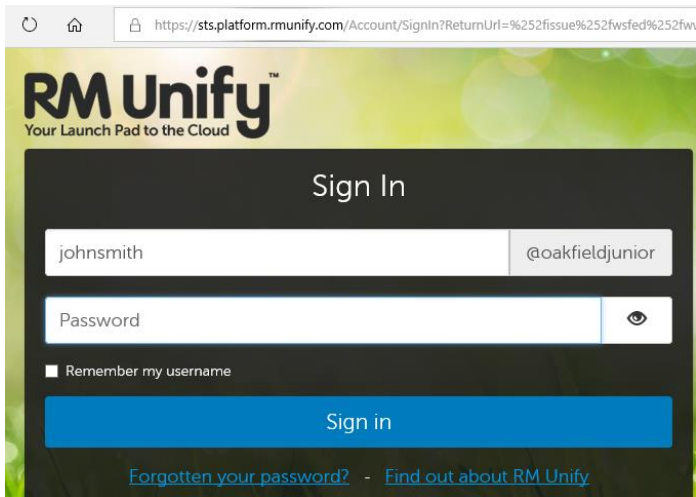# Logging on to Office 365 and Google Classroom using RMunify

Select www.rmunify.com

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

Eg 17JSMITH

Username: 17jsmith@oakfieldjunior

Password: Oak17

(NB your official email address is firstnamesecondname@oakfield.surrey.sch.uk)
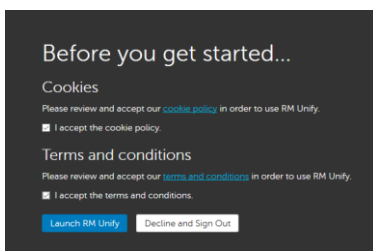
Eg: johnsmith@oakfield.surrey.sch.uk

Year 3 logons start with 19

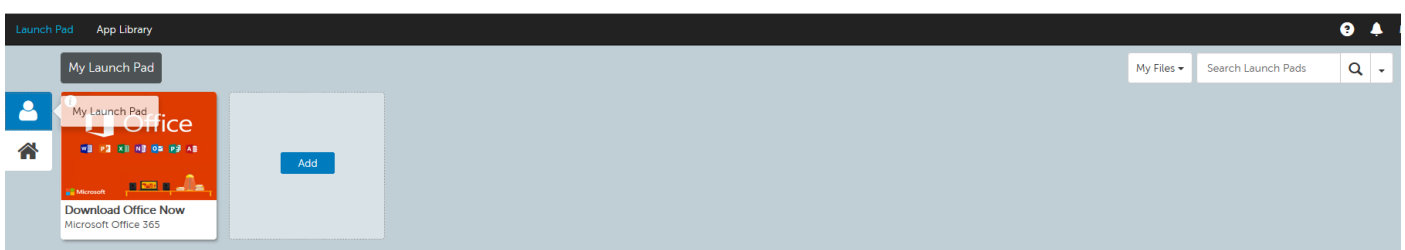*Year 4 logons start with 18*

Year 5 logons start with 17

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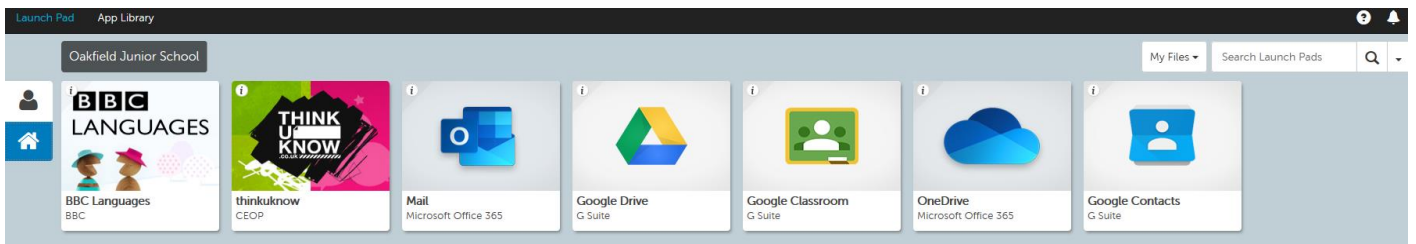

Then click **Launch RM Unify**

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

You now need to click on the House symbol.
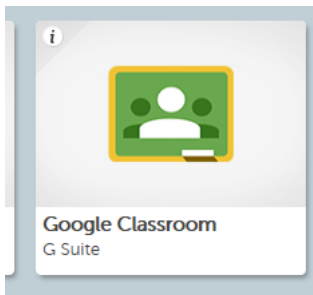

