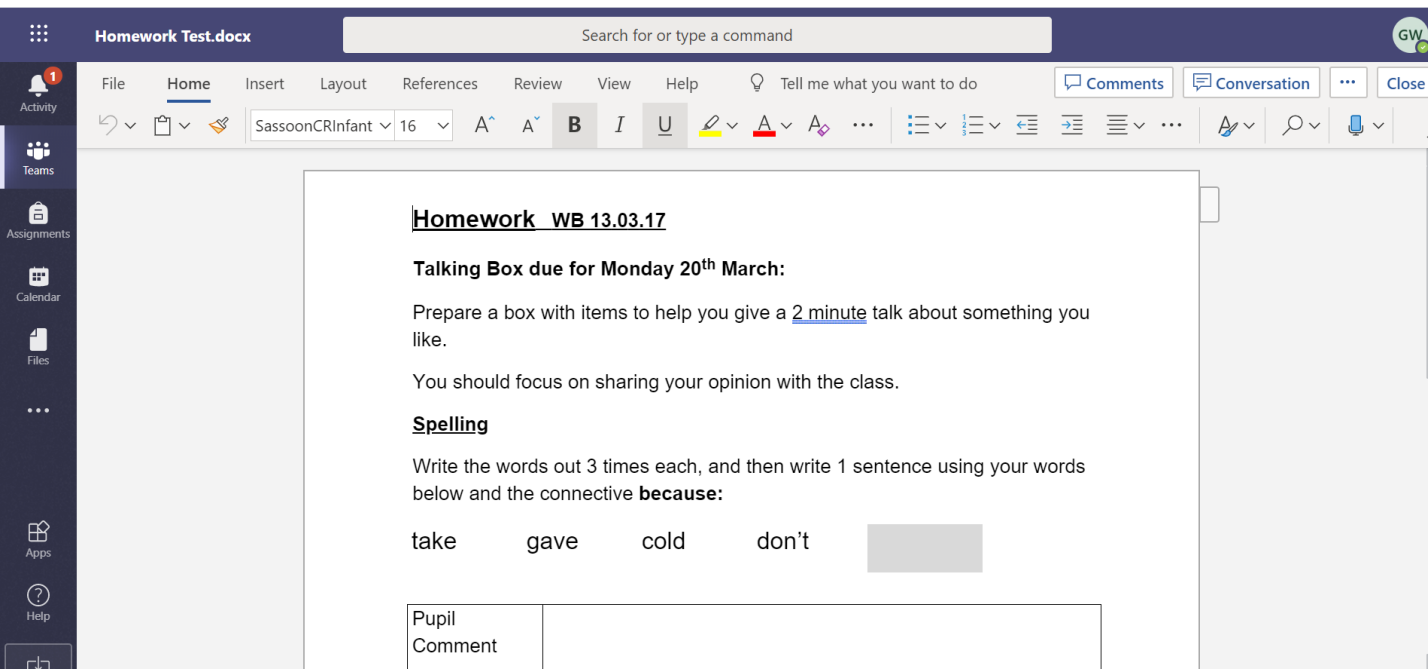
**8** Files have class worksheets, and information for parents which everybody can open and read.

Name	Modified	Modified By
Class Materials		D Cooper
Homework	40 minutes ago	D Cooper

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9 Teachers will put school work into folders in files.



10 Open the folder and double click on the file to open it. If you have any questions, feel free to click on "Posts" and ask in the class team.

**11** If you download a copy of the school work then your child can type in their answers (if it is a Word document).

