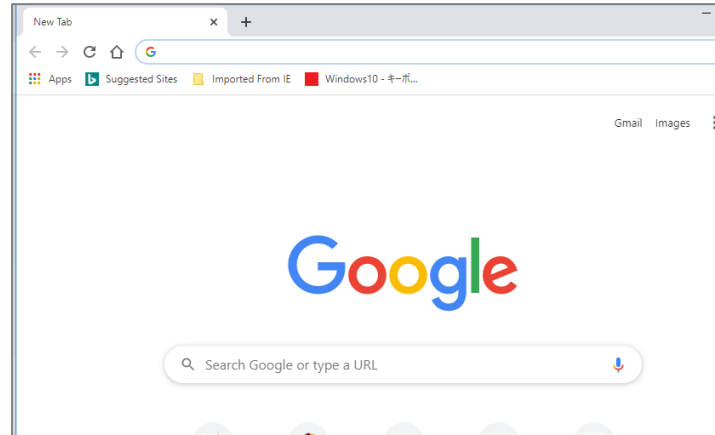


# How to Access Mail, OneDrive for Business from Home

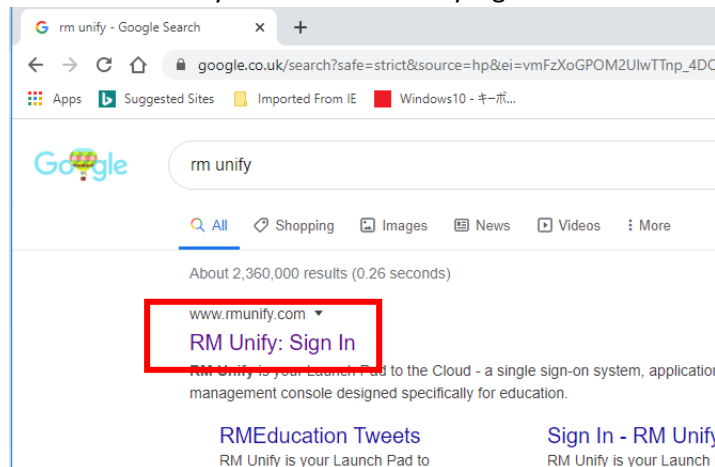
This guideline will describe how to access the school Office 365 from Home.

## <From RM Unify>

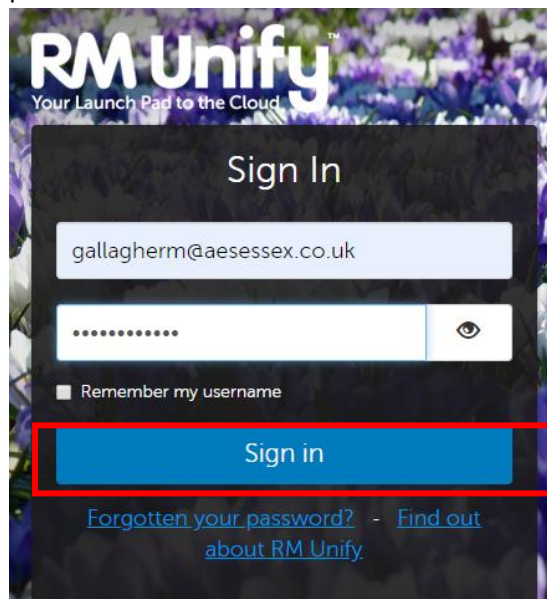
1. Open Internet Browser such as Internet Explorer, Google Chrome



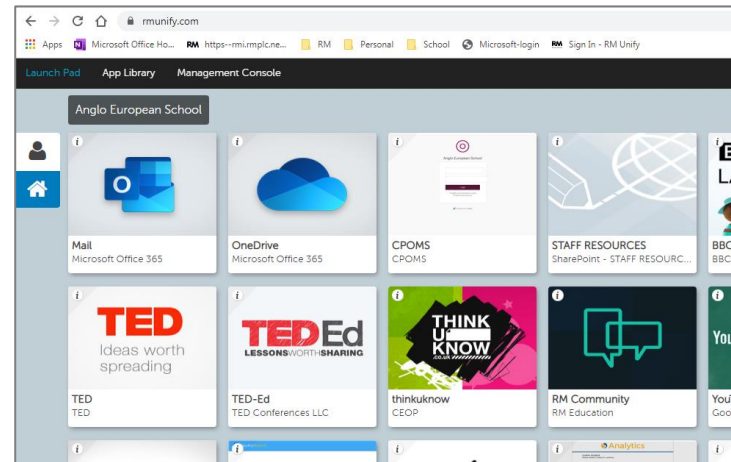
2. Search "RM Unify" and click RM Unify Sign In from the result



