SHENLEY BROOK END EMAIL

Accessing Office 365 Email

- Start Internet Explorer. At school it is important that initially you open Internet Explorer to access RM Unify and Office 365.

- You will see an additional start up tab for RM Unify.

- At home just type RMUnify.com.

The first time you open Internet Explorer, following the allocation of the email account, this tab will show some important questions that must be answered.

To proceed, you must:

- Accept the cookie policy

- Accept the terms and conditions

Before you get started...

Cookies

Please review and accept our cookie policy in order to use RM Unify.

☐ I accept the cookie policy.

Terms and conditions

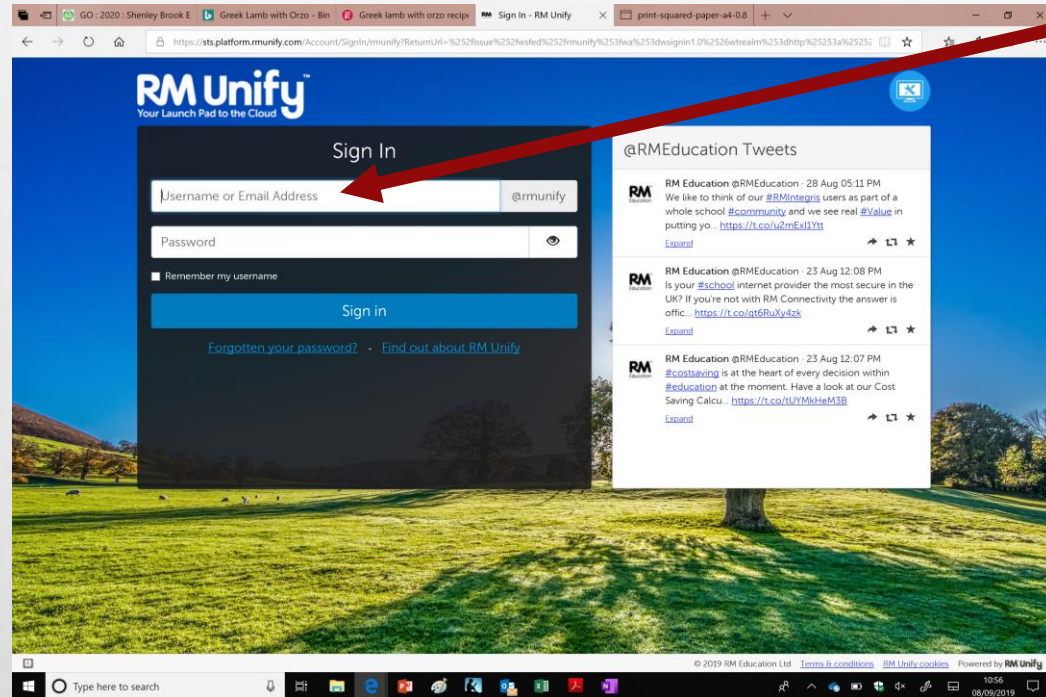Please review and accept our terms and conditions in order to use RM Unify.

☐ I accept the terms and conditions.

Launch RM Unify | Decline and Sign Out

The "Launch RM Unify" button is then activated. Click the button and your account in RM Unify is displayed.

(In the future this RM Unify tab will auto sign you into your RM Unify account.)

