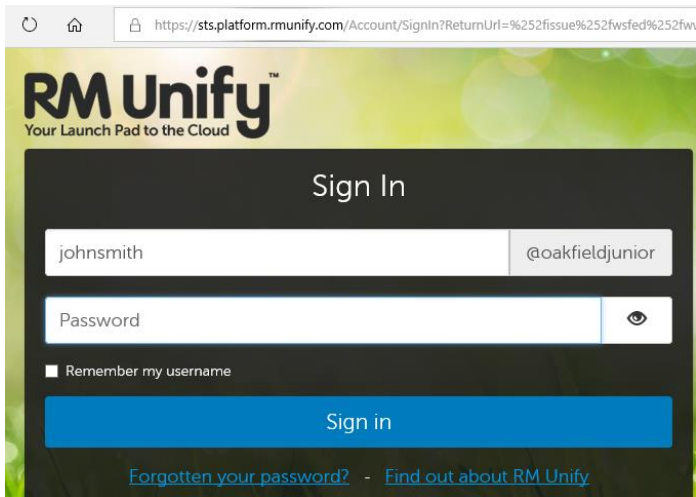


# Logging on to Office 365 and Google Classroom using RMunify

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



User name is: first name then second name( with no space) @oakfieldjunior

Eg John Smith

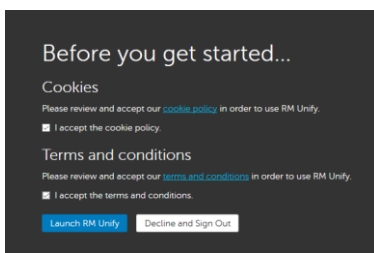
Username: johnsmith@oakfieldjunior

Password: password

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

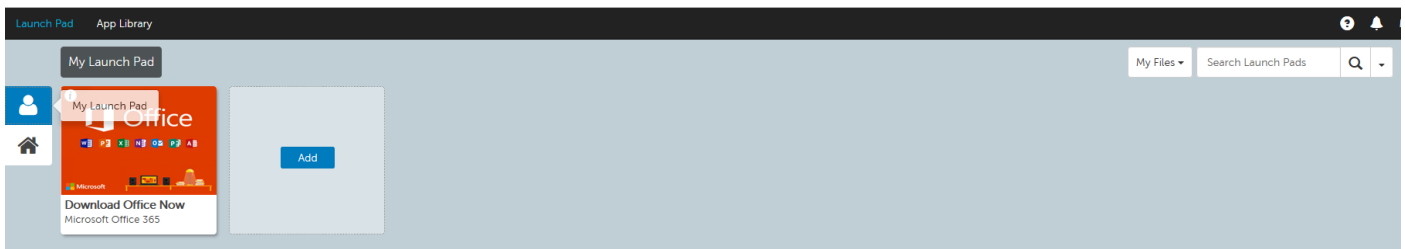
Eg: [john\\_smith@oakfield.surrey.sch.uk](mailto:john_smith@oakfield.surrey.sch.uk)

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



Then click **Launch RM Unify**

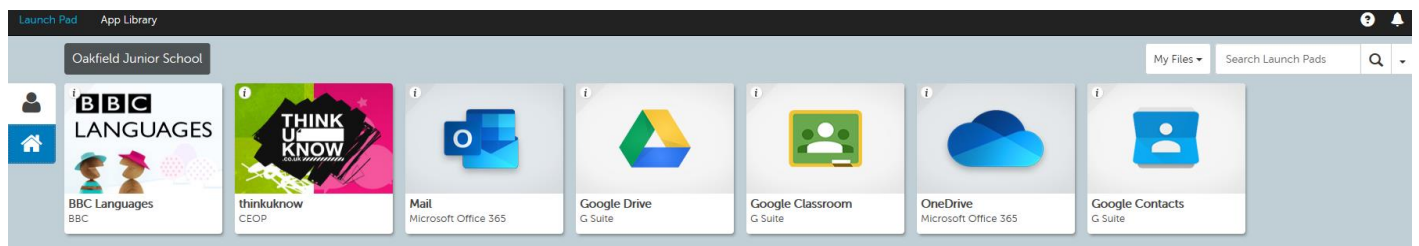
When your Launchpad is opened, it will look like this:



You now need to click on the House symbol.



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

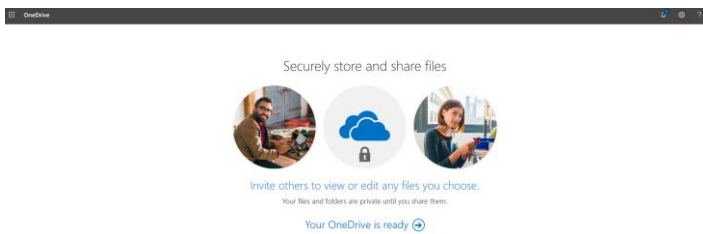


## Office 365

Select the One Drive tile.



