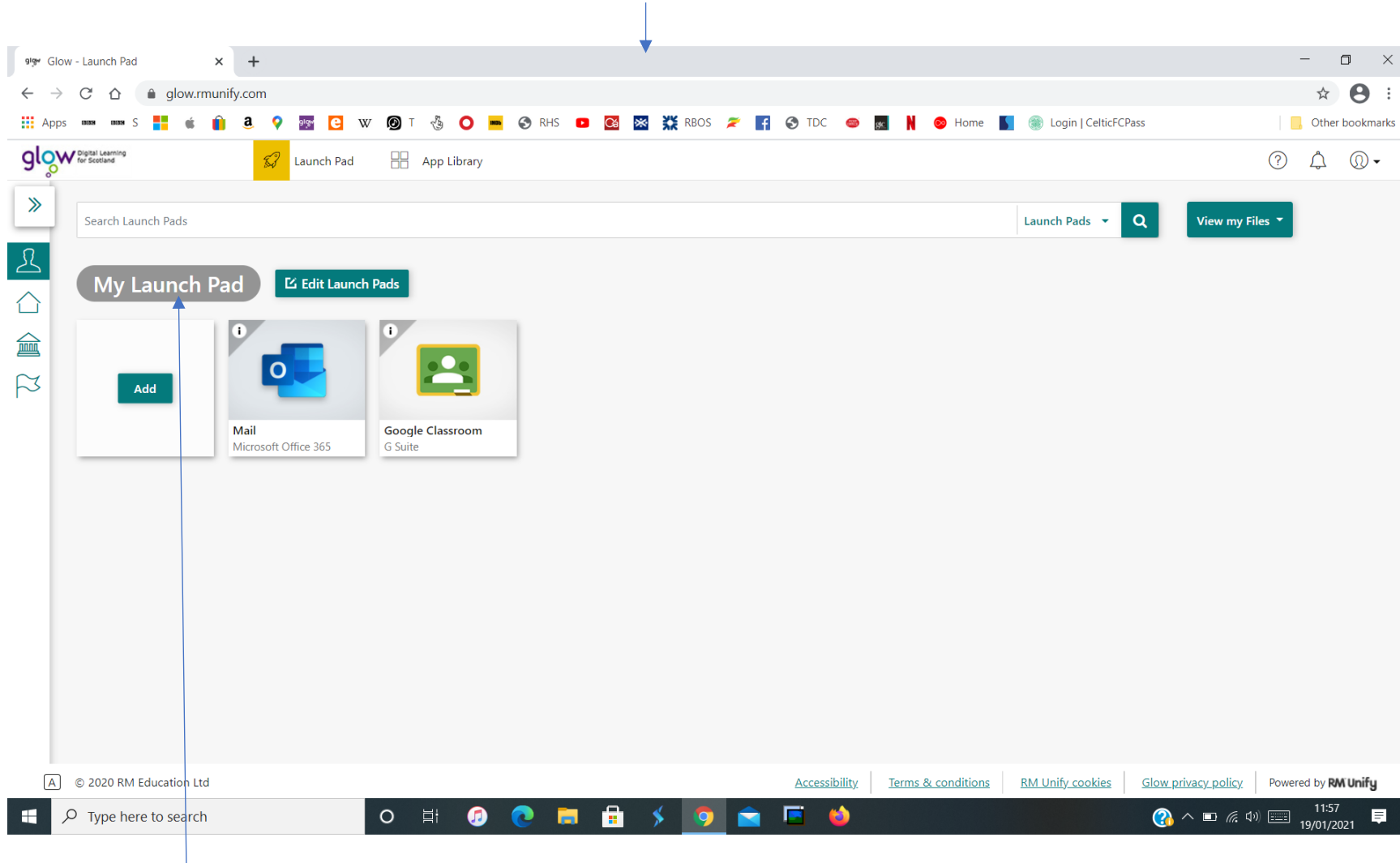
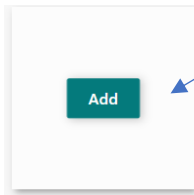


Once you have signed into GLOW you should see something like this,,,, this is your 'Launch Pad' with your tiles.



