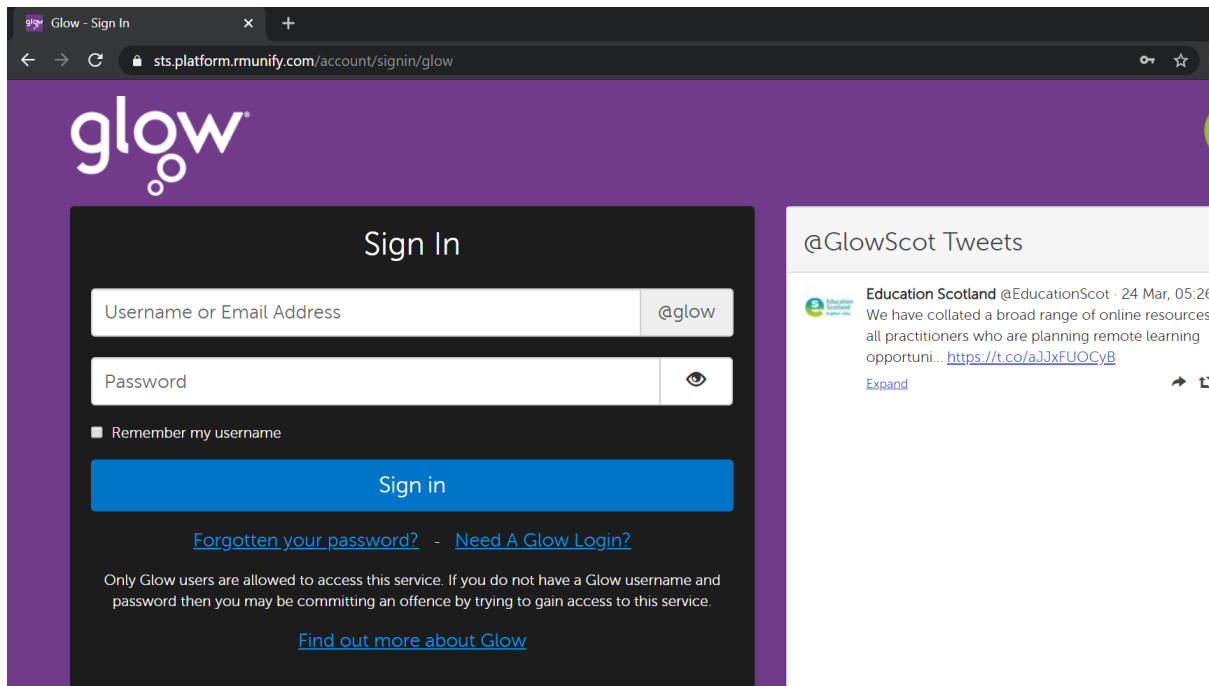


## Accessing emails on GLOW

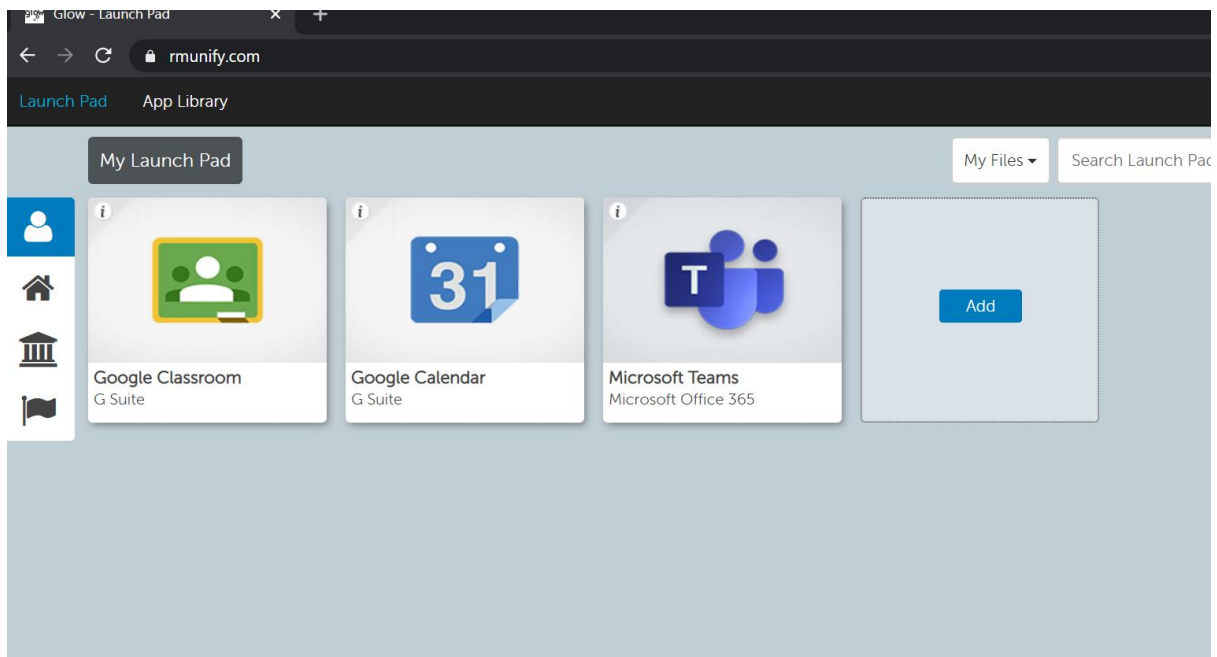
Login to GLOW using the following link.