The first time you will see this:




Click the arrow.

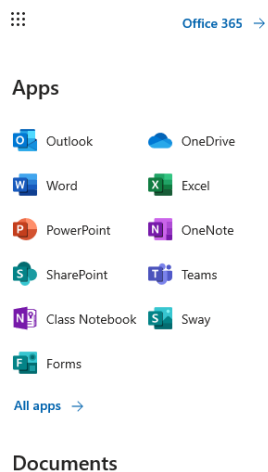
Your OneDrive is ready →

Read the instructions., Click Next.



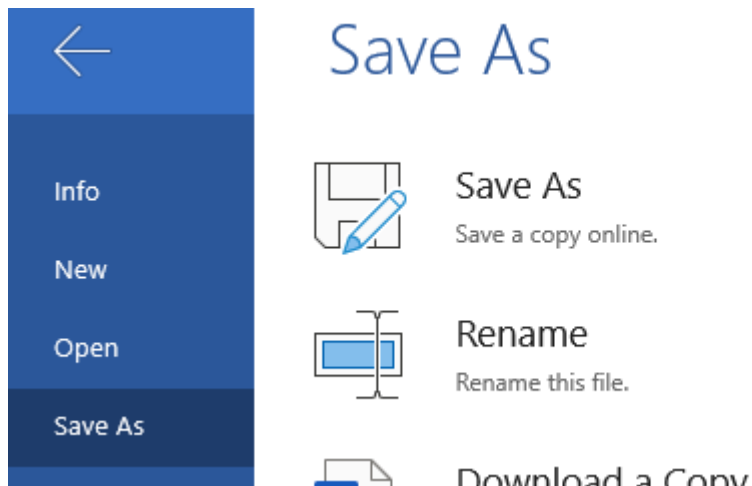
To access Word PowerPoint and Excel, click the  in the top left corner.

A drop down box will appear:

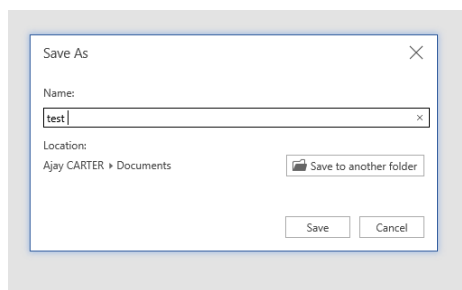


Select the program you wish to use.

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

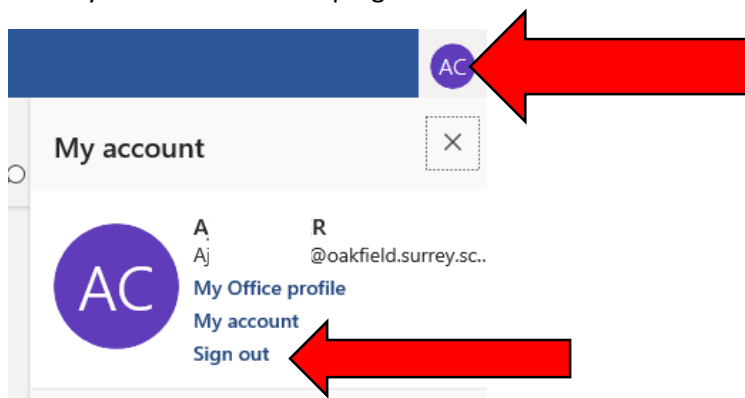


Choose a file name, then click save. It will save on your own online folder.

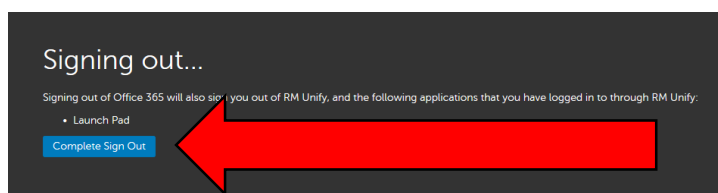


To sign out

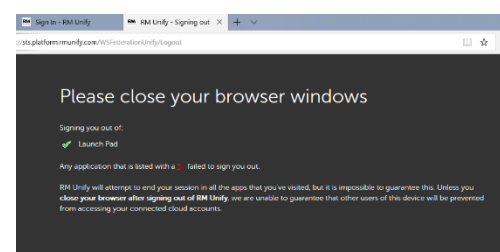
Select your initials in the top right corner.



