


Using Microsoft Office 365

Quick guide:

1. Go to www.rmunify.com
2. Log with as your Windows username @cfs e.g. **cdbeckha@cfs**
3. Click on Mail for Email. Your email address is *yourusername@chingfordfoundation.org*
4. Click on OneDrive for Word, Excel and more
5. Click on the waffle  (top left) to find the apps
6. When asked to set your time zone, choose **UTC +00:00 Dublin, Edinburgh, Lisbon, London**

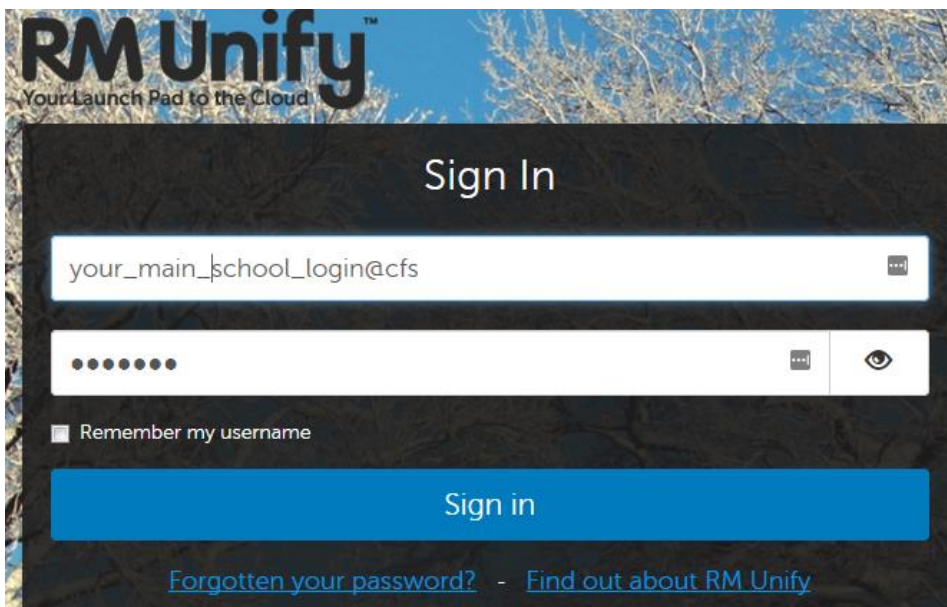
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Detailed guide:

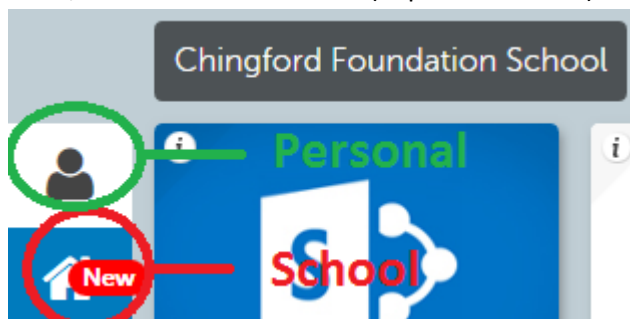
All school staff and students have access to a Microsoft's Office 365 account which includes online versions of Mail, Word, Excel and PowerPoint. Please read the following guide for help.

You will need to know your computer username and password – i.e. the one you log onto classroom computers with. The same details are used for Office 365.

- Go to RM Unify at www.rmunify.com (There are links on the homepage and the school website under **Links**)
- Log in using your school Windows username with **@cfs** after it.
- For students e.g. **cdbeckham@cfs**
- For staff e.g. **surname@cfs**
- Your password is the same as the one you use in school with this username.

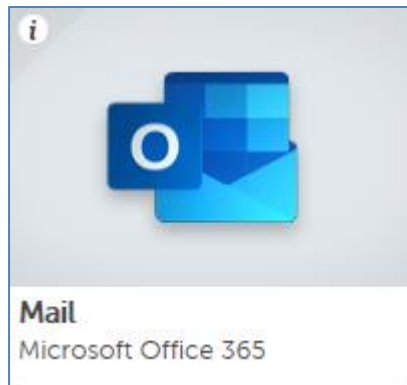


- You should see the school's "Launchpad".
Be aware that there is a school launchpad and a personal one. If you can't see the correct icons, click on the house icon. (Top left of screen).



- For Mail, use the Mail icon.

Your email address is yourusername@chingfordfoundation.org



- Choose your time zone as London when prompted:

