

## How to set up your laptop and connect your Office 365 tools to your Glow Account.

This laptop is cloud based, meaning it doesn't save anything onto your computer's hard drive. We need to connect it to your Glow OneDrive in order for you to save your documents in a way which is easily accessible.

**Step 1.** Log on to your new laptop AT SCHOOL using your normal login details.

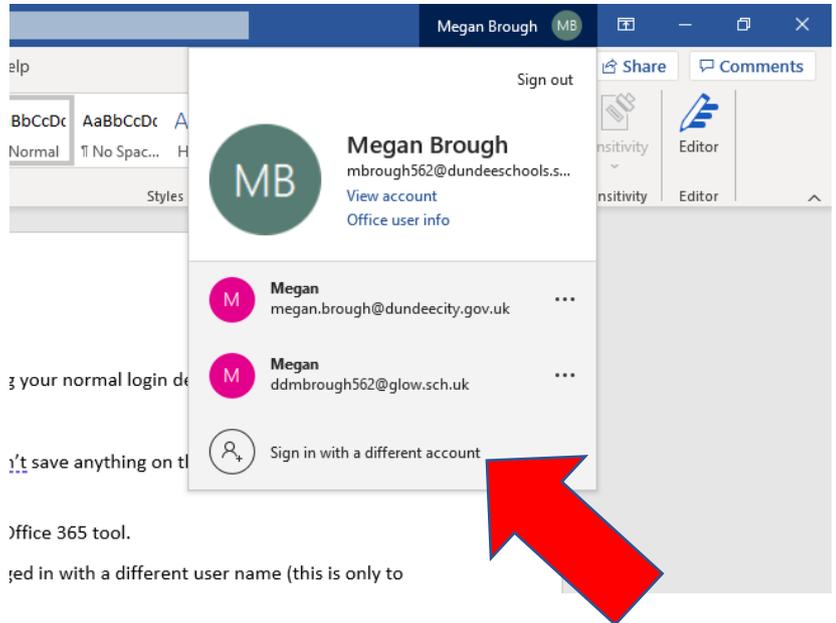
Step 2: Connecting your Office tools to your Glow account.

**When you are logged on, open word or any other Office 365 tool.**

At the top right hand corner, this will have you logged in with a different user name (this is only to be used when accessing Minecraft.)

Instead we'd like you to connect your Glow account.

**Click the option to 'sign in with a different account'**

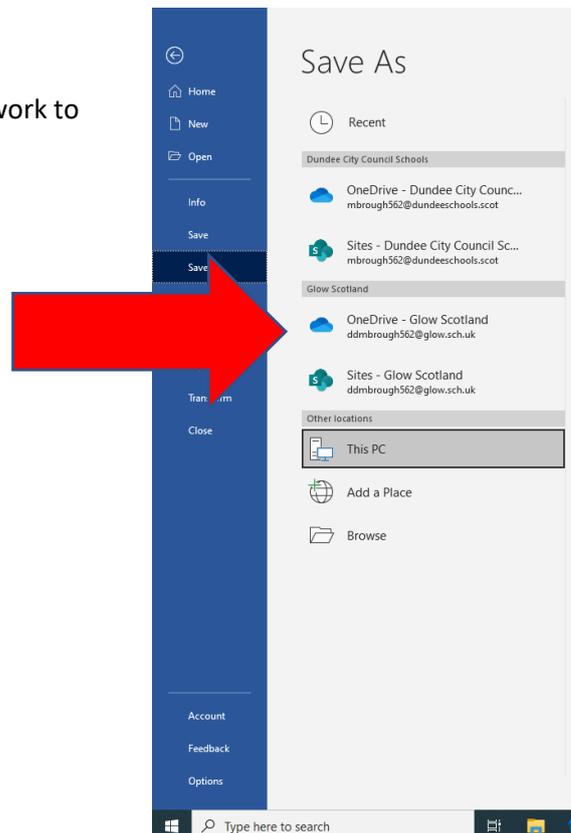


As you can see, I am now signed in with both of my accounts.

Step 3: Saving a document

This will give me the option of two OneDrives to save my work to when I click File>Save As.

