Using your internet browser, search for RMUnify:



You should then see this screen:

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r	na Dana Salahan Sa	er

To login in, you need your school username and school password (the one you login to the computers at school with)

Like this:

YOURNAME@appleton.hull.sch.uk

Your password

You should then be directed to this screen, just like when you login to the internet at school!



Click on the Mail icon on this screen. You will be taken to your email inbox. Click on the square in the corner of the green bar. A drop down menu will appear. Click on Teams





As it loads, Teams may show a screen like this. Using the **web app** is preferable.

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Once you are on Teams, look for our class – it has a pencil picture! Once inside the class, click on the assignments tab. This is where your tasks will be.

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Each assignment will have a set of instructions.

You can add your work by clicking **Add work** underneath the assignment. This will give you the option to use a word / powerpoint / excel document or to upload another document from your device. If you are using the web app all work will save automatically as you complete it.

Remember to close your work and then click the purple hand in button to send it to your teacher.

Teams can also be downloaded as an app on mobile devices.

Please use your school email and password (see above) to login.