<https://sts.platform.rmunify.com/account/signin/glow>



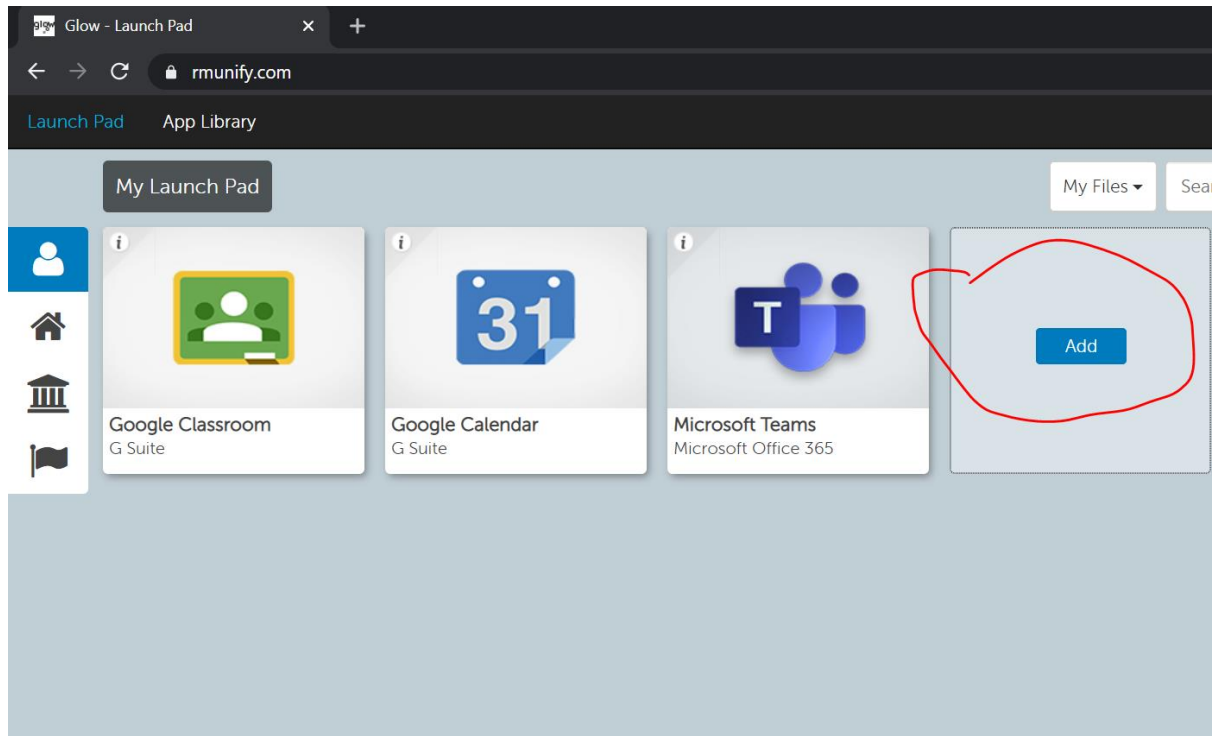
Type in your child's log in details.

You will see a screen that looks like this.