If you don't see this then click here 'My Launch Pad'

To Install 'Microsoft Office' you will have to 'Add' the new tile.



This should take you to the next step. You should select 'App from Library'

glow Digital Learning for Scotland

Launch Pad App Library

Search Launch Pads

Launch Pads View my Files

My Launch Pad Edit Launch Pads

Add

Mail Microsoft Office 365

Google Classroom G Suite

© 2020 RM Education Ltd

Accessibility Terms & conditions RM Unify cookies Glow privacy policy Powered by RM Unify

Type here to search

11:57 19/01/2021

This will take you to this screen. You will then have to type 'Microsoft' into the search box,,,,, then click on the magnifying glass to search.

The screenshot shows a web browser window displaying the 'glow.munify.com/AppLibrary' page. The browser's address bar shows the URL. The page header includes the 'glow' logo and navigation links for 'Launch Pad' and 'App Library'. A search bar in the top right corner contains the text 'microsoft' and has a magnifying glass icon to its right. Two blue arrows originate from the top of the page and point towards the search bar. Below the search bar, there are pagination controls with 'prev', '1', '2', '3', '4', '5', '6', and 'next' buttons. The main content area displays a grid of app cards, each with a 'VIEW' button in the top left corner. The cards include titles and logos for various educational resources such as '#DofEWithADifference', 'The Duke of Edinburgh...', 'Knowledge Hub', 'West OS', 'Easter Bush Science O...', 'CyberFirst', 'In isolation instead of...', 'Aye Feel', 'Scotland's AI Strategy', 'SLC Staff Learning Ce...', 'booksforall', 'Young Leaders of Lea...', 'Northern Alliance GamesCon', 'Find a STEM Ambassa...', 'National Early Learnin...', 'Marketplace', 'Teacher Resources', 'Job Profiles', 'Learn at BBC Scotland', 'The Northern Alliance', and 'National Digital Learn...'. The footer of the page contains copyright information for '© 2020 RM Education Ltd' and links for 'Accessibility', 'Terms & conditions', 'RM Unify cookies', and 'Glow privacy policy'. The Windows taskbar is visible at the bottom of the screen.

This should bring up a selection of Microsoft Tiles.



The one you are looking for is the 'Download Office Now' tile, click on it.

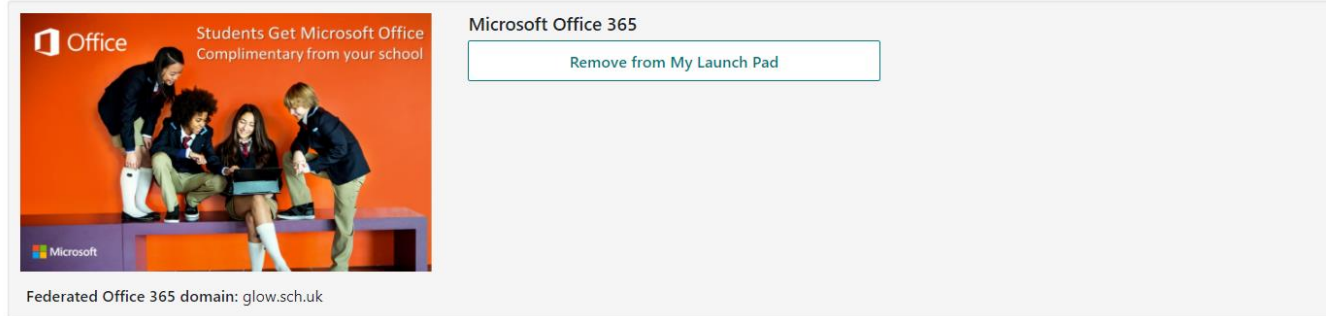
Now you need to click on 'Add to my Launch Pad'