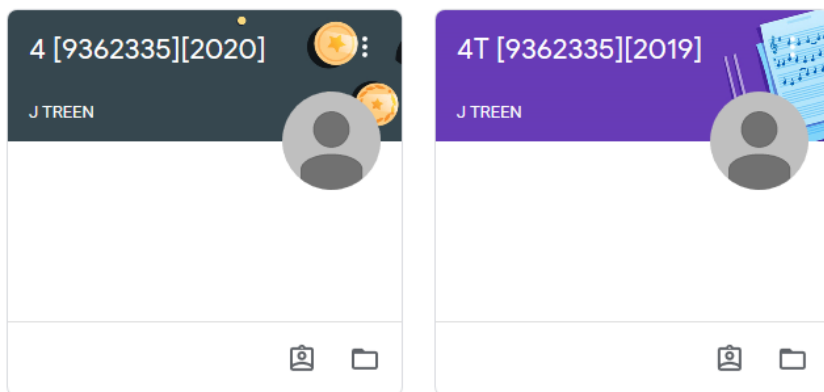This will take you to a new page which looks like :
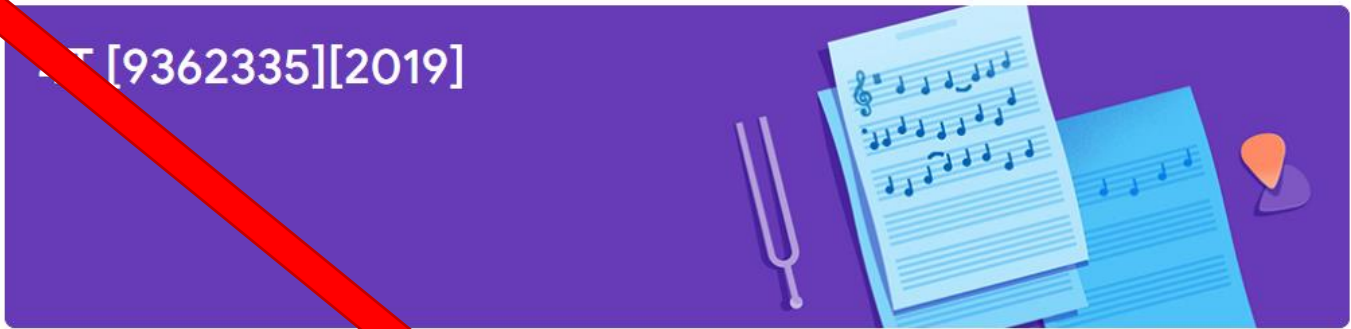

Log on to Google Classroom

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.

Office 365

Select the One Drive tile.

The first time you will see this:
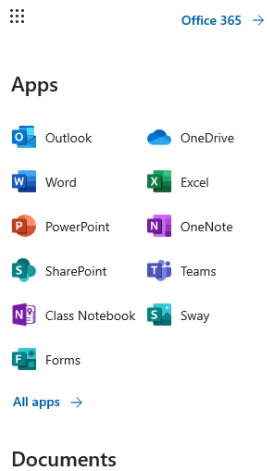

Click the arrow.

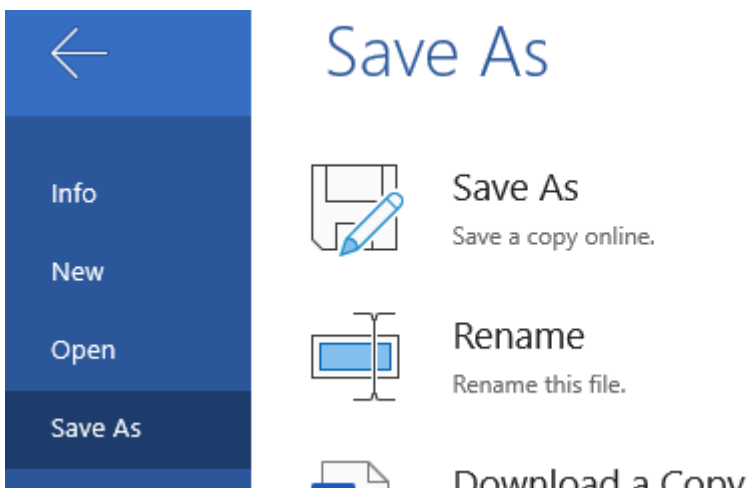Your OneDrive is ready ➔

Read the instructions., Click Next.

To access Word PowerPoint and Excel, click the in the top left corner.
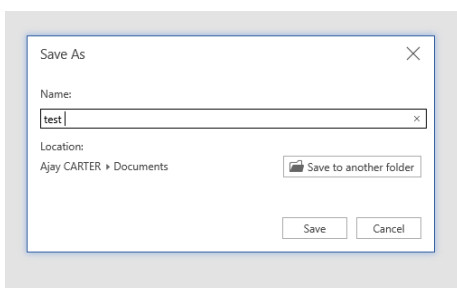
A drop down box will appear:

Select the program you wish to use.

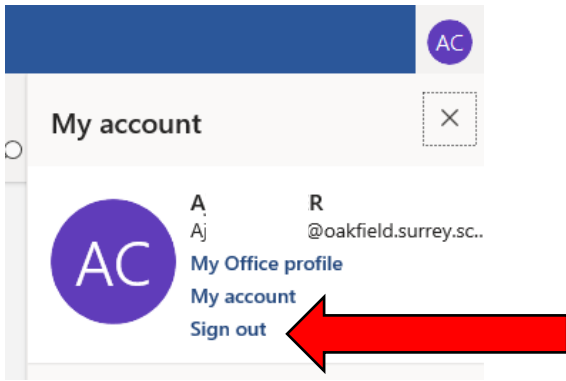To save work: Click File, then save as, then save a copy online

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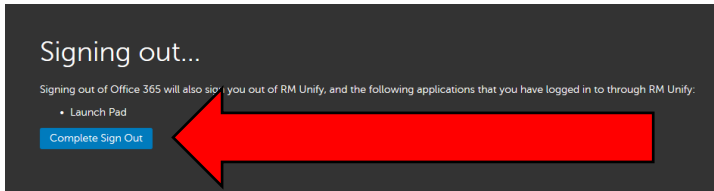

To sign out

Select your initials in the top right corner.

Then select : complete sign out

Then close all relevant internet tabs