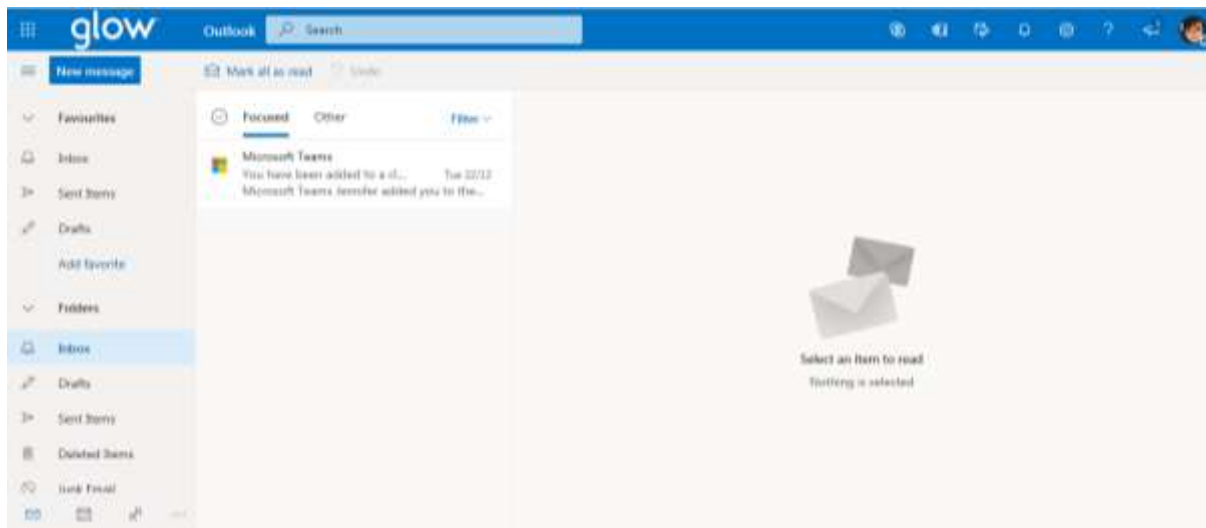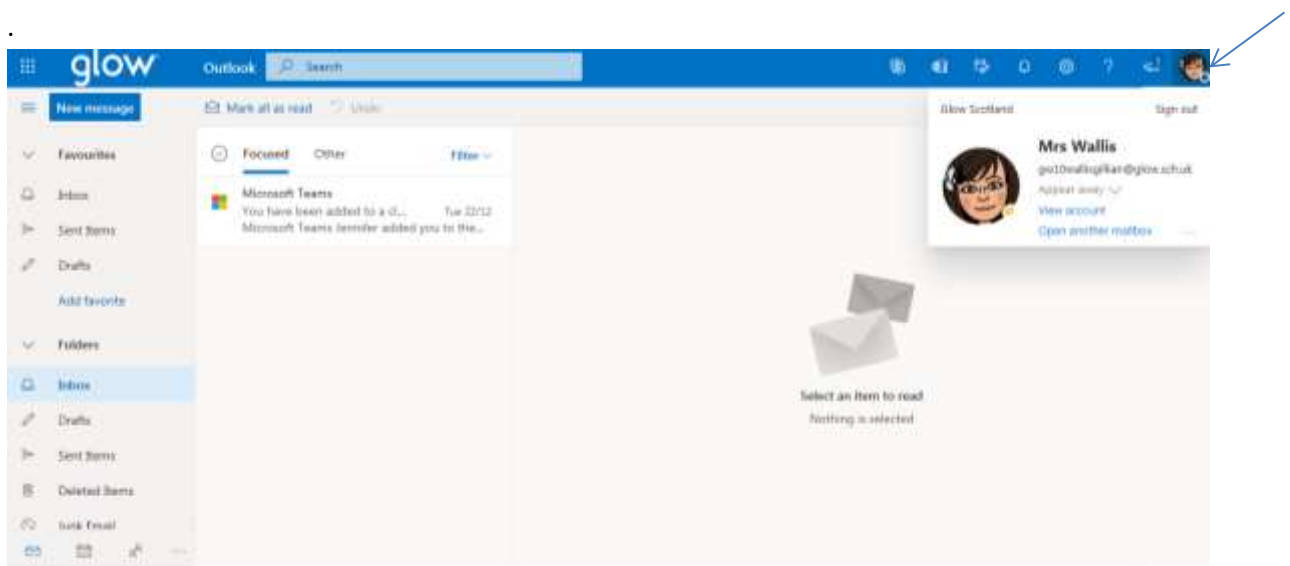**Instructions to change the logo on Glow**