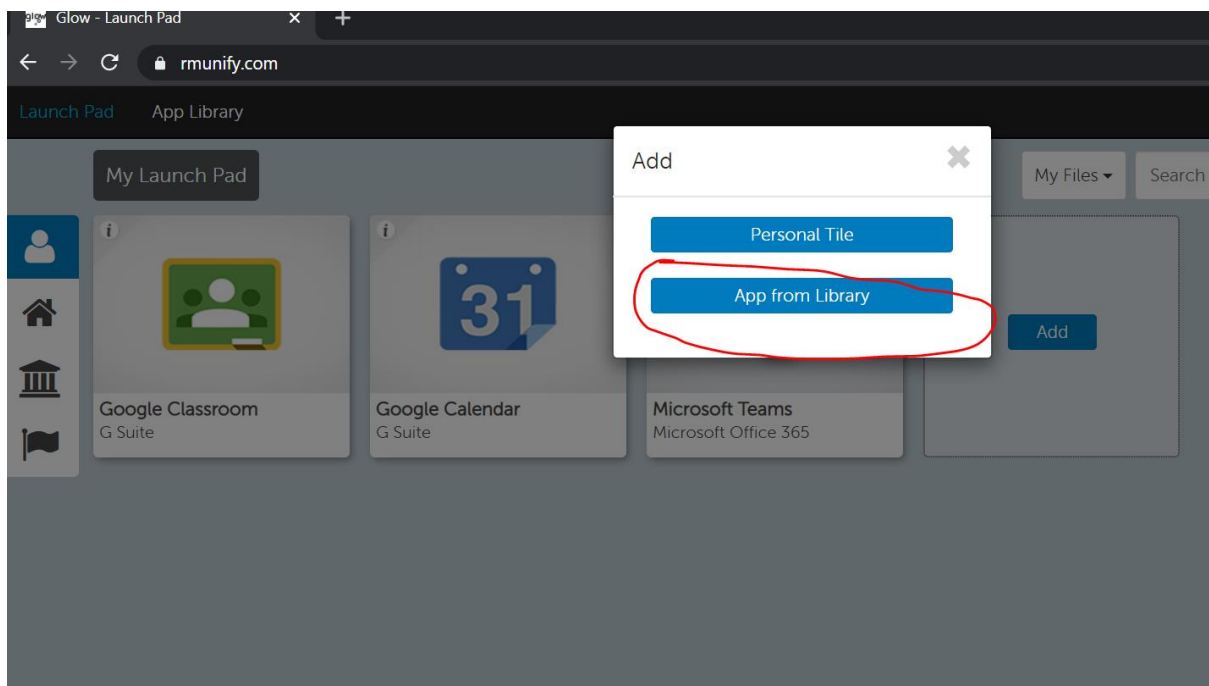


This may be different for each child if any tiles have been added.

Click 'add' as shown below.

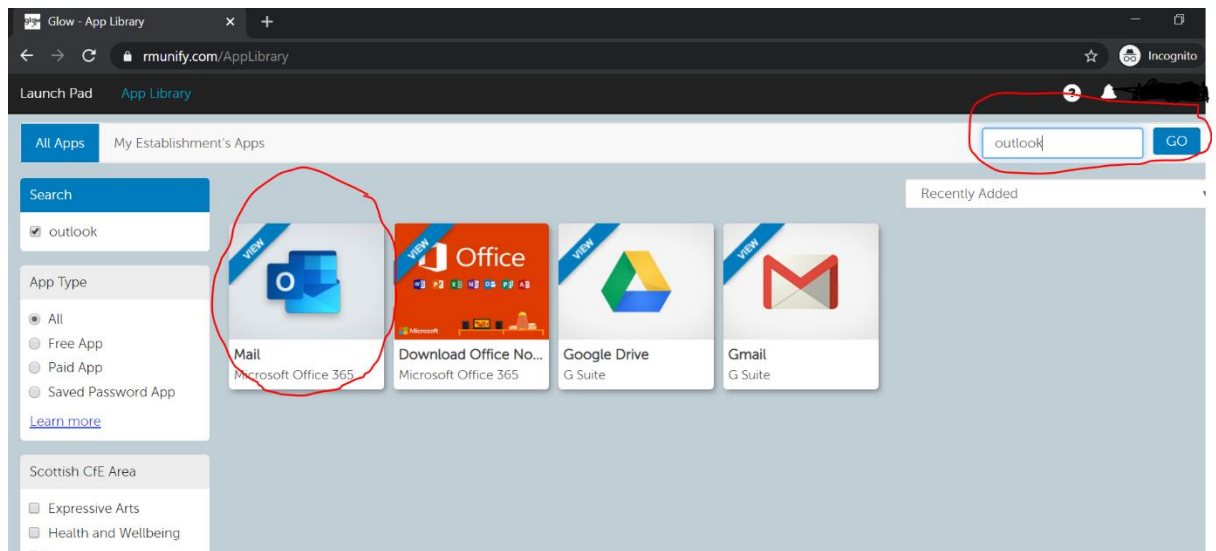


Click on 'App from library'.

