**Education Services: iPad Remote Deployment Manual**

Accessing GLOW emails from Outlook:

**1. Tap on Outlook. If this has not already downloaded, go to Self Service & (re)install.**

2. Enter your glow email address.

Add Account

Enter your work or personal email address

gw18patersonnicola@glowmail.or...

Add Account

Privacy & Cookies

Enter your glow email address 👆 & tap Add Account

3. Tap on Office 365
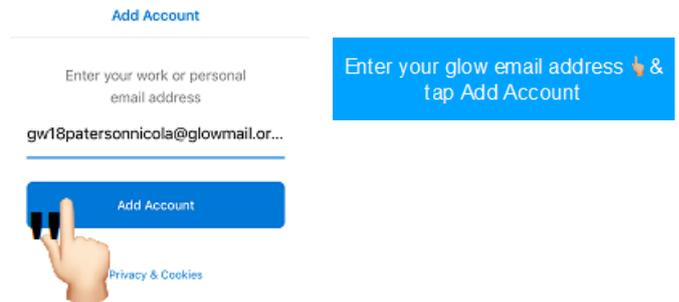
Tap on Office 365 👆

Office 365
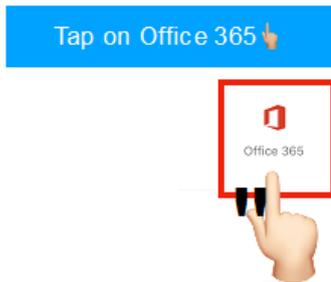
4. Enter your glow email again as before (step 2) and tap Next.

Microsoft

Sign in

gw18richardsonanna@glow.sch.uk

Can't access your account?

Next

Enter your glow email address again & tap Next 👆
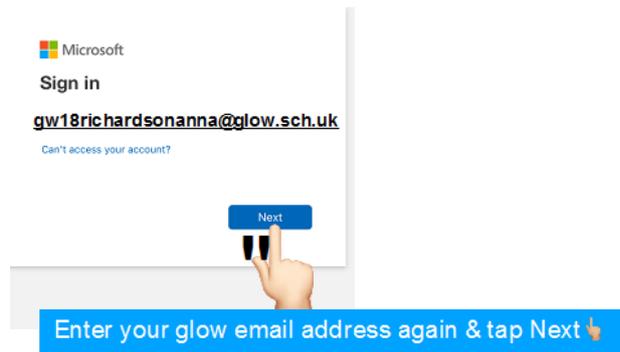
5. Wait while it connects to GLOW and takes you to the GLOW login page.

Office 365

Microsoft

Taking you to your organisation's sign-in page

Cancel
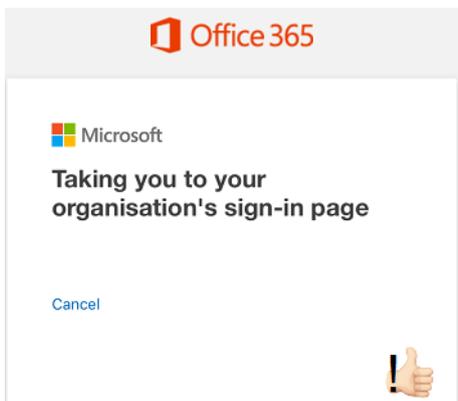
6. Sign into GLOW as you would normally.

glow

Sign In

Username or Email Address

Password

Remember my username

Sign in

@glow.sch.uk

Forgotten your password? - Need A Glow Login?

Only Glow users are allowed to access this service. If you do not have a Glow username and password then you may be committing an offence by trying to gain access to this service.

Find out more about Glow
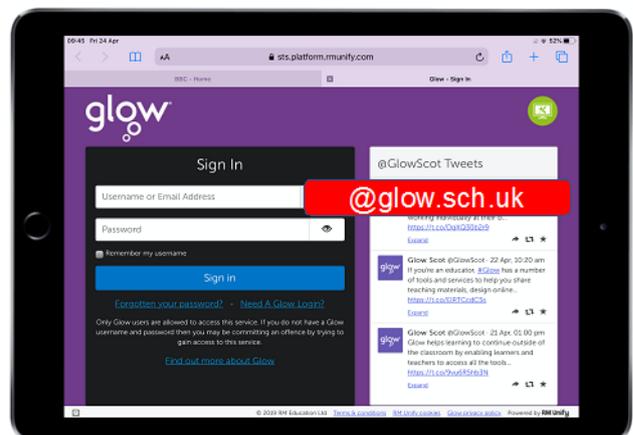
**7. If your details are correct and up to date, you will be taken to the Outlook app again. Tap on Maybe Later.**

Add Another Account

Would you like to add another account?