Save the Sandwood logo (emailed to you) in your documents file or the photos app on the device you are working on.
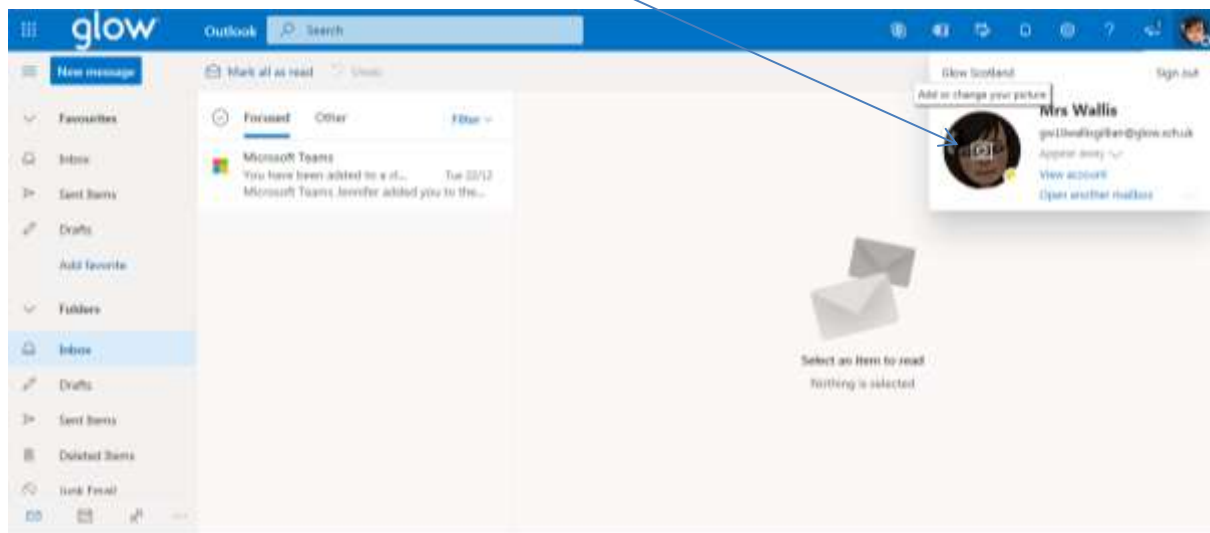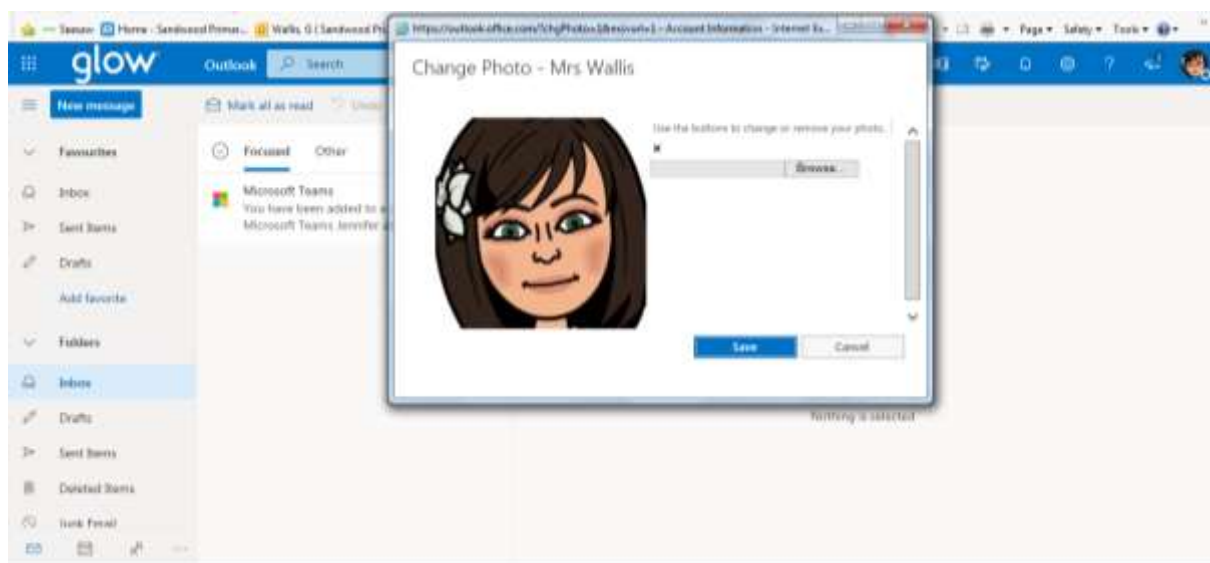
Open your Glow email.