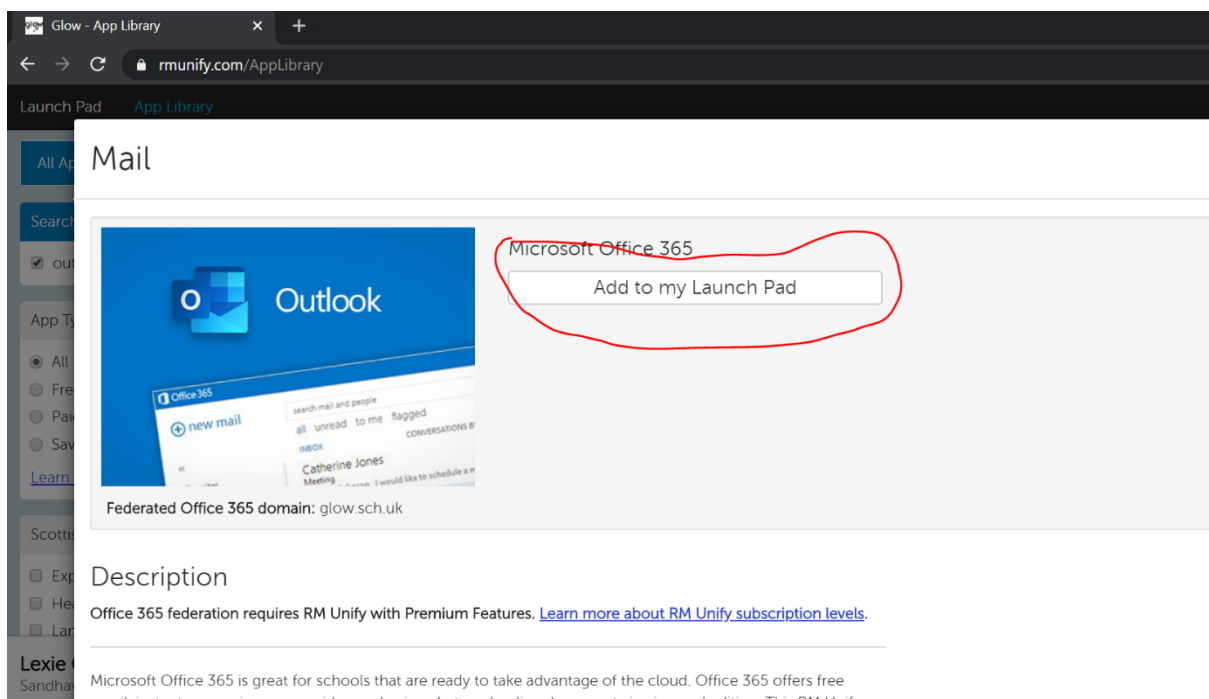


Type 'outlook' into the search bar and click 'go'.

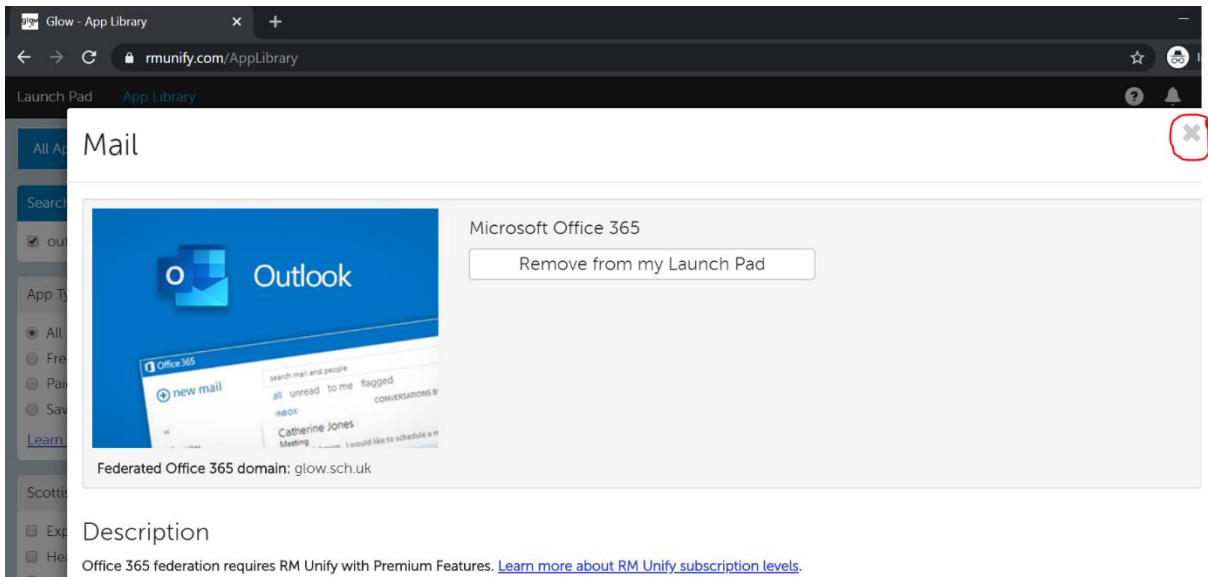
Then click on the outlook tile.



