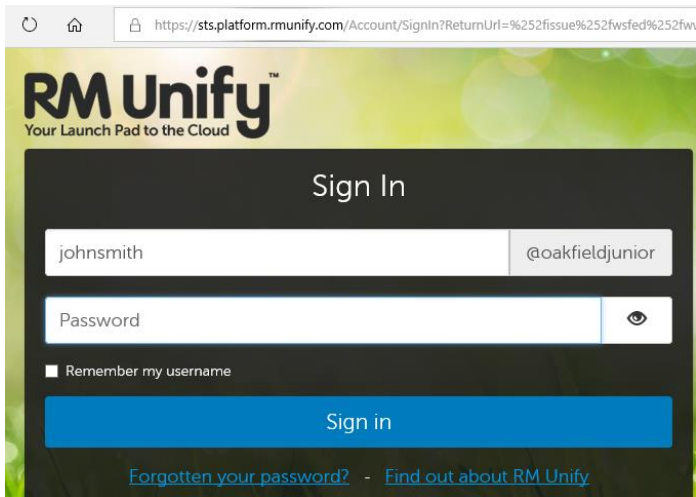


# Logging on to Office 365 and Google Classroom using RMunify

Select [www.rmunity.com](http://www.rmunity.com)



User name is: the same as their school computer logon followed by @oakfieldjunior

Eg 17JSMITH

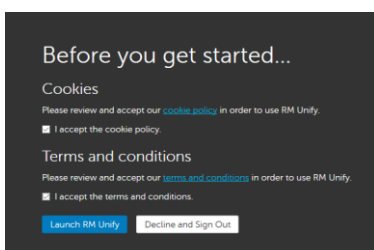
Username: 17jsmith@oakfieldjunior

Password: Oak17 (this is case sensitive , if your user name starts with 15 then password is Oak15, if your user name starts with 16 then password is Oak16)

(NB your official email address is [firstname.lastname@oakfield.surrey.sch.uk](mailto:firstname.lastname@oakfield.surrey.sch.uk))

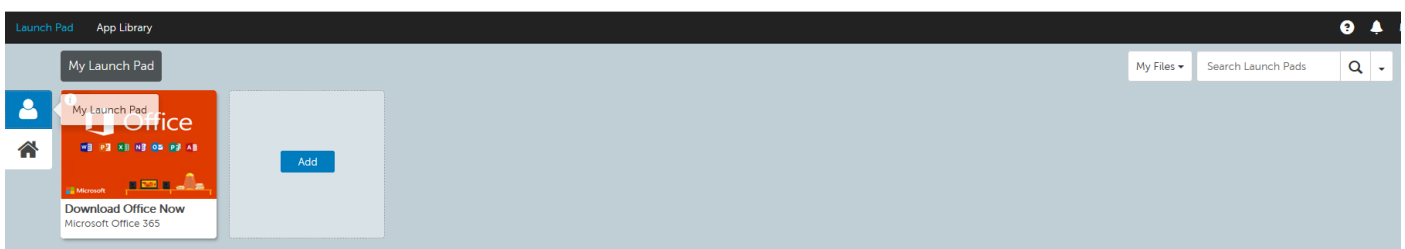
Eg: [johnsmith@oakfield.surrey.sch.uk](mailto:johnsmith@oakfield.surrey.sch.uk)

Accept the Cookies and Terms and Conditions (First time logon only)



Then click **Launch RM Unify**

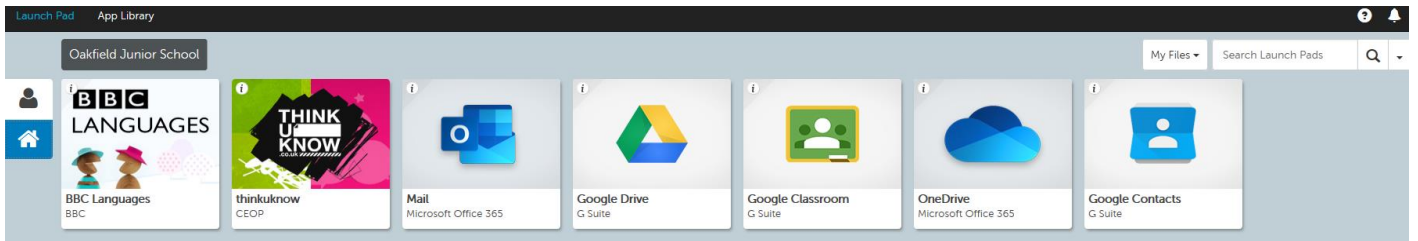
When your Launchpad is opened, it will look like this:



You now need to click on the House symbol.



This will take you to a new page which looks like :

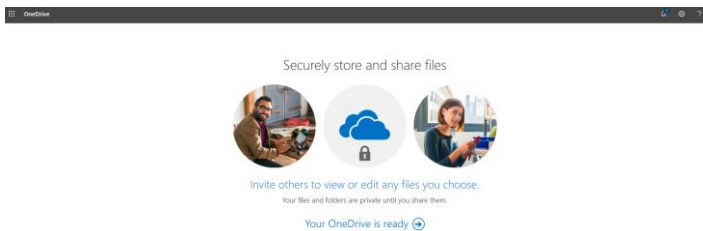


## Office 365

Select the One Drive tile.



The first time you will see this:




Click the arrow.

Your OneDrive is ready →

Read the instructions., Click Next.



To access Word PowerPoint and Excel, click the  in the top left corner.