Click on the picture or initials at the right hand side of the screen and a box will appear.
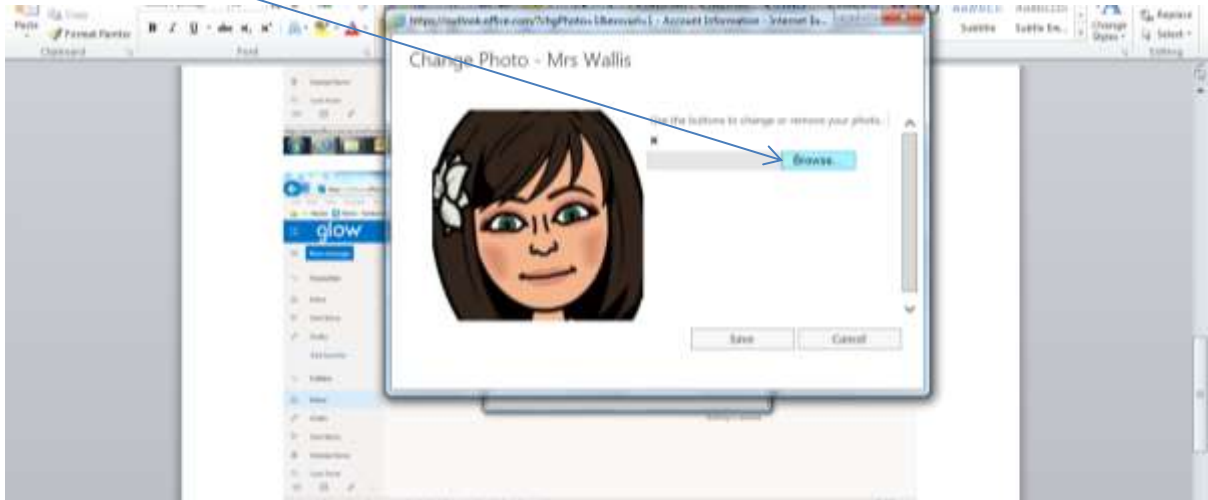
.