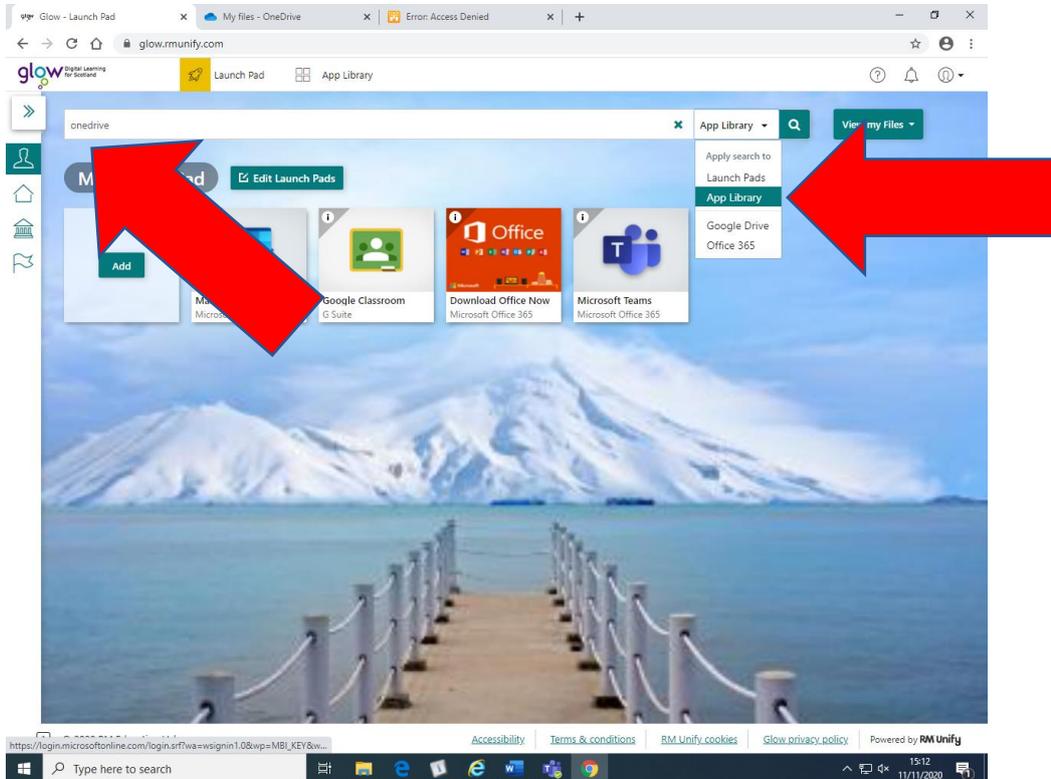
You should always choose your Glow account to save to.



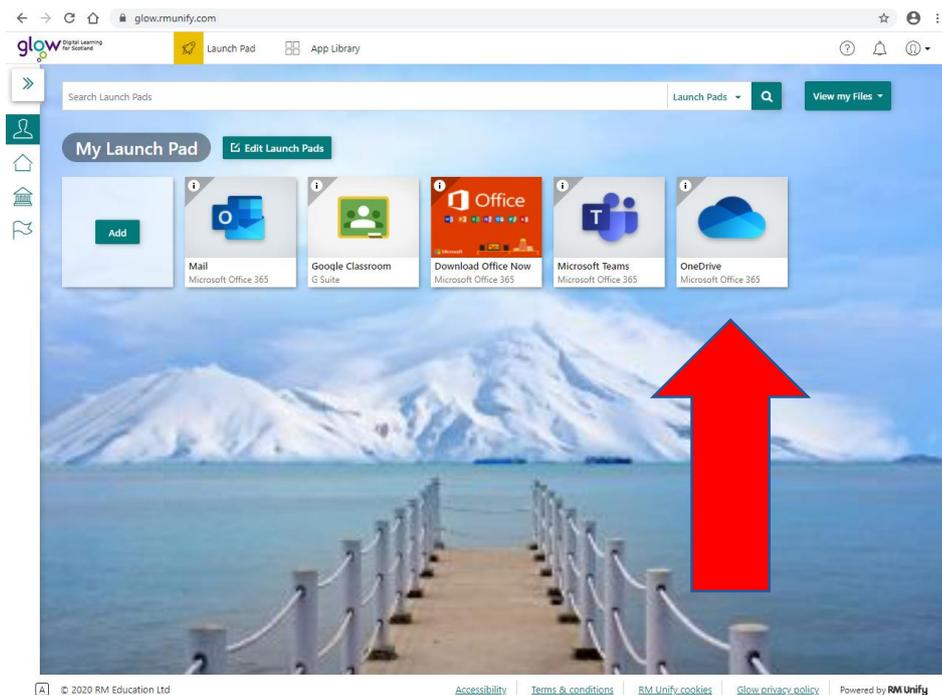
#### Step 4: Using OneDrive in Glow

This means that when you log into Glow on a browser (or by going to Office.com and using your Glow login details) you can access your OneDrive and all your files both at home and in school.

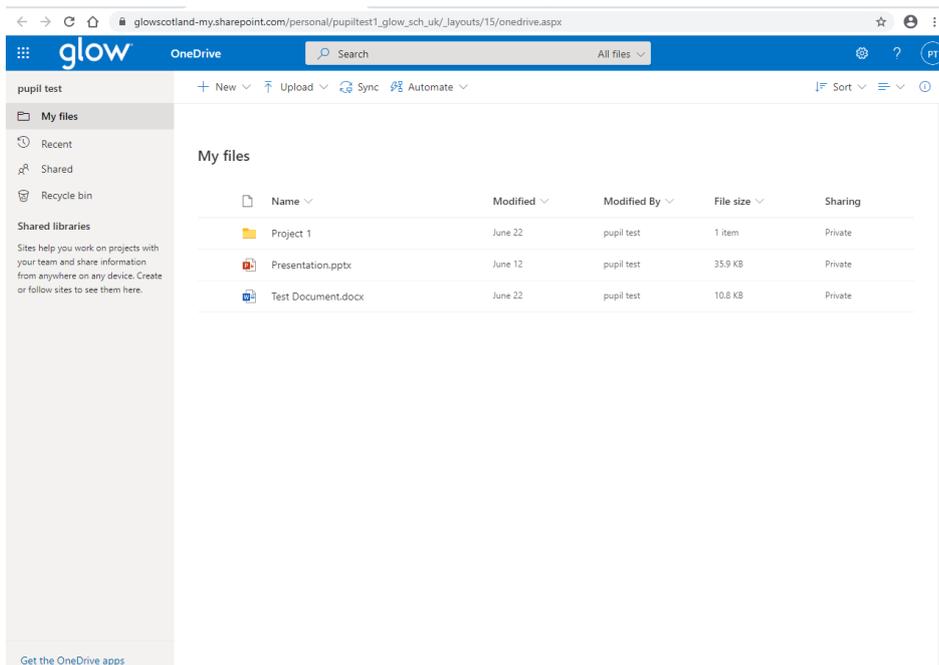
If you have not already added OneDrive to your Launchpad, go to App Library and Search for 'OneDrive.' Then click 'Add to my Launchpad'