A drop down box will appear:

### Apps

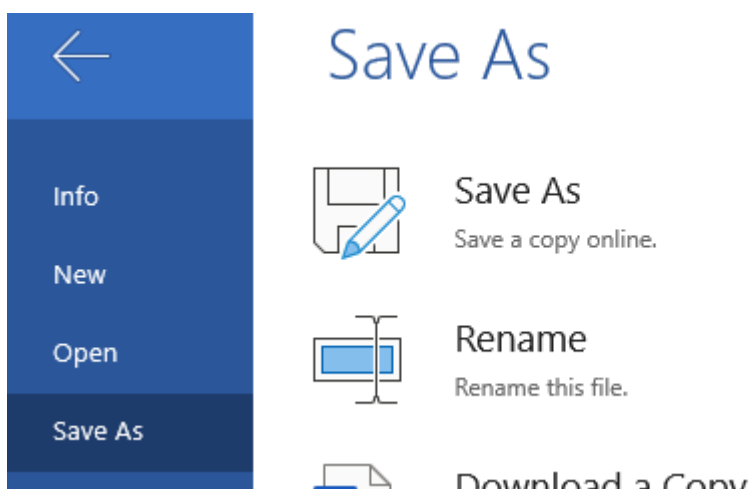
- Outlook
- OneDrive
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams
- Class Notebook
- Sway
- Forms

[All apps →](#)

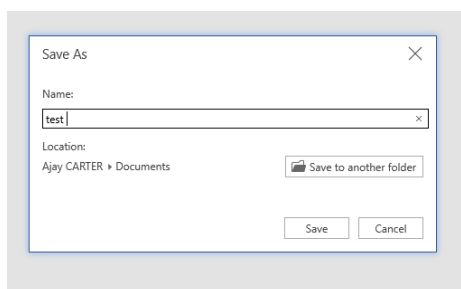
### Documents

Select the program you wish to use.

To save work: Click File, then save as, then save a copy online

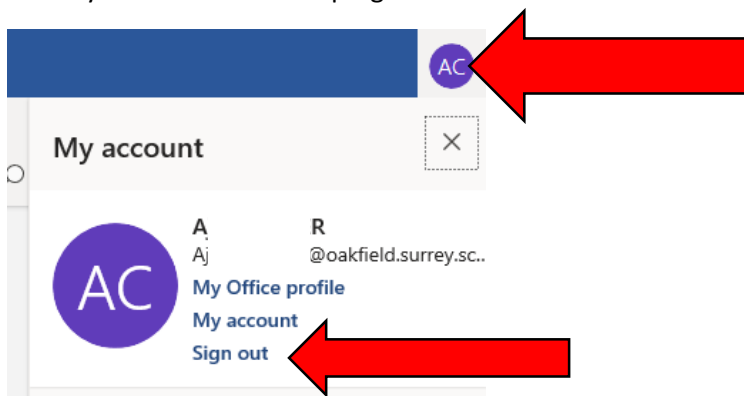


Choose a file name, then click save. It will save on your own online folder.

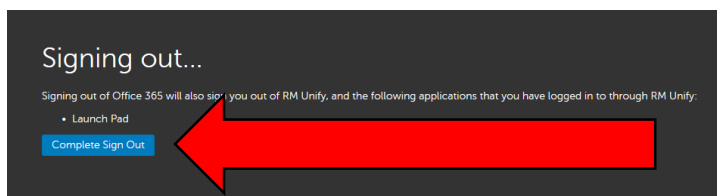


To sign out

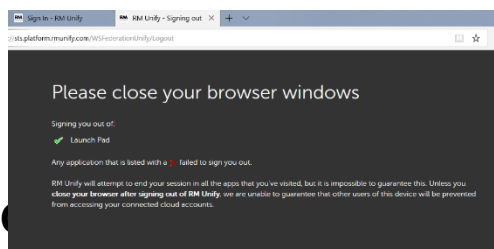
Select your initials in the top right corner.



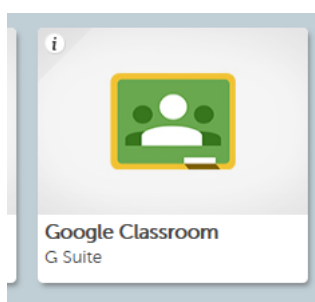
Then select : complete sign out



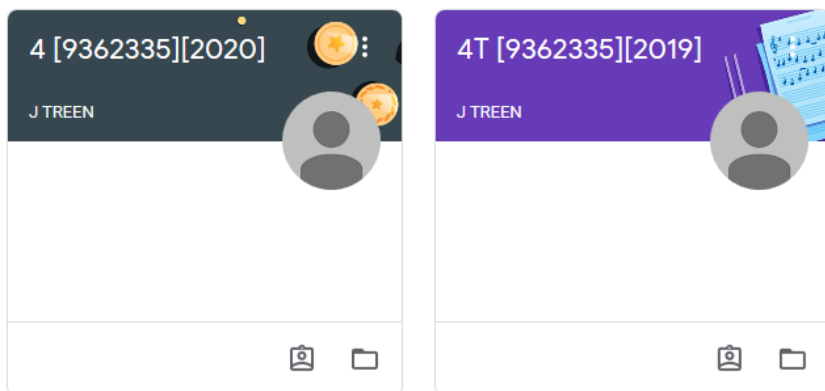
Then close all relevant internet tabs



Select the Google Classroom tile.



Your child then can select either the year group or class tile. Teachers will direct pupils on where to go.




Pupils can select the links by double clicking on the messages.



**Upcoming**

Woohoo, no work due in soon!

[View all](#)

 Share something with your class...

 **J TREEN** posted a new assignment: Maths  
6 Oct

 **J TREEN**  
30 Sep  
Hello 4T Welcome to Google Classroom

The teachers will have set a task and instructions. Pupils can then upload any attachments.