Logging on to Office 365 and Google Classroom using RMunify

Select www.rmunify.com

് ഹ	A https://sts.platform.rmunify.com/Account/SignIn?Ret	umUrl=%252fissue%252fwsfed%252f
RM	Unify th Pad to the Cloud	
Your Laund	th Pad to the Cloud	Charles In
	Sign In	
johns	smith	@oakfieldjunior
Passy	word	۲
Reme	ember my username	
	Sign in	
	Forgotten your password? - Find out a	bout RM Unify

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)

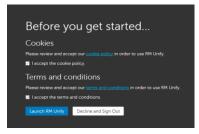
Eg: johnsmith@oakfield.surrey.sch.uk

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

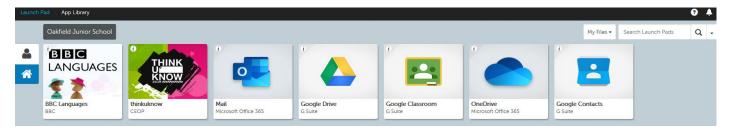
When your Launchpad is opened, it will look like this:



You now need to click on the House symbol.



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

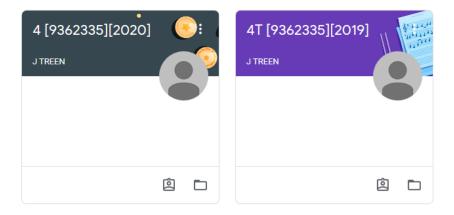


Log on to Google Classroom

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.

- 	2019]	2
Upcoming Woohoo, no work due in soon!	Share bething with your class	
View all	J TREEN posted a postignment: Maths 6 Oct	ŧ
	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.

Office 365

Select the One Drive tile.



The first time you will see this:



Click the arrow.

Your OneDrive is ready \bigcirc

Read the instructions., Click Next.



To access Word PowerPoint and Excel, click the

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in the top left corner.

A drop down box will appear:

Office 365 \rightarrow
OneDrive
Excel
OneNote
Teams
Sway

Documents

Select the program you wish to use.

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

\leftarrow	Save As
Info New	Save As Save a copy online.
Open	Rename Rename this file.
Save As	Download a Conv

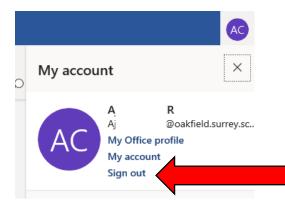
Choose a file name, then click save. It will save on your own online folder.

Save As	×
Name:	
test	>
Location:	
Location.	
Ajay CARTER + Documents	Save to another folder

To sign out

Select your initials in the top right corner.





Then select : complete sign out



Then close all relevant internet tabs

