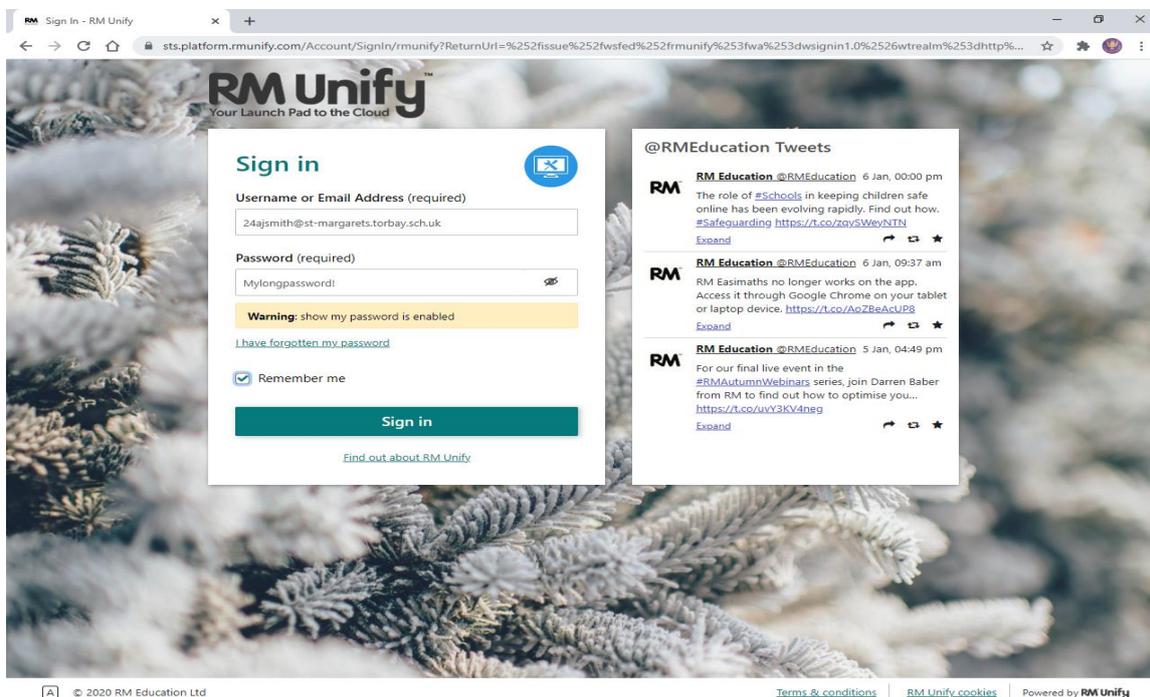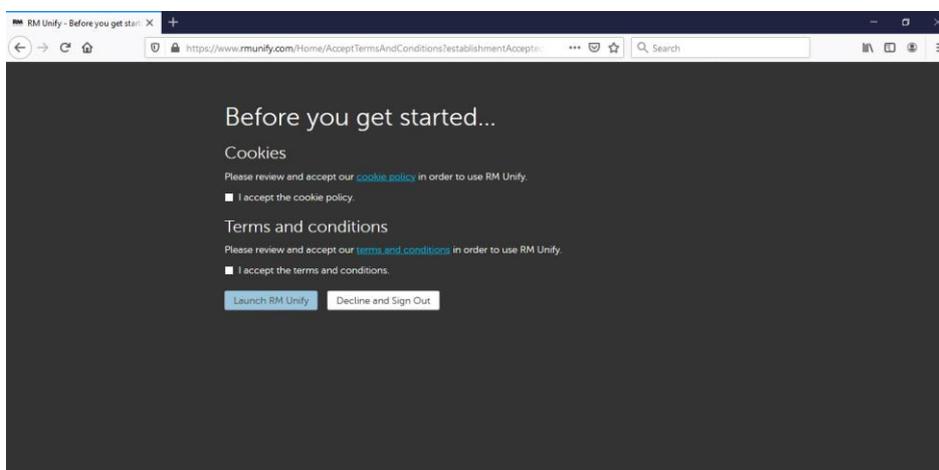# How to login to RM Unify and google apps

- You must always login to RM Unify before you can use programs like google classroom.
- Open an internet web browser such as Google Chrome on a PC, or Safari on an Apple iPad.
- Type **rmunify.com** in the address bar at the top and press Enter or click Go.