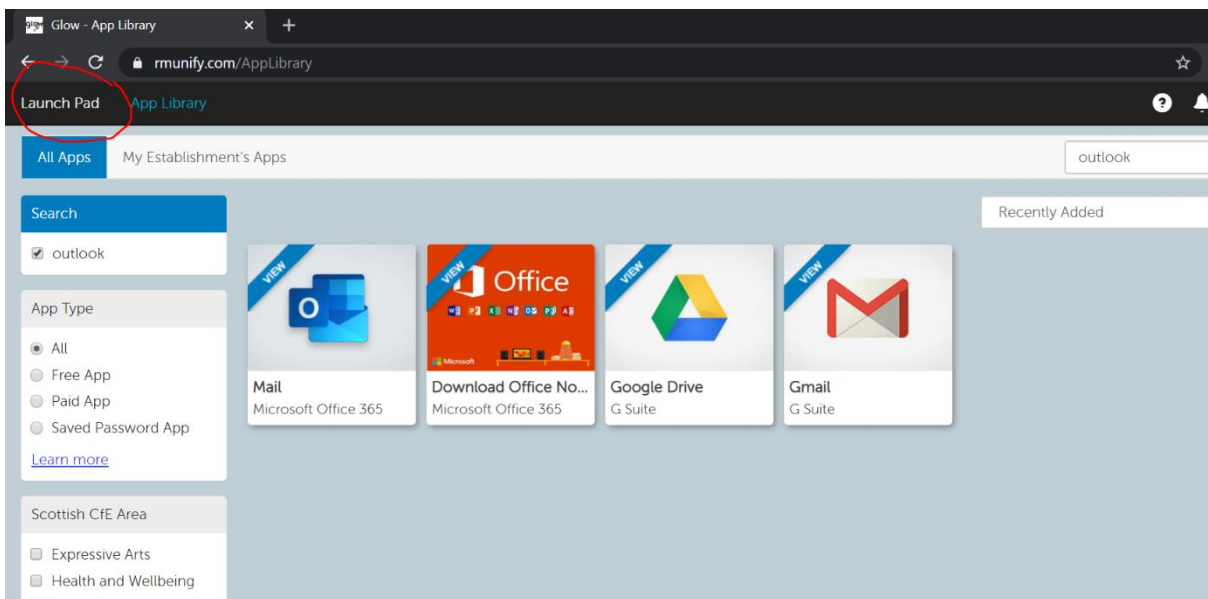
Then click 'add to my launch pad'.