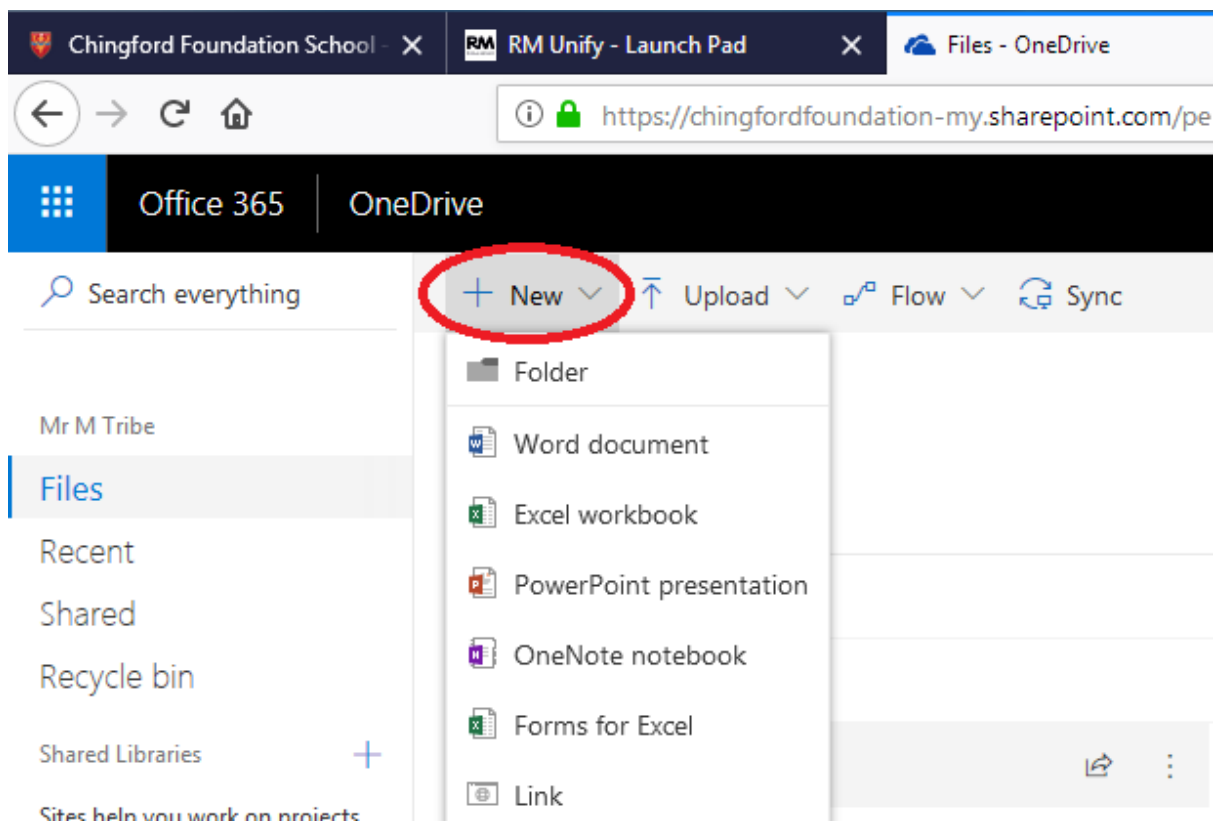
Language:
English (United Kingdom) ▼

Time zone:
(UTC+00:00) Dublin, Edinburgh, Lisbon, London ▼

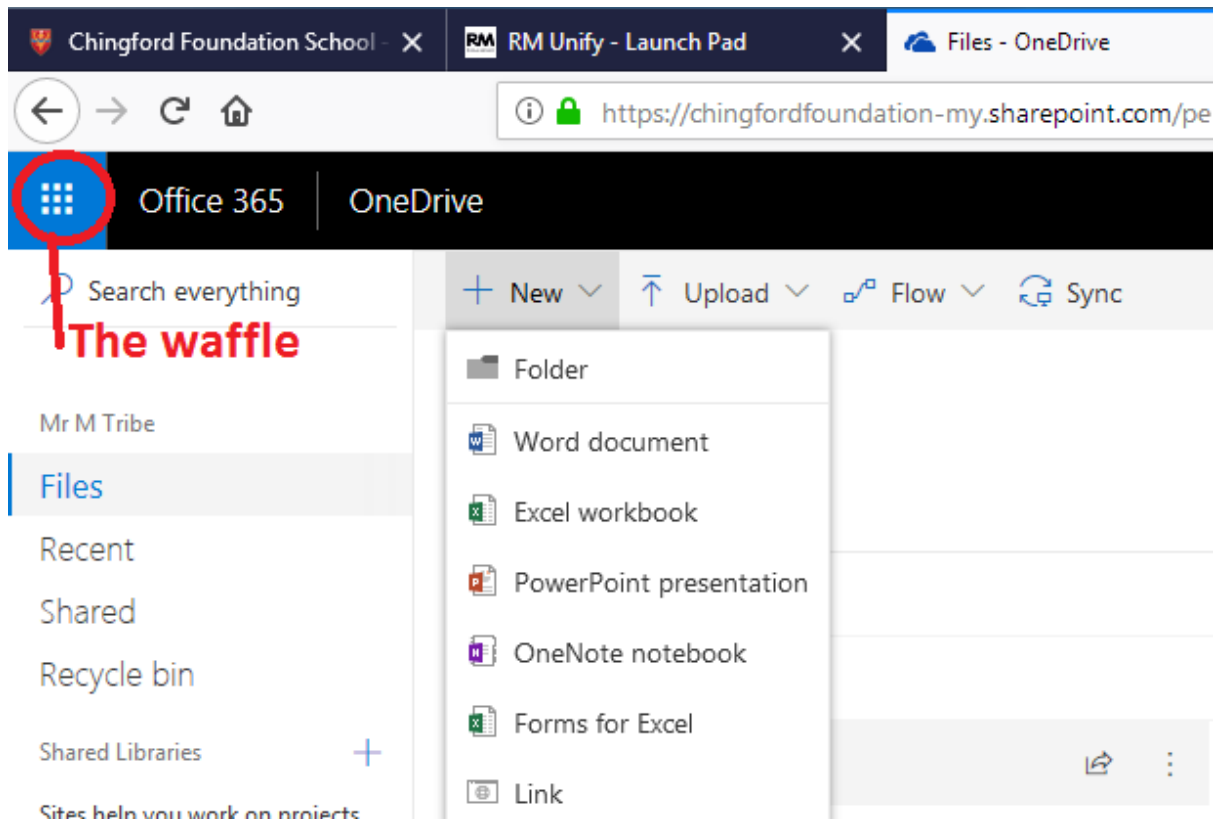
- For Word, Excel, PowerPoint etc, click on



- You can either click on **+ New** to create a new document



- Or you can click on the “Waffle” to choose an App. This icon is available in all modules.



- All changes are saved automatically. You will see the words **Saving...** and **Saved** at the top of each document as you work. You can rename the document by clicking on its name at the top, e.g. click on **Document1** in Word.