Maybe Later   Let's Do It!
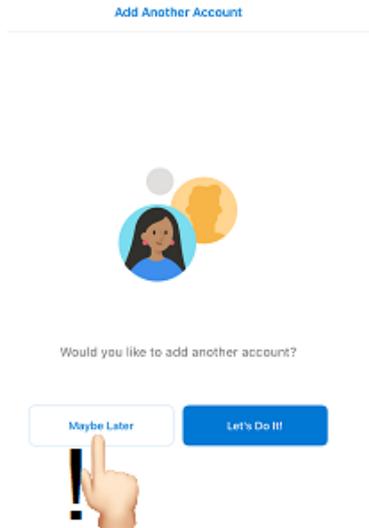
8. Select whether or not you would like notifications of emails.

Enable Notifications

Outlook uses notifications as a way to make sure your inbox is always up-to-date. Disabling them might delay email delivery.

No Thanks   Turn On
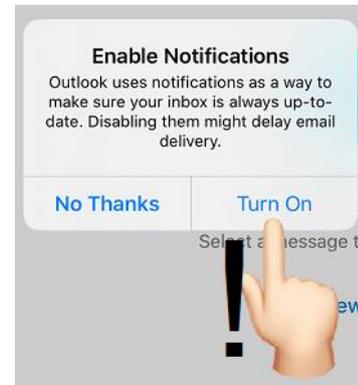
9. Allow again. You can change these alerts & notifications again in Settings.

"Outlook" Would Like to Send You Notifications

Notifications may include alerts, sounds and icon badges. These can be configured in Settings.

Don't Allow   Allow
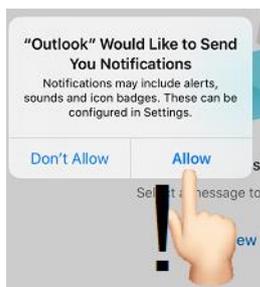
10. If it asks you to set up another email address, tap on Maybe Later.

Well done 👍 You now have access to your Glow email 📧 and calendar 📅 via Outlook.
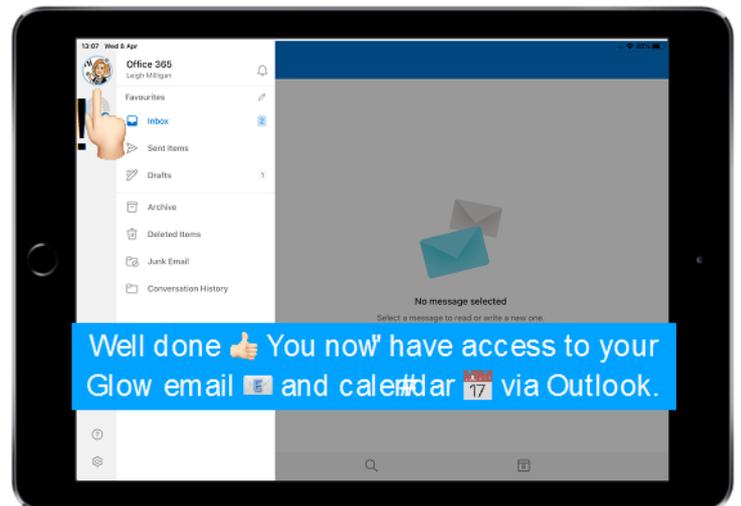
11. Please note that if you receive an attachment which uses an app e.g. Word. You will firstly need to have downloaded that app from Self Service before opening the attachment. If you try to get the app from the Apple app store, it won't work. See below:
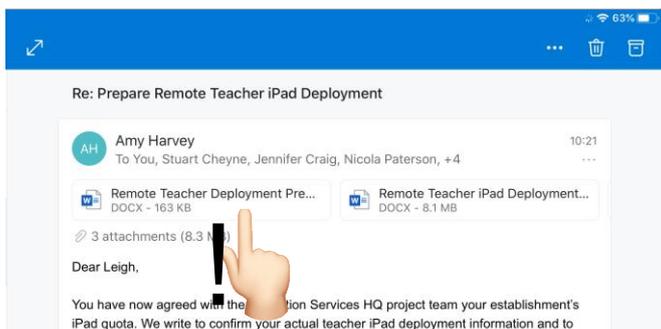
12. If you tap on Install, it will try to take you to the Apple app store, this is not available on your managed device.
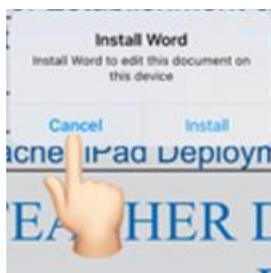
13. Tap on the Home Button and tap on Self Service.

14. Install the app you need – in this case Microsoft Word.

`

Microsoft Word

Install

15. Once installed, go back to the email in Outlook and open the attachment.

Outlook

Remember, if you are having issues with any of the above steps, please contact Connected Learning Team.
You will have been emailed contact details.

9:41
Tuesday, September 10

CONNECTED
learning
Glasgow

Recap

✓ Your iPad
✓ Switch on iPad
✓ Passcode
✓ Apple ID
✓ Proxy Authentication
✓ Self Service to download & update apps
✓ Glow email using Outlook
• Troubleshooting & Helpdesk details
• Sign off to confirm completion of Deployment.