

Logging on to Office 365 using RMunify

Select www.rmunify.com



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

Eg John Smith

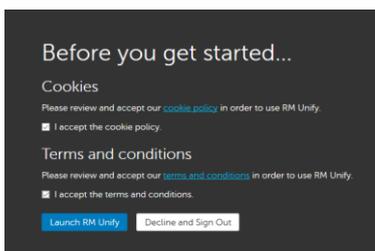
Username: johnsmith@oakfieldjunior

Password: password

(NB your official email address is firstname_secondname@oakfield.surrey.sch.uk)

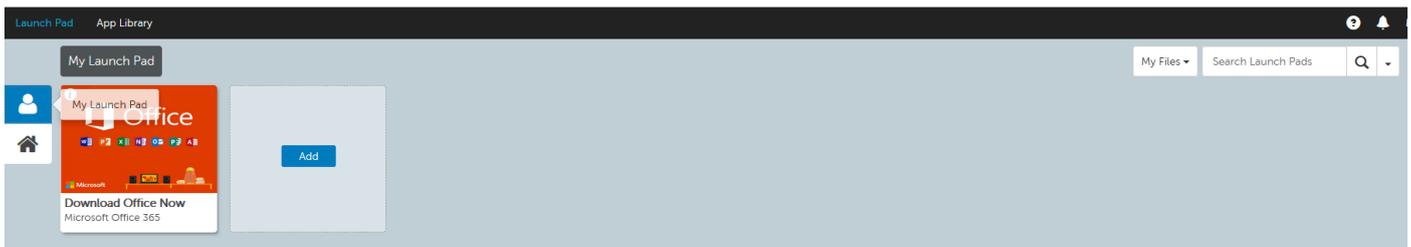
Eg: john_smith@oakfield.surrey.sch.uk

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



Then click **Launch RM Unify**

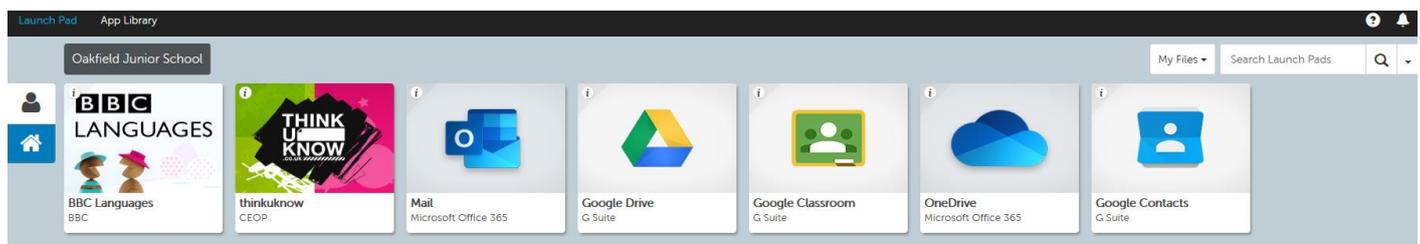
When your Launchpad is opened, it will look like this:



You now need to click on the House symbol.



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



Select the One Drive tile.



The first time you will see this:



Click the arrow.

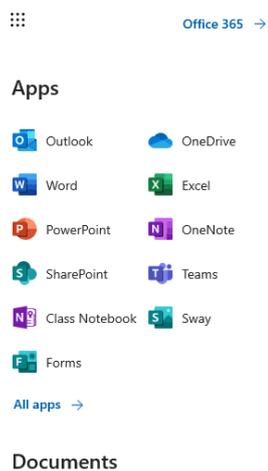
[Your OneDrive is ready](#) →

Read the instructions., Click Next.



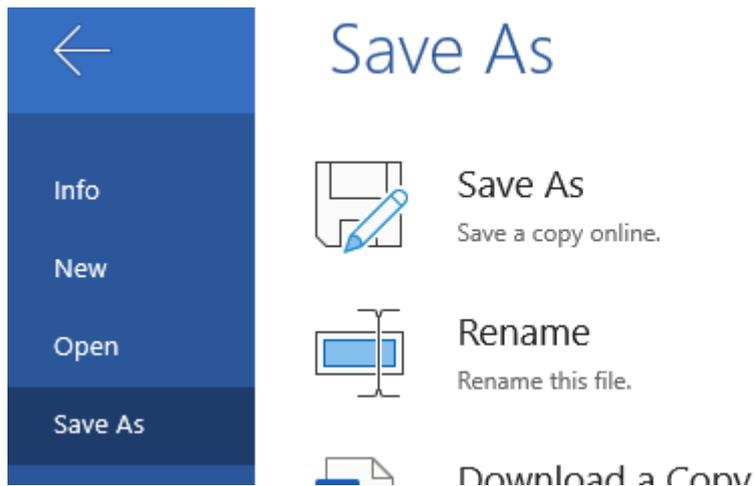
To access Word PowerPoint and Excel, click the  in the top left corner.

A drop down box will appear:

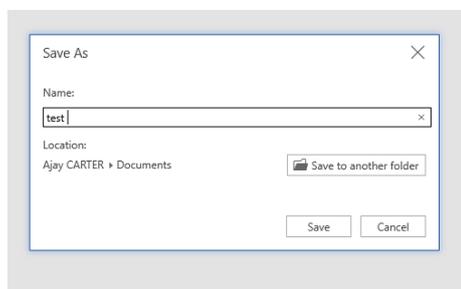


Select the program you wish to use.

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

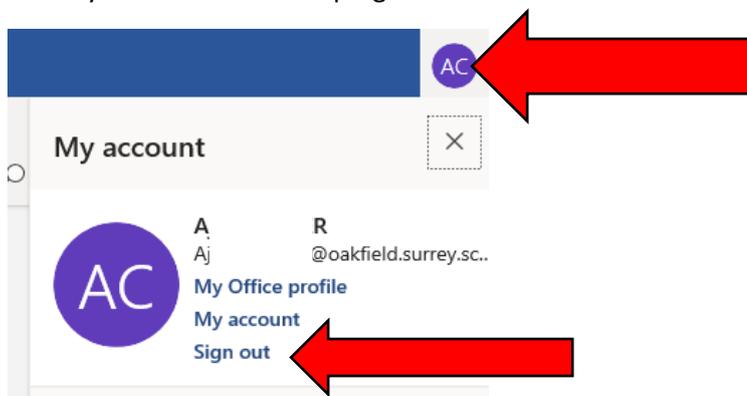


Choose a file name, then click save. It will save on your own online folder.

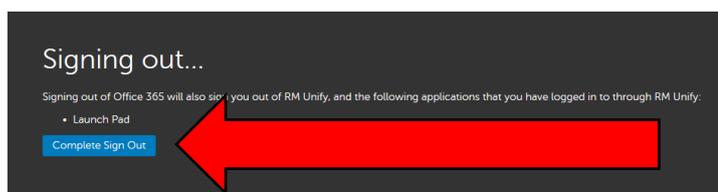


To sign out

Select your initials in the top right corner.



Then select : complete sign out



Then close all relevant internet tabs