AT HOME

At home once you are on RM Unify you type your email address. Which is your network login with @sbeschool.org.uk and your normal password e.g.
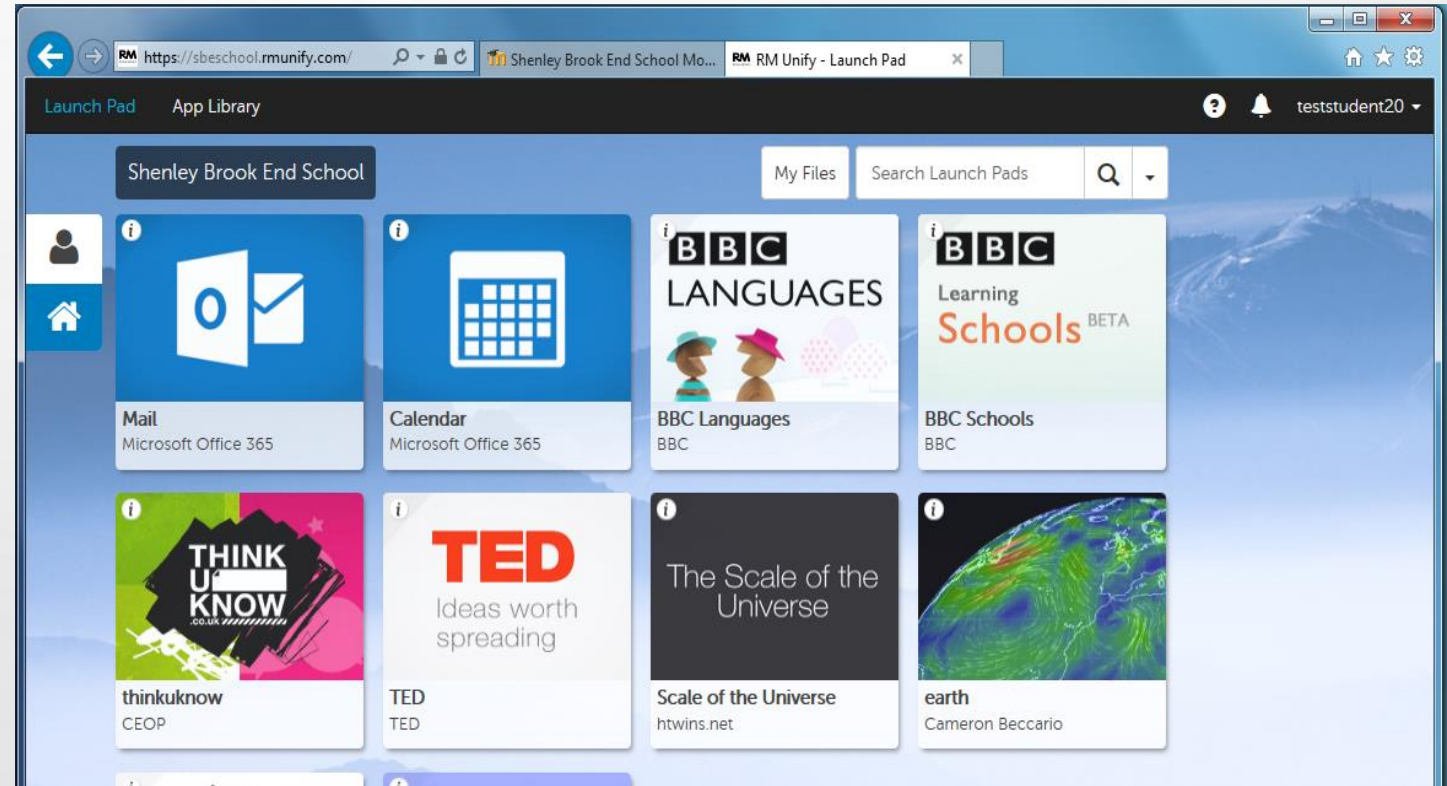
mccluskeyg.12@sbeschool.org.uk

In your RM Unify Account you will see two tiles that will give you access to your email and your calendar.

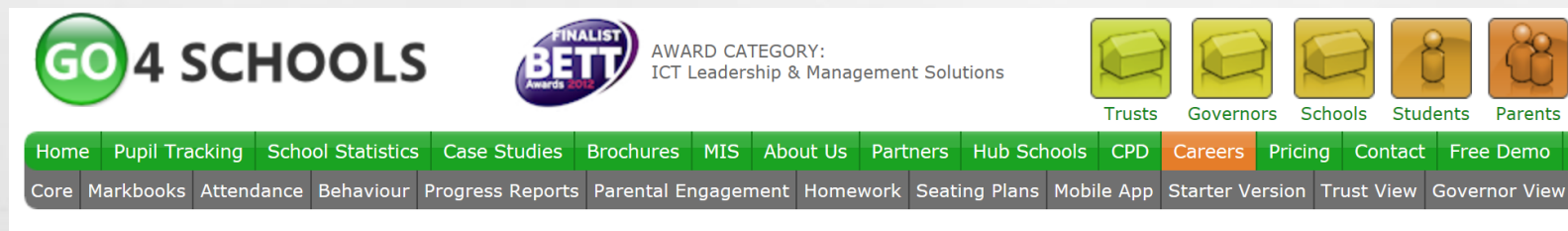## GROUPS!

Having email access gives you the use of **'Groups'.**

Please note, these are to be used by **staff only.**

Any groups created by students will be deleted.

GO 4 SCHOOLS

- You can now access your progress information including your reports on go4schools with your own email address. Homework will also be available on go4schools.

- To access www.go4schools.com you need to click on students.

- Click <u>first time user</u> and then type your email address into the space provided. You will receive a password to allow you to access go4schools.

ONEDRIVE

- **By accessing your emails you now have access to 1TB of online storage for all your homework and coursework needs!**

- **This can be found as another tile near to your 'Mail' tile.**

- **OneDrive is a fantastic way to save all of your work, but be sure to save your work in more than one place to be safe!**

CLICKVIEW

Another tile you should now see is ClickView.

ClickView offers:

- Educational videos
- Library on your computer
- A tool for revision
- Will help with homework
- Lesson content explained in a different format