

This is using Google Chrome

Search bar RM Unify



If you see 2 sign-ins for RM pick the second one



User Name should have been provided by the teacher and password all lower case (no caps)

username@queen-vic.dudley.sch.uk

password which is the classroom unless changed to something else.



Once in and you see this click Yes



Then select mail



Should have mail for homework as well

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To access Teams goto the Waffle (top left-hand-corner with lots of dots)



When you start Teams you will get this page, don't install any Apps. Click onto the back arrow to go back to the email or you can select Use the Web App



Select Teams again

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When finished using Teams make sure you sign out. Select the icon top right this should show name etc

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Same with email sign-out



This will be ready for the next session

Parents if you are using Teams already and you are letting your son or daughter use the same laptop, you need to try this method.

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While in Chrome goto the 3 dots top right hand corner and select New Incognito Window



In the address bar RM Unify and follow the same producer as set out before

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