Logging on to Office 365 using RMunify

Select www.rmunify.com

Ŭ í	https://sts.platform.rmunify.com/Account/SignIn?ReturnUrl=	%252fissue%252fwsfed%252fw
R	M Unifu"	
Your La	unch Pad to the Cloud	1
	Sign In	
jo	hnsmith	@oakfieldjunior
Р	assword	۲
• F	emember my username	
	Sign in	
	Forgotten your password? - Find out about	RM Unify

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 <u>firstname_secondname@oakfield.surrey.sch.uk</u>)

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 \bigcirc

Read the instructions., Click Next.



To access Word PowerPoint and Excel, click the

....

in the top left corner.

A drop down box will appear:



Documents

Select the program you wish to use.

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

\leftarrow	Sav	e As
Info		Save As Save a copy online.
Open		Rename Rename this file.
Save As		Download a

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

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Save As	×
Name:	
test	
Location:	
Ajay CARTER ▶ Documents	Save to another folder
	Save Cancel

To sign out

Select your initials in the top right corner.



Then select : complete sign out



Then close all relevant internet tabs

