

How to log on to RM Unify and Microsoft Teams

To log onto online learning if your child's bubble is not at school you will need their school username and password and their school email address. These are stuck into the front of their homework diaries. Online learning is new for all of us and we hope these notes will help.

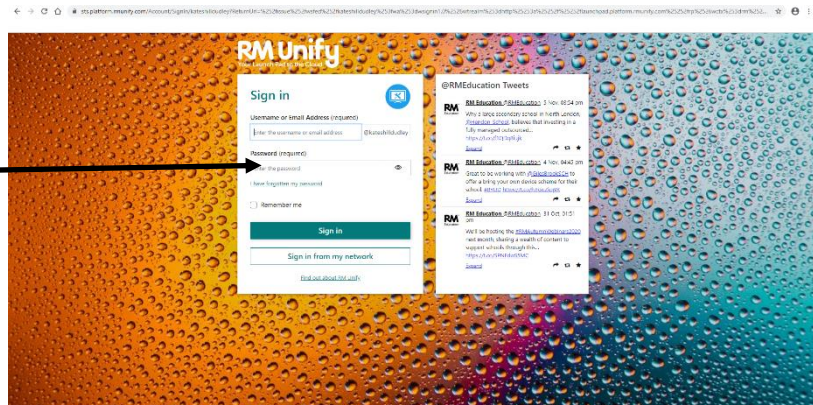
Your child's year group teacher can be contacted on the email specific to your child year group address which is year1@kates-hill.dudley.sch.uk so Year 6 would be year6@kates-hill.dudley.sch.uk

1. Go to the school website www.kates-hill.dudley.sch.uk



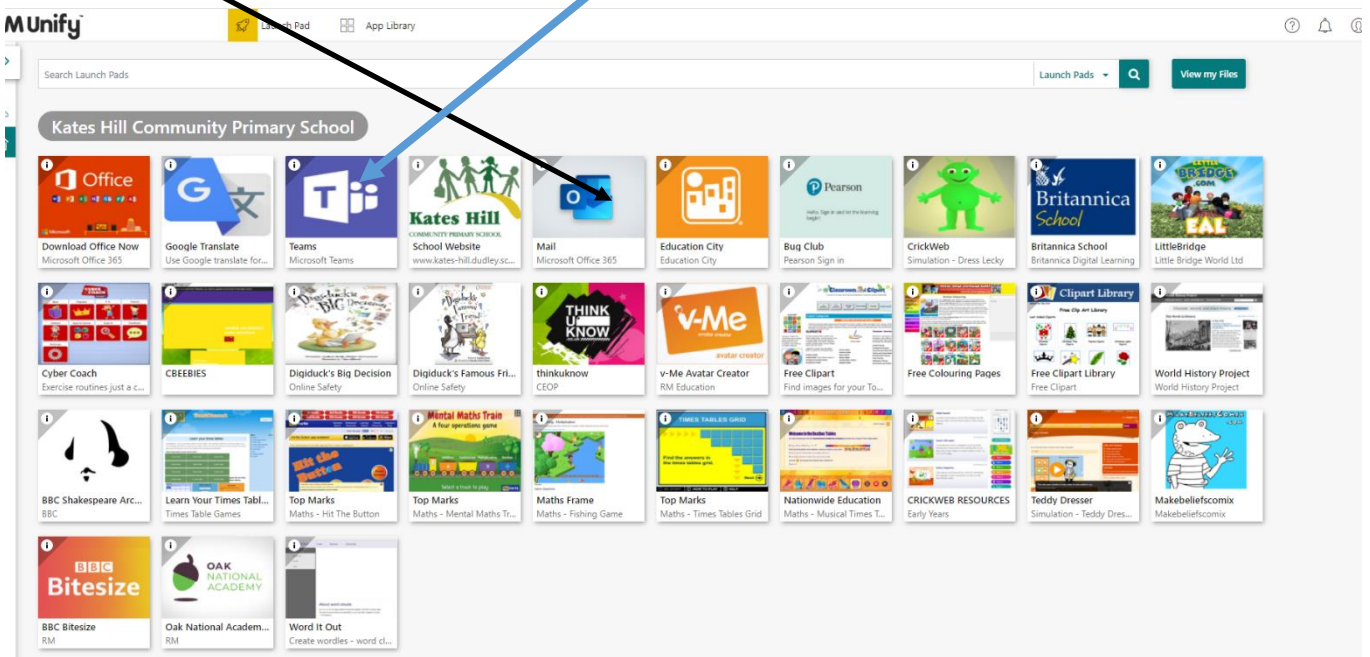
2. Click on the link to RM Unify in the top right hand corner. It looks like two little circles joined together.