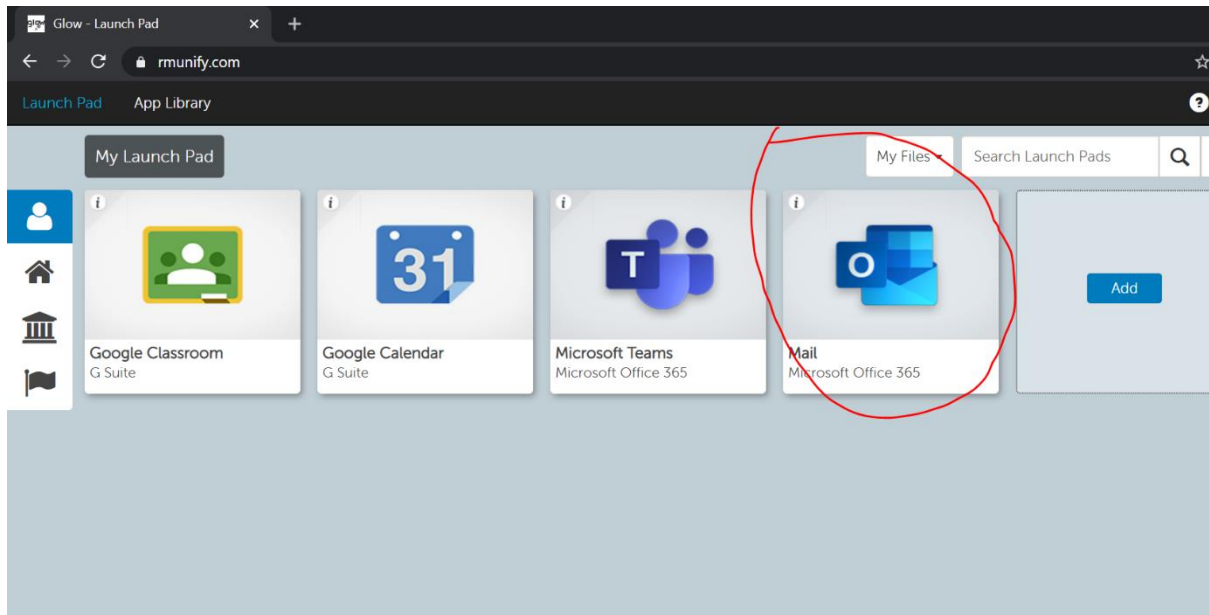
You will then see the screen below. Click on the x to exit.



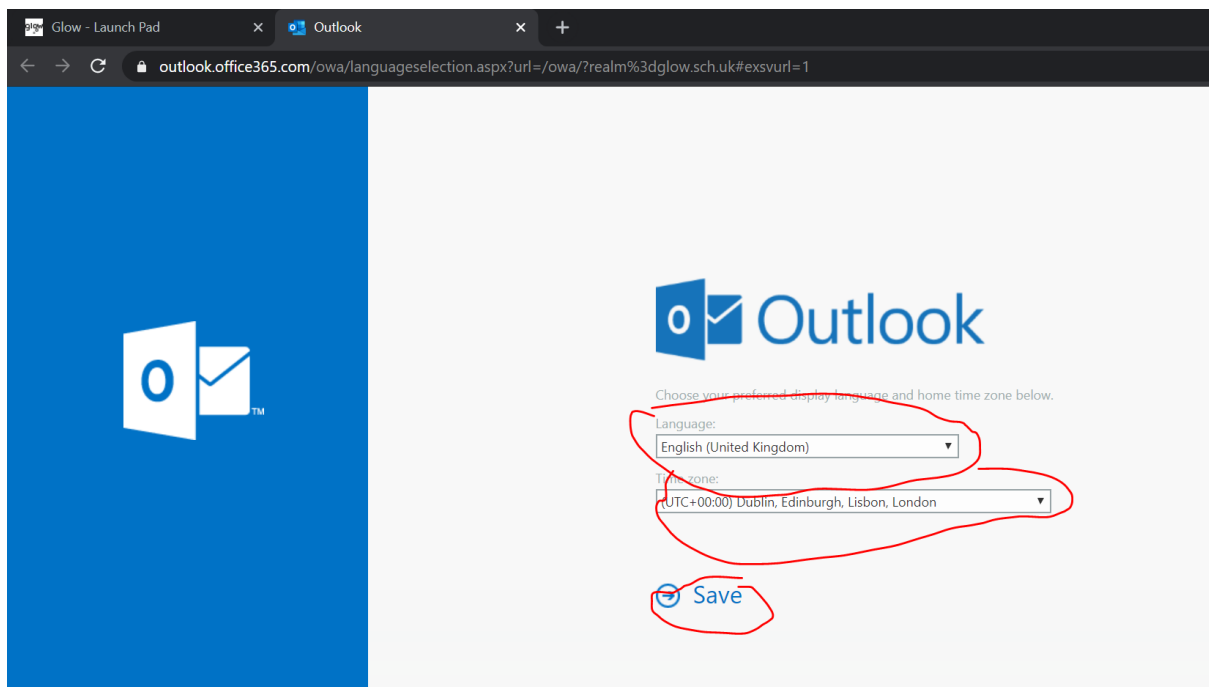
Click on 'launch pad'.



You will then see the tile appear on the launch pad. Click on it open emails.



You will then need to set up the account. Choose the following options and click 'save'.



The emails will now appear and can be accessed from the launch pad in the future.