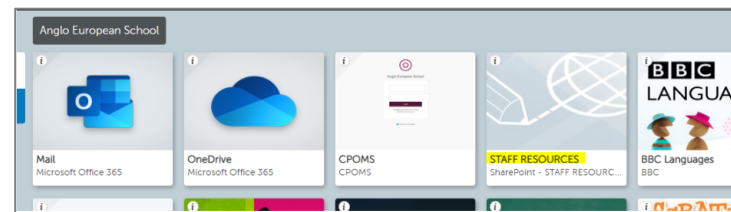
3. Enter your email address (including @aessex.co.uk) and password



4. The school Launch Pad is open

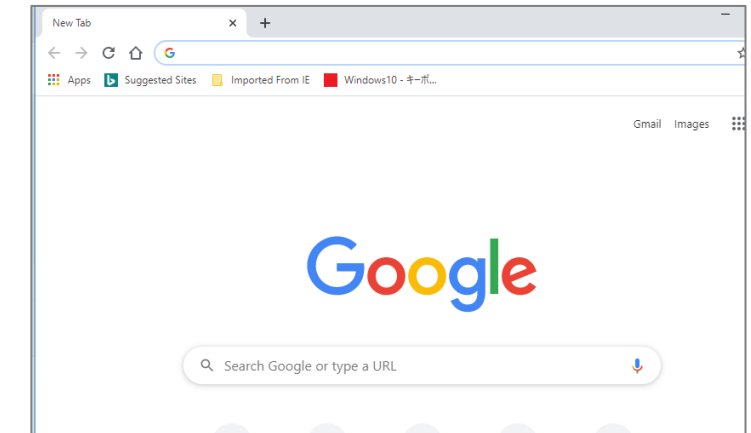


5. Click Mail, OneDrive Tile

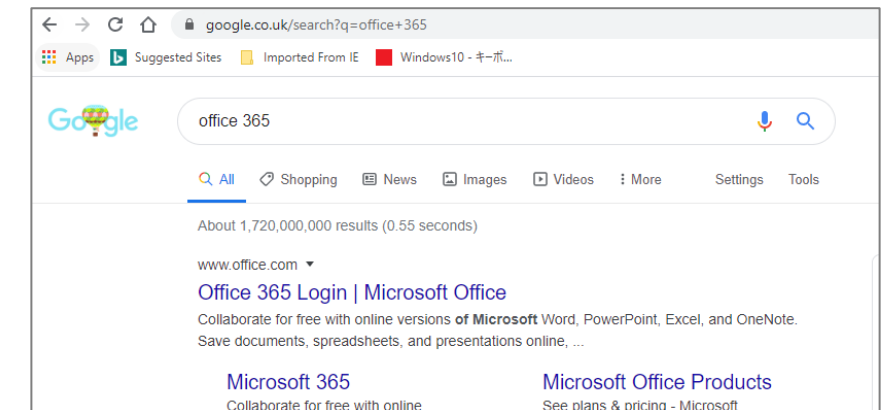


## <From O365>

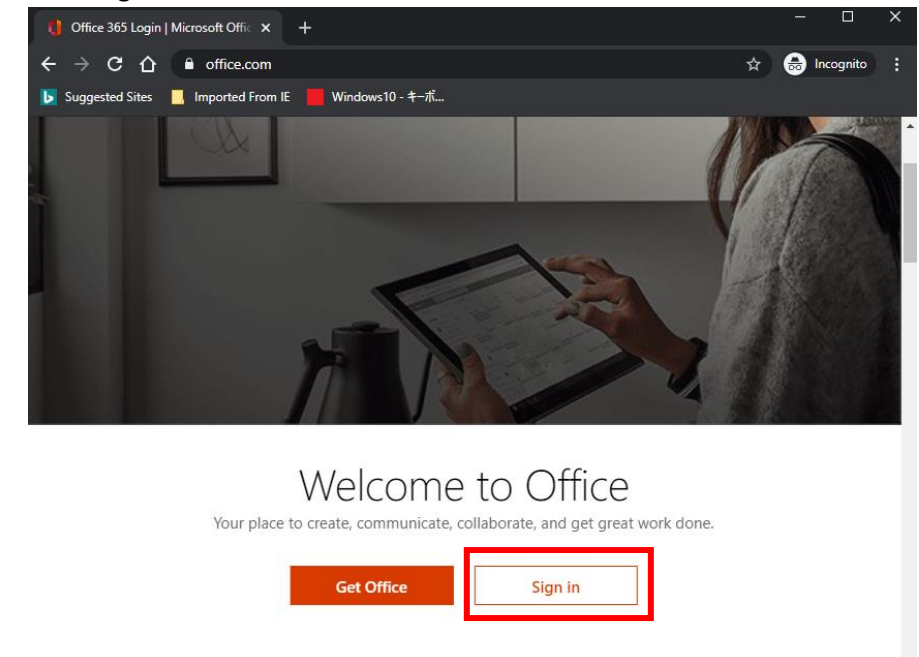
1. Open Internet Browser such as Internet Explorer, Google Chrome



2. Search "Office 365" and click Office 365 Login from the result

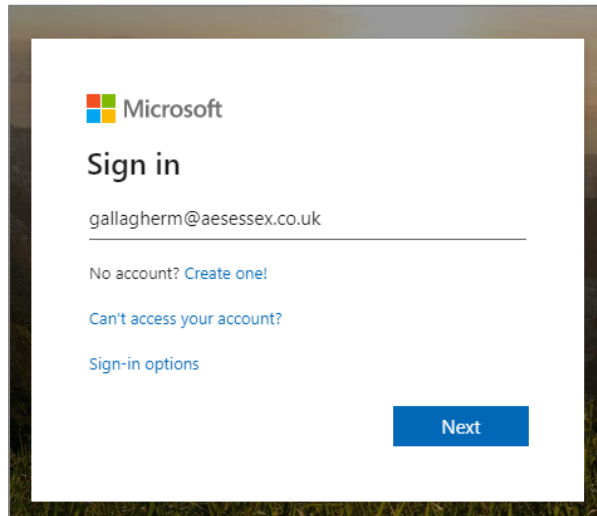


3. Click Sign-in



## How to Access Mail, OneDrive for Business from Home

4. Enter your email address and click "Next"



The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "gallagherm@aessessex.co.uk". Below the input field, there are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right, there is a blue button labeled "Next".

5. Enter the password and click "Sign in"



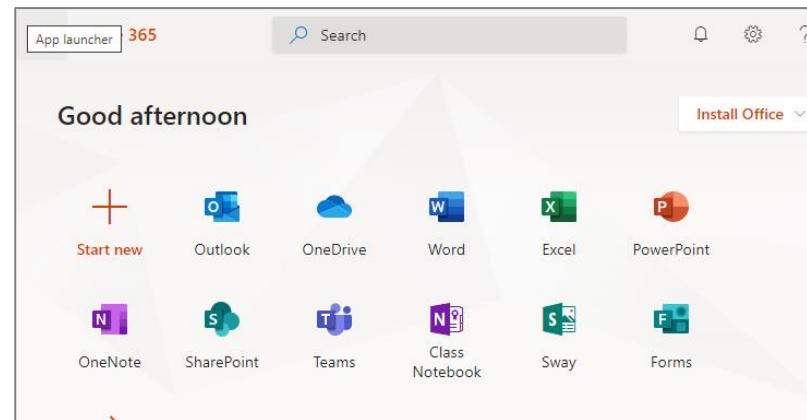
The image shows the RM Unify sign-in page. At the top, the logo "RM Unify" is displayed with the tagline "Your Launch Pad to the Cloud". Below the logo, the text "Sign In" is centered. There are two input fields: the first contains the email address "gallagherm@aessessex.co.uk" and the second contains a masked password "....." with an eye icon to its right. Below the password field is a checkbox labeled "Remember my username". At the bottom, there is a large blue button labeled "Sign in". Below the button, there are two links: "Forgotten your password?" and "Find out about RM Unify".

### **If you can't sign-in O365**

Please make sure your username shows correctly (your email address including @aessessex.co.uk)

If you are signing in O365 with the different account, please make sure you need to sign out and re-open the browser before you sign in O365 with the school account. (Or use the different browser)

6. Office 365 open as below,



Click the application that you would like to access

