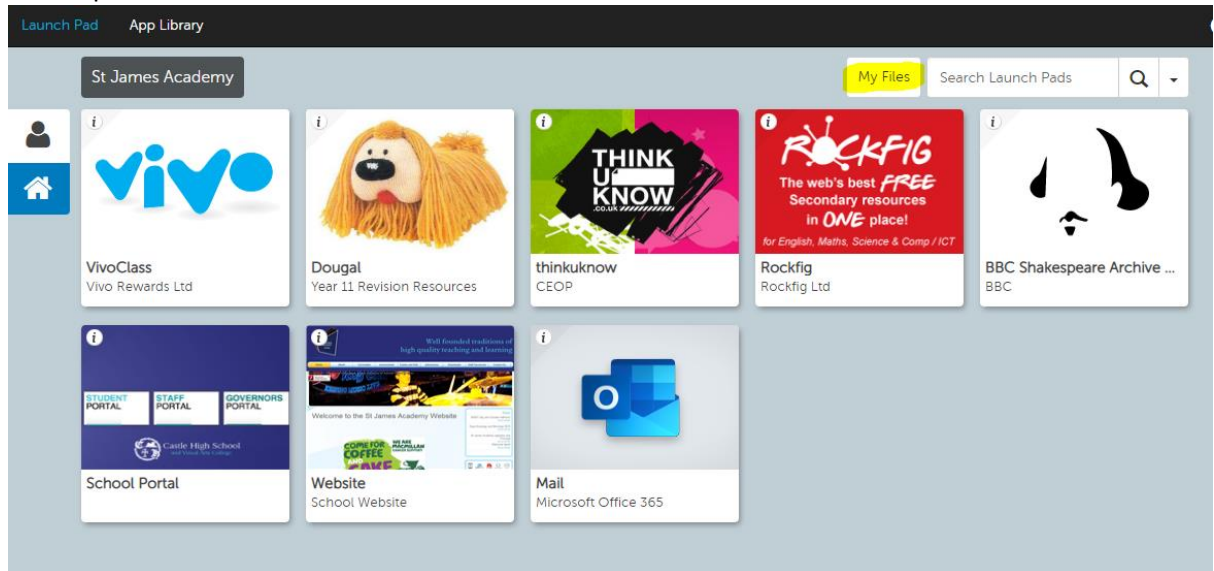


Student access to Office 365 apps via RM Launchpad

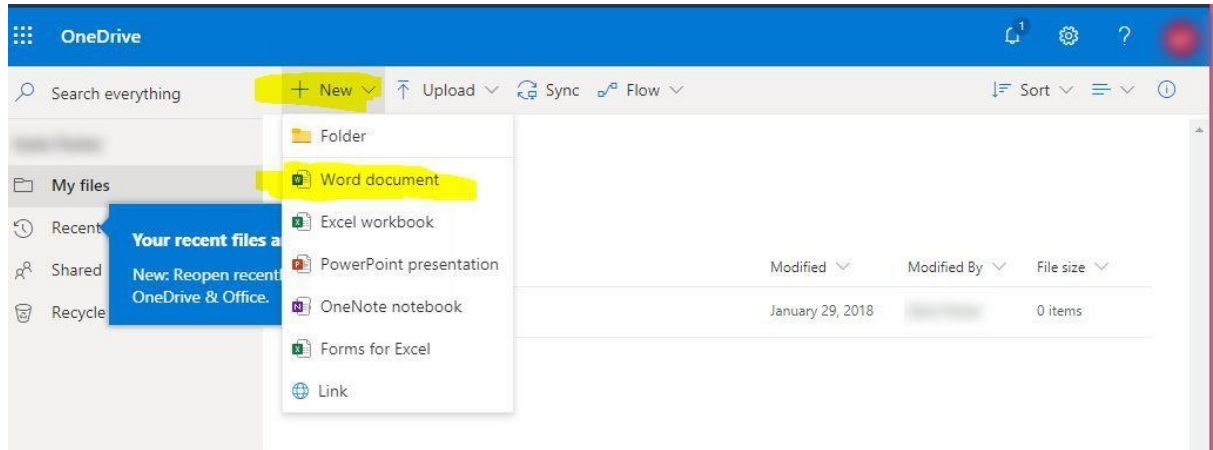
Purpose

To advise students how to access the Office 365 apps via RM Launchpad that are available by using their St James Academy account.

1. Load the RM Unify website either by visiting www.rmunify.com or by clicking on the links on the school website of www.stjamesacademy.org.uk
2. Login to RM Unify using your St James Academy school account username and password. This is the one ending in @stjamesacademy.org.uk.
3. The RM Launchpad will appear. Click the "My Files" button as highlighted on the top-right of the Launchpad area.



4. Click Yes to any prompts for your account to continue the login to Microsoft and the Window appears as shown below.



5. If you click the "New" menu as highlighted in the screenshot above, you will have access to the Office 365 Apps (Word, Excel and PowerPoint) which are the online versions of Word, Excel and PowerPoint apps.

You can use the online versions of these apps to be able to complete any assignments from your teacher.

Any work created in the online versions of these apps are saved in your "OneDrive" account.

Please visit this website for more information <https://support.microsoft.com/en-gb/office/get-started-with-office-for-the-web-in-office-365-5622c7c9-721d-4b3d-8cb9-a7276c2470e5?ui=en-us&rs=en-gb&ad=gb>