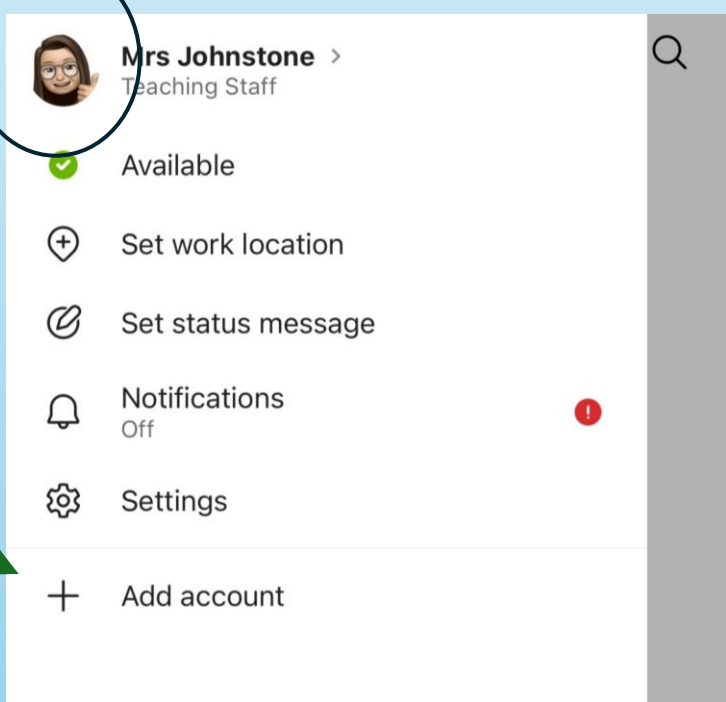
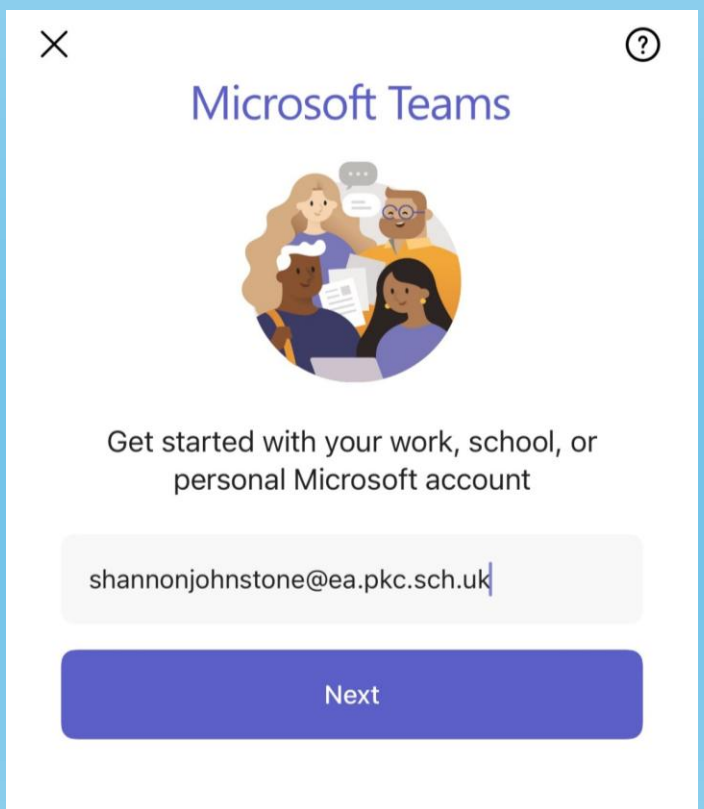
Open Teams app

Top left corner pupils will see either their initials or a profile picture.
Tap circle – Menu is revealed