- At the RM Unify login page, enter your long school email address in the first box such as 24ajsmith@st-margarets.torbay.sch.uk and then your school password in the second box.
- You can check if your password is spelt right by clicking on the eye icon to show it.
- Tick the box **Remember my username** and usually you won't have to enter it again.
- Now click Sign in.  Do not save the password if asked.
- If your username or password is incorrect and you need help, in school ask your teacher.  If you are at home, ask your parent or other adult who looks after you, to email ithelp@st-margarets.torbay.sch.uk using the email address the school already has for them.
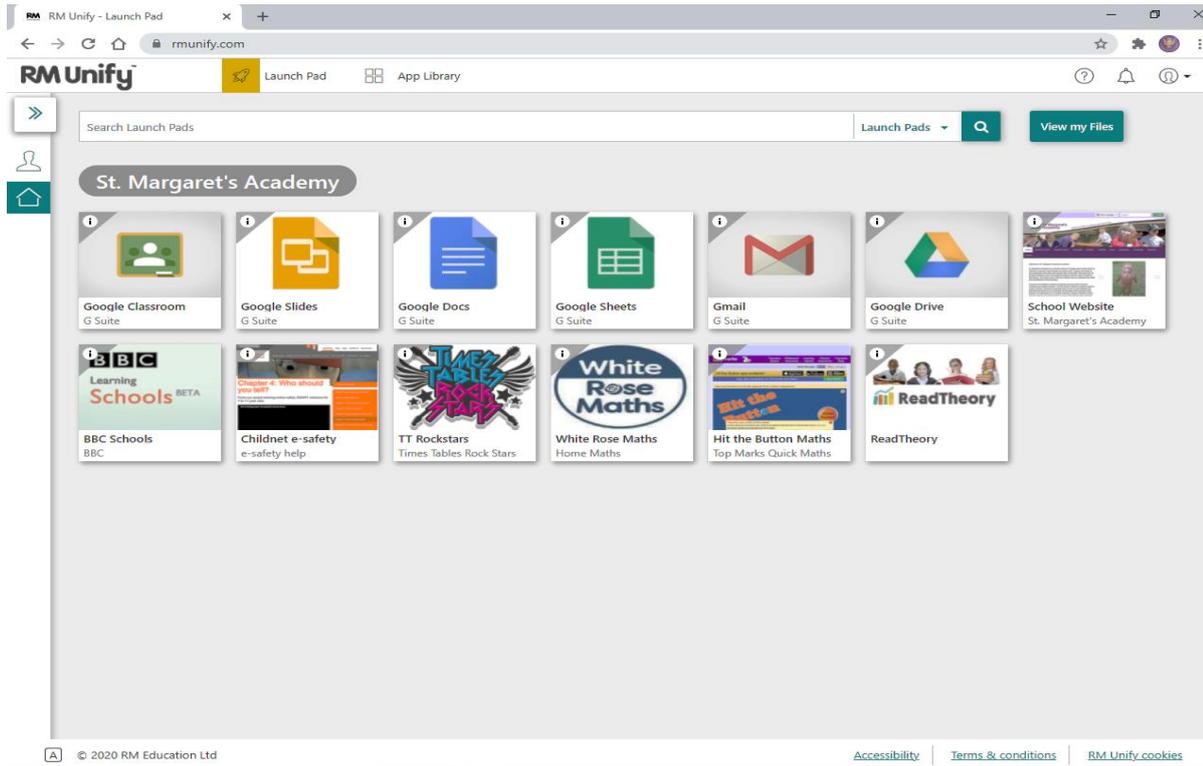- You cannot change your own password.



- The first time you login to RM Unify you will need to click on the 2 boxes to accept the terms and conditions and then click **Launch RM Unify**

# How to login to RM Unify and google apps

This is the main RM Unify home page



- At the RM Unify home page you will see tiles for apps, such as Google Classroom. Your teacher will tell you what to use. Only open apps from inside RM Unify.

- When you have finished, log out of RM Unify by clicking on the person icon in the top right and clicking Sign Out.

- Google Email can only be used to send or receive emails from other St. Margaret's email addresses.

- You must use the internet and email sensibly and respect others.

- If you see something on the internet or email that makes you feel uncomfortable, tell a teacher or suitable adult.

- All use is logged and we may stop you using it if you break the Acceptable Use Policy. Keep your password safe.

- If you are having problems, using a different web browser such as Mozilla Firefox or Microsoft Edge may help.

- If another google account is already logged in to a web page, you may need to logout first (look in the top right corner.)

- If possible, only use a web browser such as Safari, Google Chrome, Firefox or Edge. If you try opening apps directly or add your school account to an iPad or other tablet it may cause problems.

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