This icon should now appear on your launchpad :



When you click on this icon, you can see all of your saved documents at once.



Here is a YouTube video which should show you how to use more of the tools in Glow OneDrive.

<https://www.youtube.com/watch?v=q3AvuQrsMhA>

Finally, step 5: Taking your Laptop home.

**Ensure you are connected to your home wifi. (Look for the little network icon at the bottom right hand corner of the screen)**

**Log in, using your regular login details.**

This can take up to an hour for everything to download, but don't worry! You'll be ready to go after that.

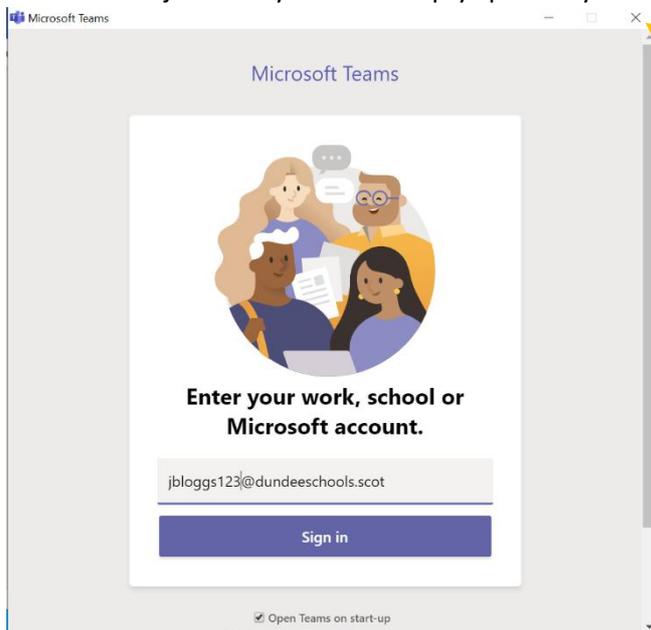
## Logging into Teams on an HP 360 laptop

A number of pupils and their parents have reported a problem when trying to access Glow Teams and OneNote. We know what's causing this but we have found a couple of easy ways to get around it.

The problem is being caused by everyone having two Microsoft accounts. There's some good reasons for us doing this, but it does tend to confuse these computers sometimes!

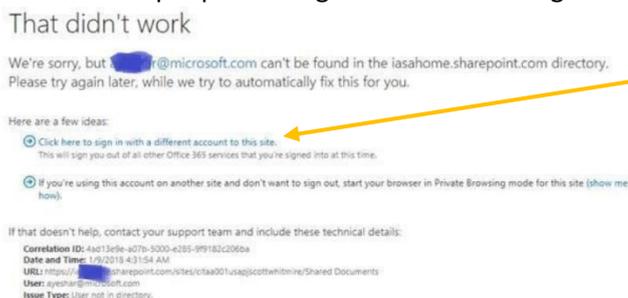
Here's some tips and a workaround:

1. When the laptop boots up it automatically launches the Teams App – Once it's on the screen **shut it down!** It will just take you to an empty space in your *other* account.



Close down this app.

2. Click open the browser. It will take you to the Glow homepage. Enter your username and password as usual.
3. Open Teams in the usual way – either through your school's app tile, the Teams tile or Office 365 tile
4. This is where people often get the error message:



Click on the option to "Sign in with a different account"

This should either give you a box showing both your accounts (click on the @glow.sch.uk one) or allow you to sign in again. If so, sign in with your Glow details. This should do the trick!

In the top right hand corner you should see the words “Glow Scotland” next to your initials or picture avatar. If you are logged into dundeeschools, click on it and log out.



If you have problems go to the internet browser’s settings and **delete the history and cookies**. This works well on any device that’s having problems loading Glow, including phones.

You can also try opening an **in-private tab** in the browser. This bypasses the cookies that the other account has placed there.



There is a video of all of this. Scan here. Or go to <https://youtu.be/ys4VMx-G4sw>

There’s help on other topics at: DCC’s Online Learning Help Hub:

<https://tinyurl.com/yyuwxs94>