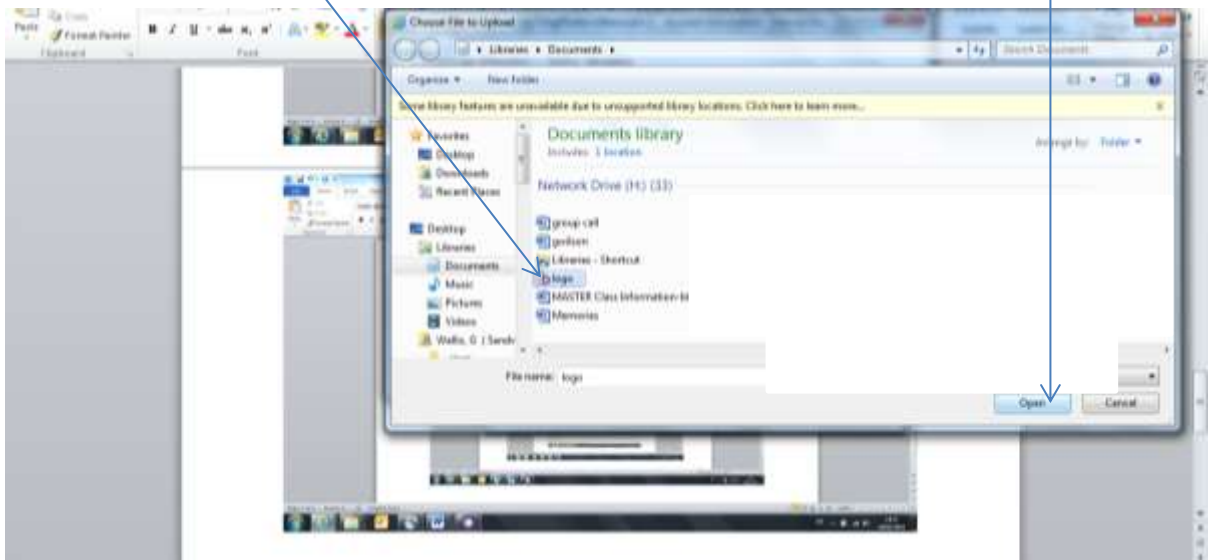Click on the initials/picure and you will see a camera icon.

You will then see this (not Mrs Wallis' Bitmoji…..you should see your initials!)
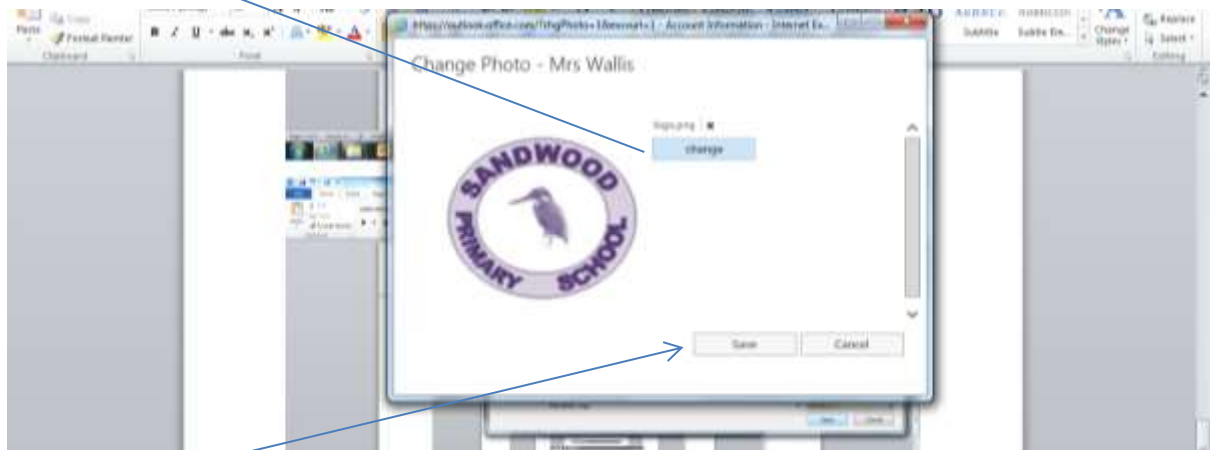
Click on browse and find the logo (wherever you have saved it).

If you have saved the logo in your documents you will see this. Click on logo and then open.

Click change.

Click Save.

The logo should now be changed.