

No Office Software? No Problem!

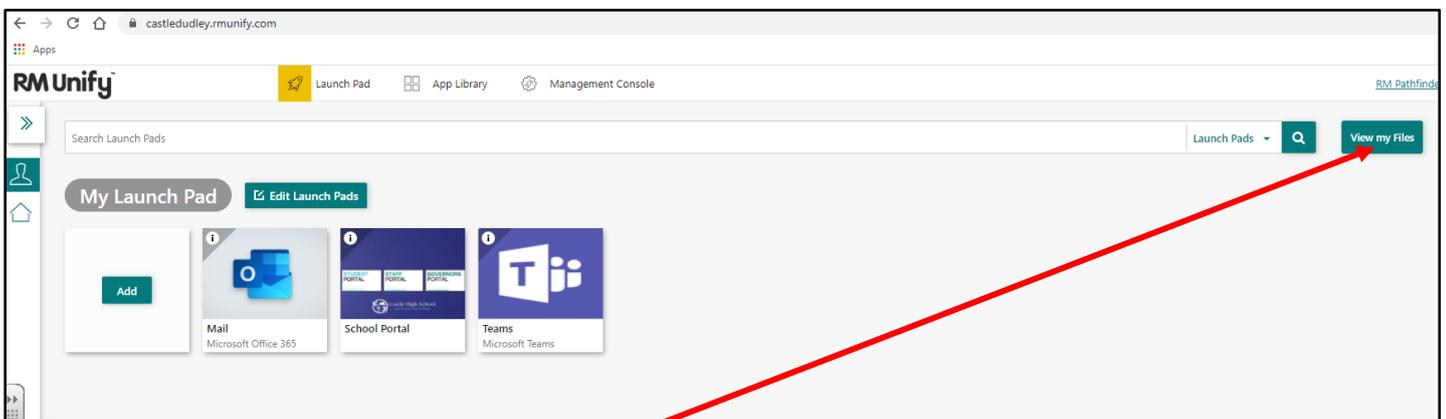


Dudley Academies Trust invest heavily in our IT services and, as part of this investment, have ensured **every** learner has access to Microsoft Office (Word, PowerPoint, Excel etc.).

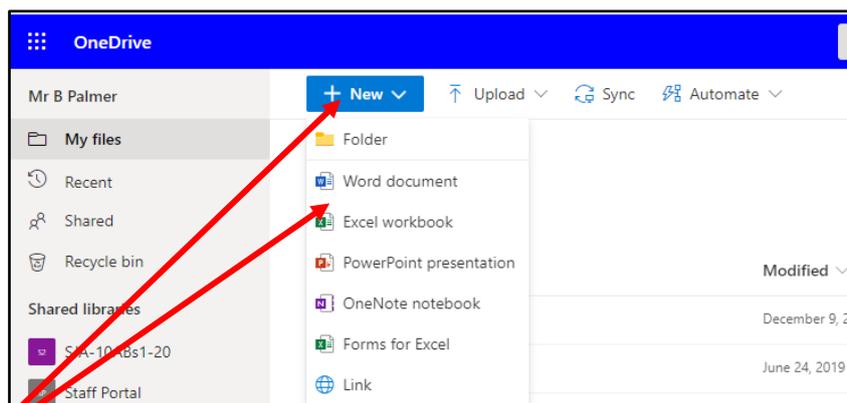
This is now more useful than ever before to enable learners to access distance learning and work independently when at home.

To access Microsoft Office online:

1. On the Internet, visit **castledudley.rmunify.com** – this is the same website you use to access your school email and Teams, so it should be familiar to all learners by now.
2. Log in using your school email address and school password. Your email should be on page 19 of your planner (it's your school computer username ending with @stjamesacademy.org.uk).
3. This should take you to a screen similar to that shown below (if asked to log in again, use the same details as previously entered).

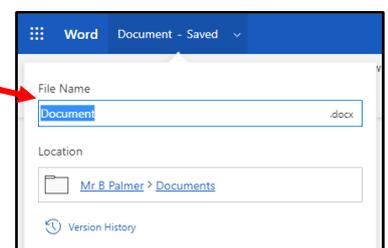


4. To get to Office, click on **View my Files** button from the top menu.



5. Click on **New** from the menu near the top and select the type of file you'd like to create.

6. Office online automatically saves your work, so there's less risk of you losing what you've produced. If you want to give it a file name, just click in the top left hand corner where it says 'saved' and change the file name.



7. You can access this piece of work in future by going back to castledudley.rmunify.com, logging in and then clicking View my Files.