

Login to Office 365 using a web browser

Note: It is recommended to use Google Chrome

1. Click this link to view your emails in a web browser <https://login.microsoftonline.com>. This link is also in the Start menu of a school computer...Start > All Programs > Email, and on the [school website "Links" page](#).
2. Enter your full email address and click **Sign In** (you do not need to enter your password on this screen), you will be forwarded to the RM Unify login page:



Work or school account

username@woodlandsschool.essex.sch.uk

Password

Keep me signed in

Sign in Back

3. Enter your username (not your full email address) and password and then click **Sign In**:



RM Unify
Your Launch Pad to the Cloud

Sign In

Username or Email Address

username @woodlandsschool

Password

Remember my username

Sign in

[Forgotten your password?](#)

4. You will be prompted to select a language and time zone; ensure you select English (United Kingdom) and (UTC 00:00) Dublin, Edinburgh, London. The next time you login you won't have to set a language/time
5. Click Save.

- Once you have reached the Office 365 page you will have the option to click on the Mail icon to open your emails:

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- Your Mail inbox will now be displayed.
- You can navigate between your Mail, Word and other apps by clicking on the squares in the top-left corner:



- To log out, click on the profile icon in the top-right and then click Sign Out:

