

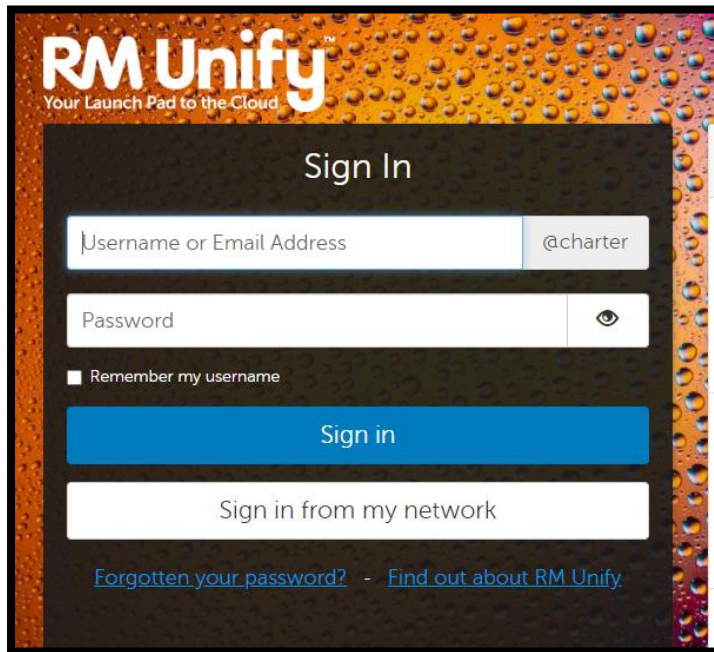


Guide to accessing MS Teams

If you have to self-isolate, quarantine or access all work, including lesson PowerPoints and resources will be available on Microsoft Teams. It is your responsibility to complete this work and contact your class teacher if there are issues.

To access Microsoft Teams, you should access the RM Unify website www.rmunify.com

1. log in using school email and password ([username]@charter and network password)



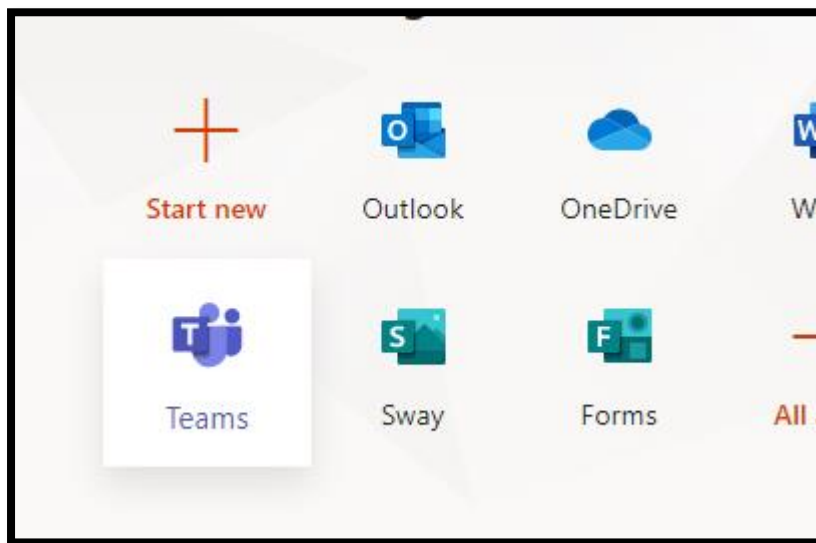
2. Browse to Office 365



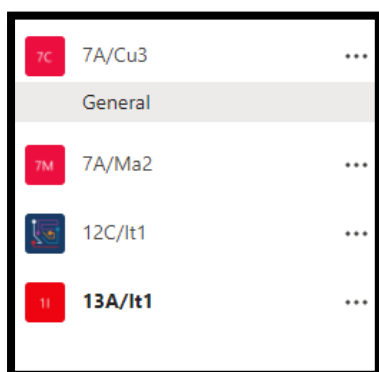
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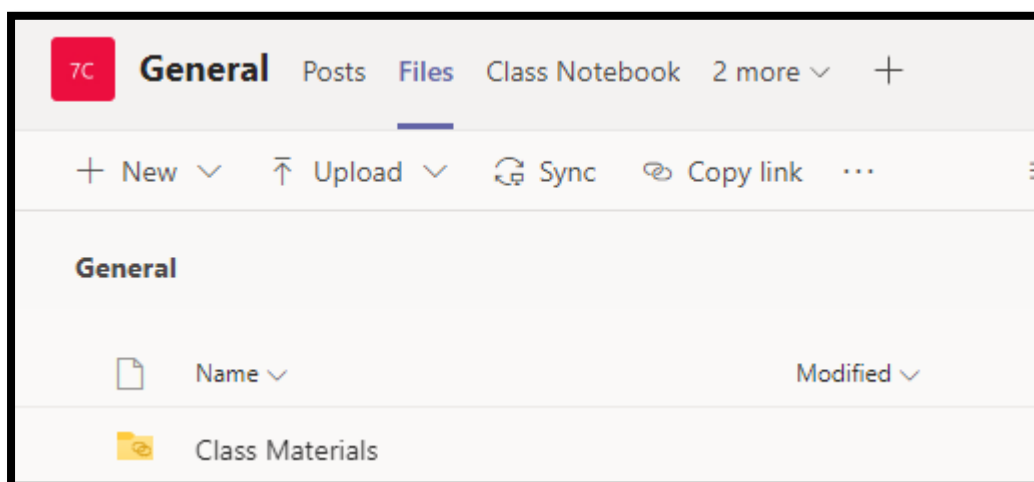
3. Click the Teams app.



4. Choose your class/subject



5. Browse to the files tab and look in class materials for lesson PowerPoints/resources.



Please contact you class teacher via email if there are any issues.