Use your school username and password to log in here



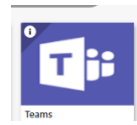
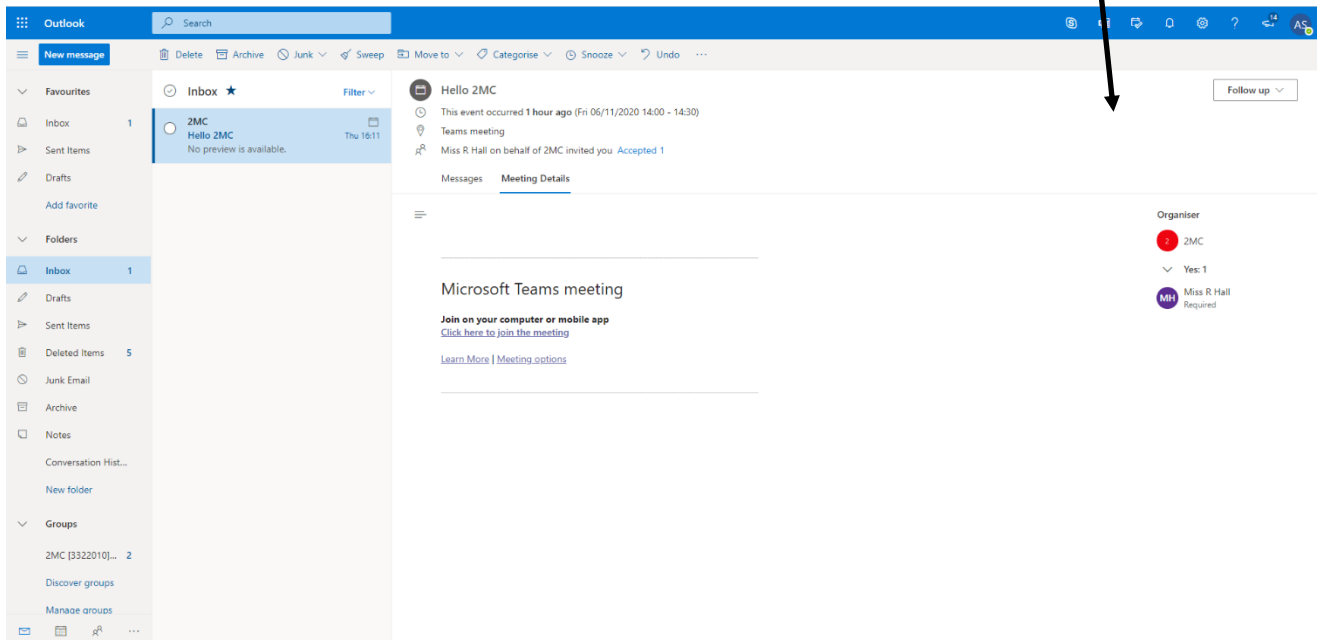
3. Email