Click on Add Account



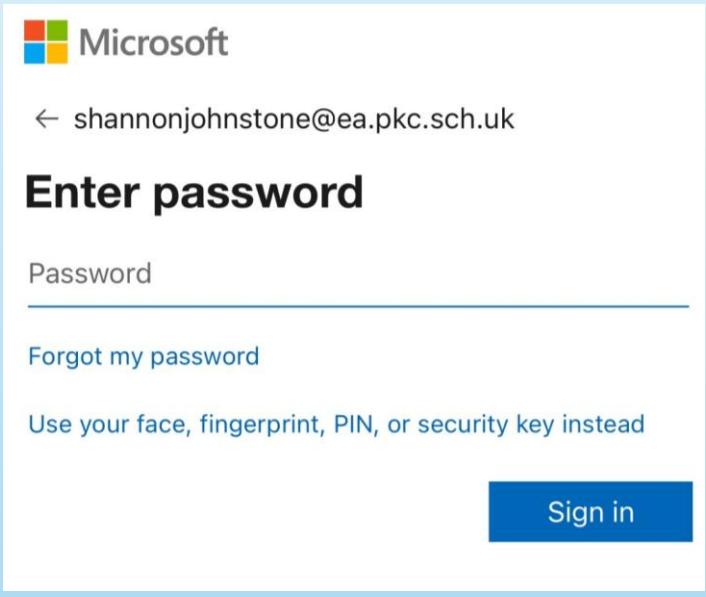


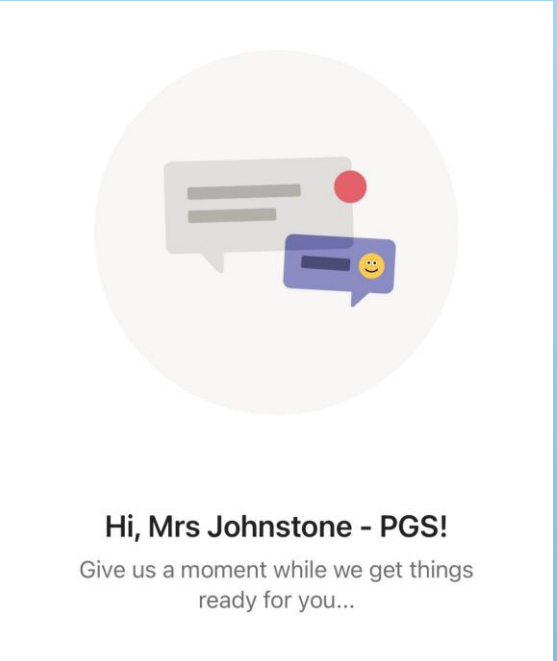
Insert NEW school email address

Example:
APupi001@ea.pkc.sch.uk

NOTE: Pupils no longer require the 'PGS' prefix on their username.

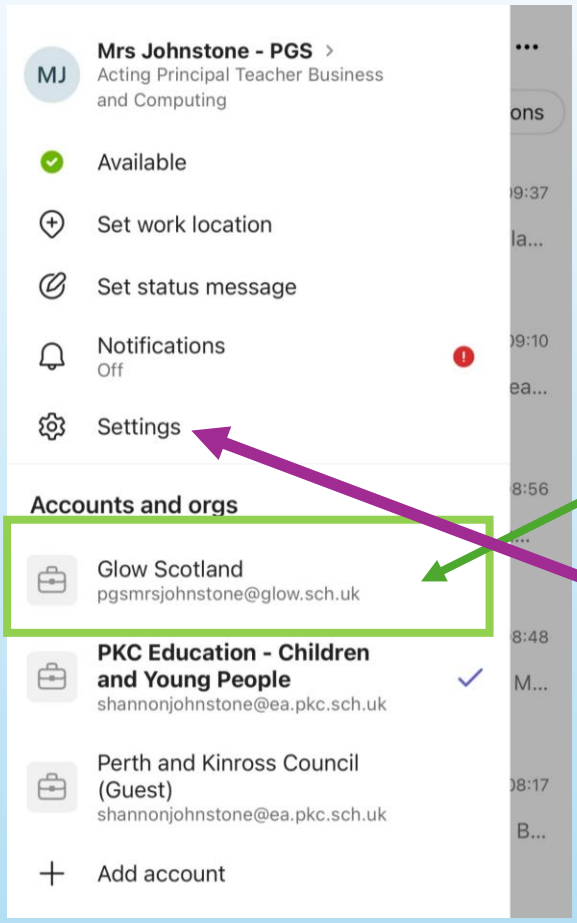
Pupil will then be prompted to enter their password. This is the same password they use to log into a school computer or laptop.





Pupil NEW Account will now sign in and pupils see new class Teams and Pupil Bulletin

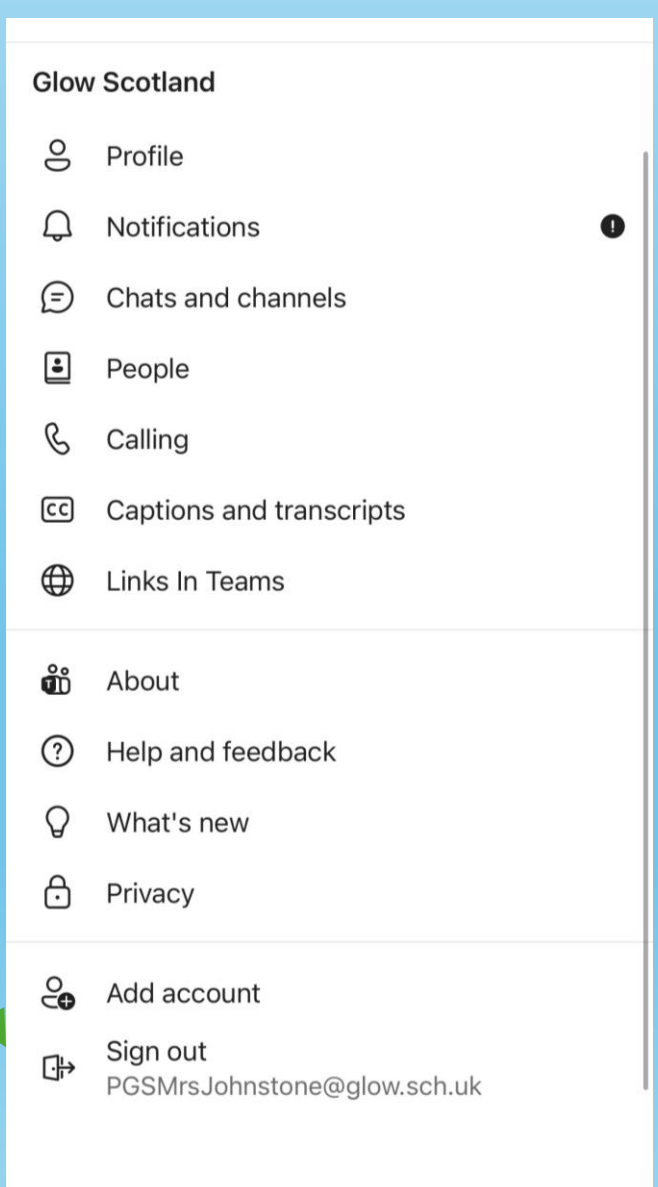
Next we need to sign out of our old GLOW account



Select the circle at the top left of the screen again

Make sure you have selected your GLOW ACCOUNT

Select settings

Sign out of Glow.

All class work and material will now be shared ONLY on CYP