Download Office Now



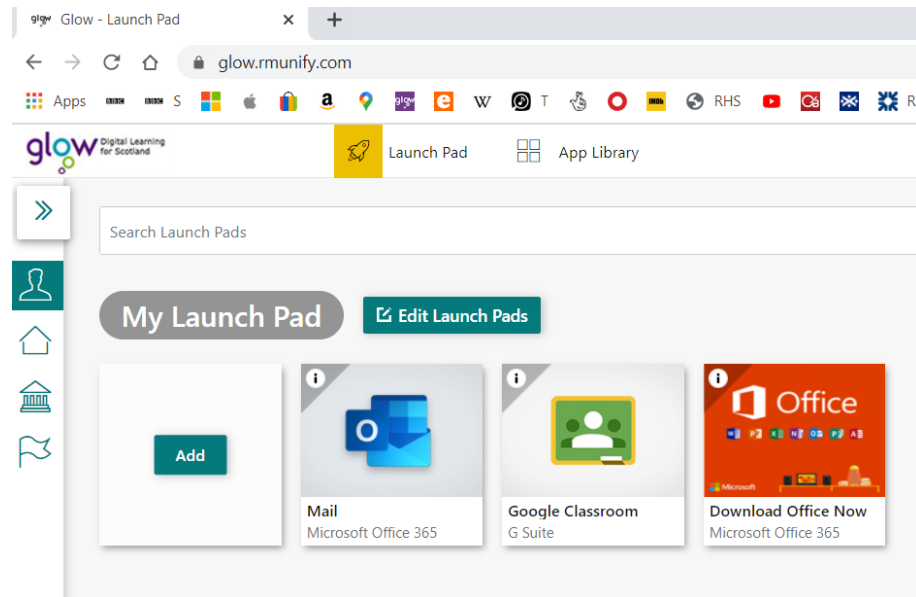
Then close the box

Download Office Now

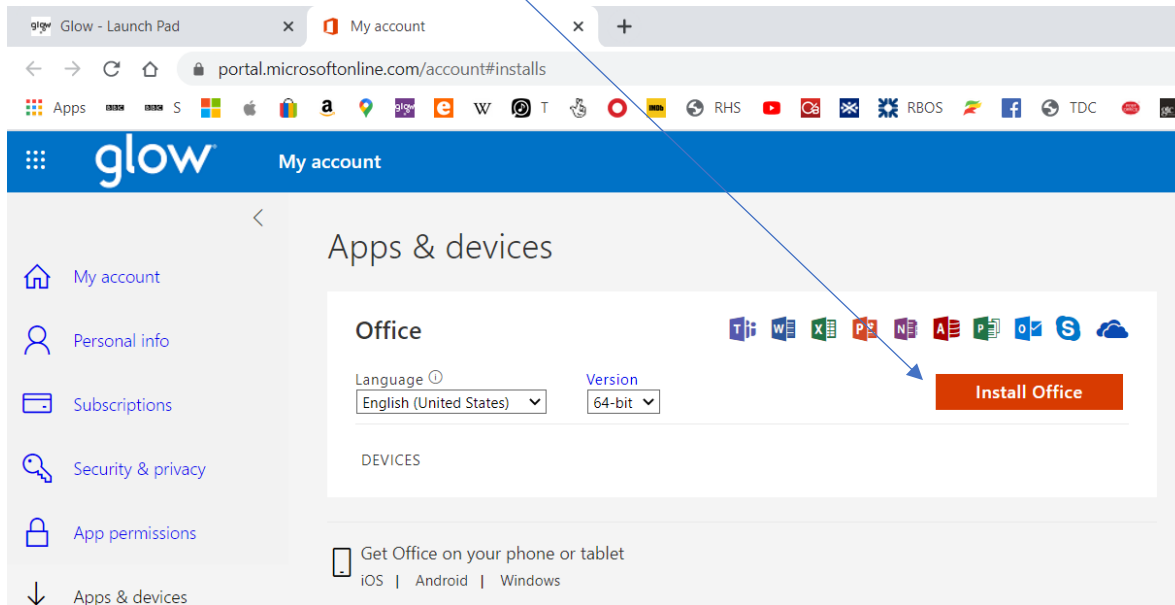


Your Launch Pad should now look like this.

Click on the 'Office' tile.



Then click on 'Install Office'



Then just follow the steps to install Office on your device.

Once it's installed open 'WORD' and click on 'File' in the top left hand corner, then move down to 'Account' and sign in using your GLOW account.