Then select : complete sign out

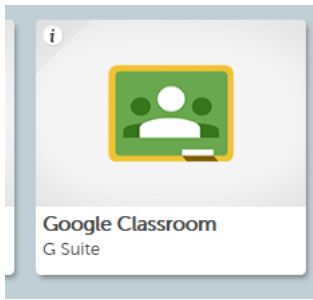


Then close all relevant internet tabs

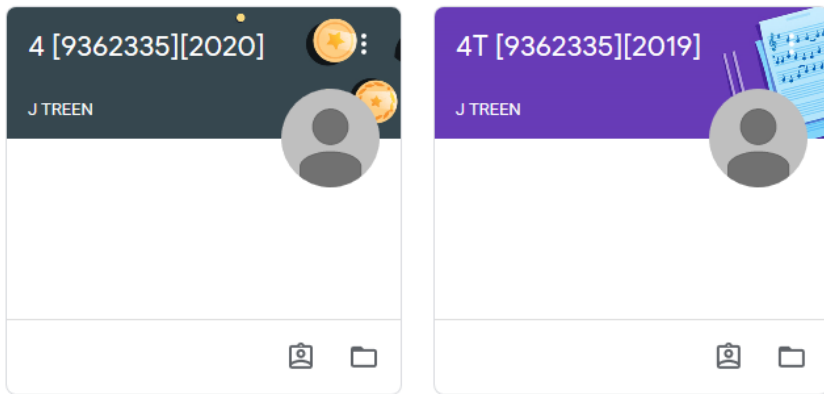


# Google Classroom

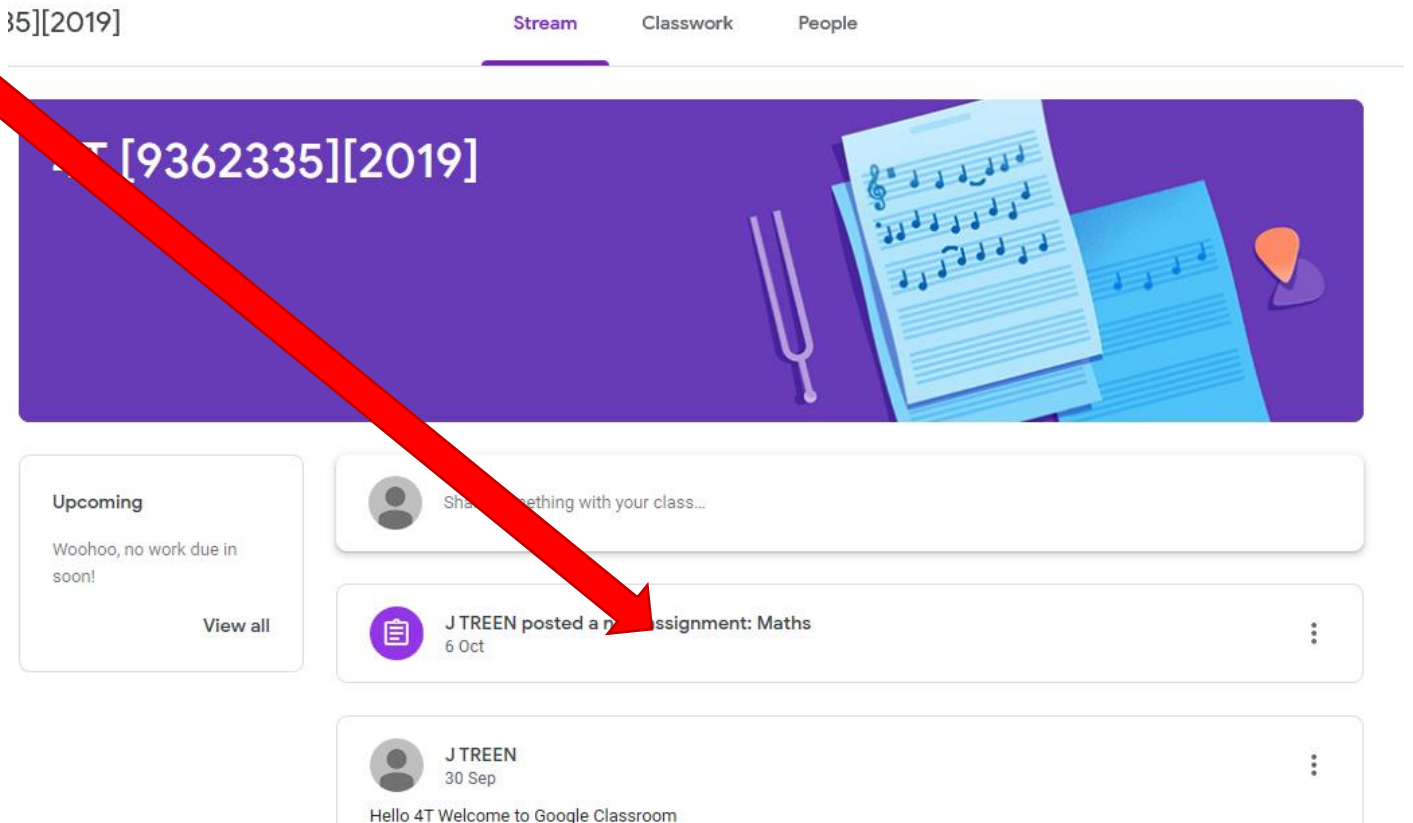
Select the Google Classroom tile.



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.



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