Microsoft Teams

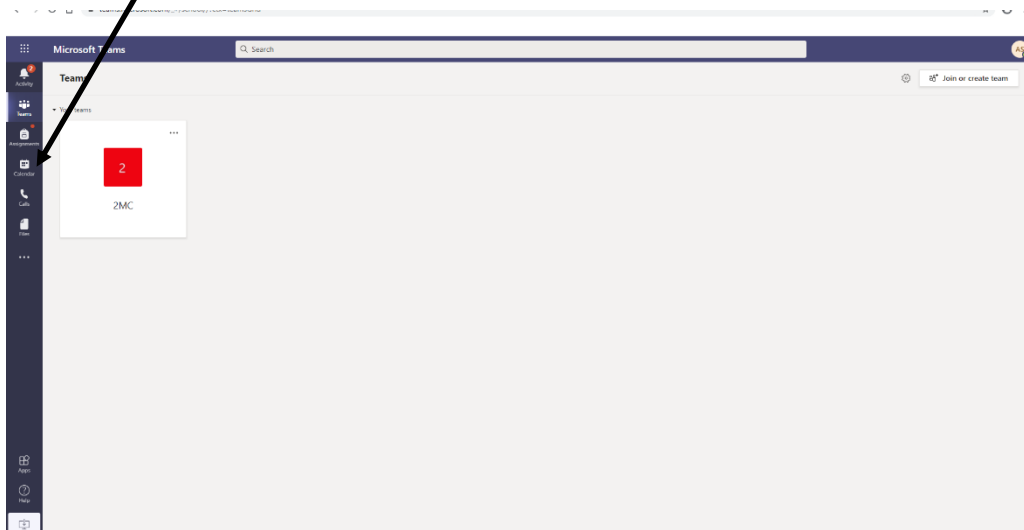


4. Check your emails once a day. Your child will have received an email inviting them to a lesson. Open the email and answer 'yes.' Yes should be here.

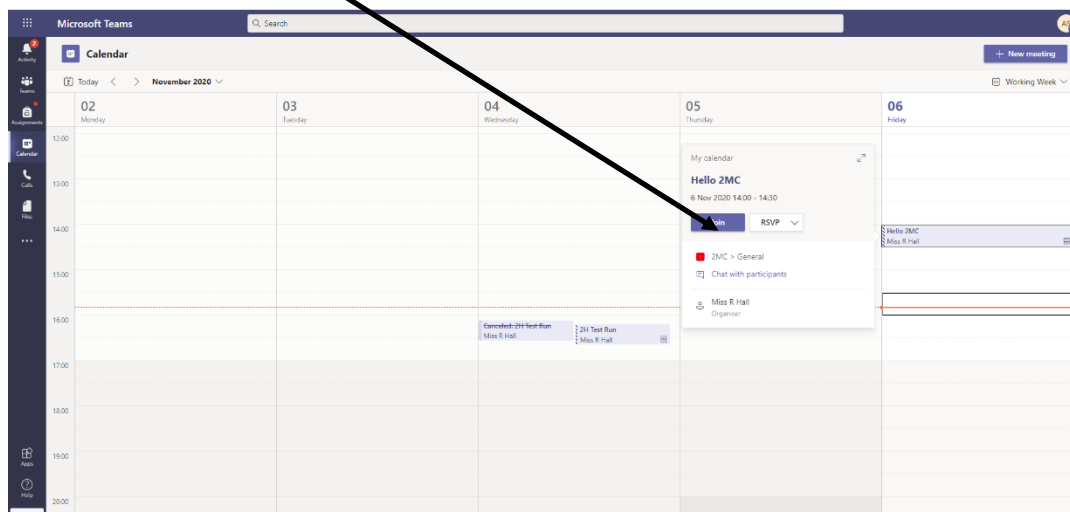
5. Just before the lesson, log into RM unify and click the Microsoft Teams tile.



6. Click onto the calendar.



7. Click on the lesson for today. Click 'join.'



8. When you click 'join' you should be able to see yourself and hear your teacher. So that everyone can hear us, please turn off your camera and mute yourself. You are now in an online lesson!

