

Bidwell Brook - How to access the new email system

Bidwell Brook RM Easyemail will close on Tuesday 7th Feb at 4pm

ONLY START USING THIS GUIDE AFTER 4PM ON TUESDAY 7TH FEB.

IMPORTANT INFORMATION REGARDING YOUR BIDWELL EMAIL ACCOUNT: IN ORDER TO ACCESS YOUR NEW EMAIL SYSTEM **YOU MUST READ AND FOLLOW THE INSTRUCTIONS BELOW.**

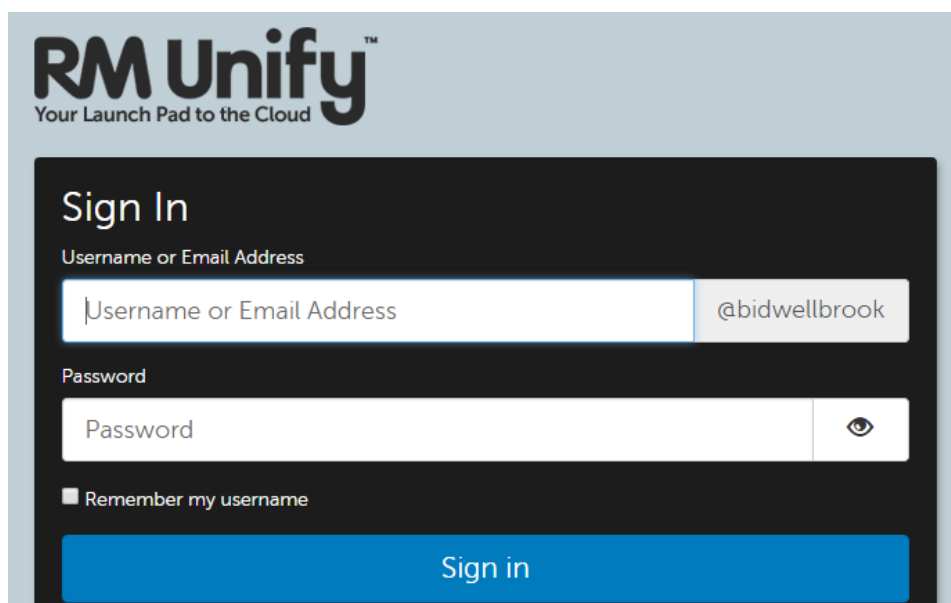
Your Email has now moved to our new O365 service which is accessed through something called RM Unify – all Bidwell based staff now have a RM Unify account to access email.

(1) Q: How do I access my Email through my RM Unify account?

To access your new email system you need to first Sign In to your new RM Unify account using any of the following three methods:

- | | |
|-------------------------|---|
| • In school: | Click on the RM Unify logo on the front page of the school intranet |
| • Out of School: | Visit our school website and go to: Information >> Staff >> RM Unify |
| • Web Address: | https://bidwellbrook.rmunify.com |

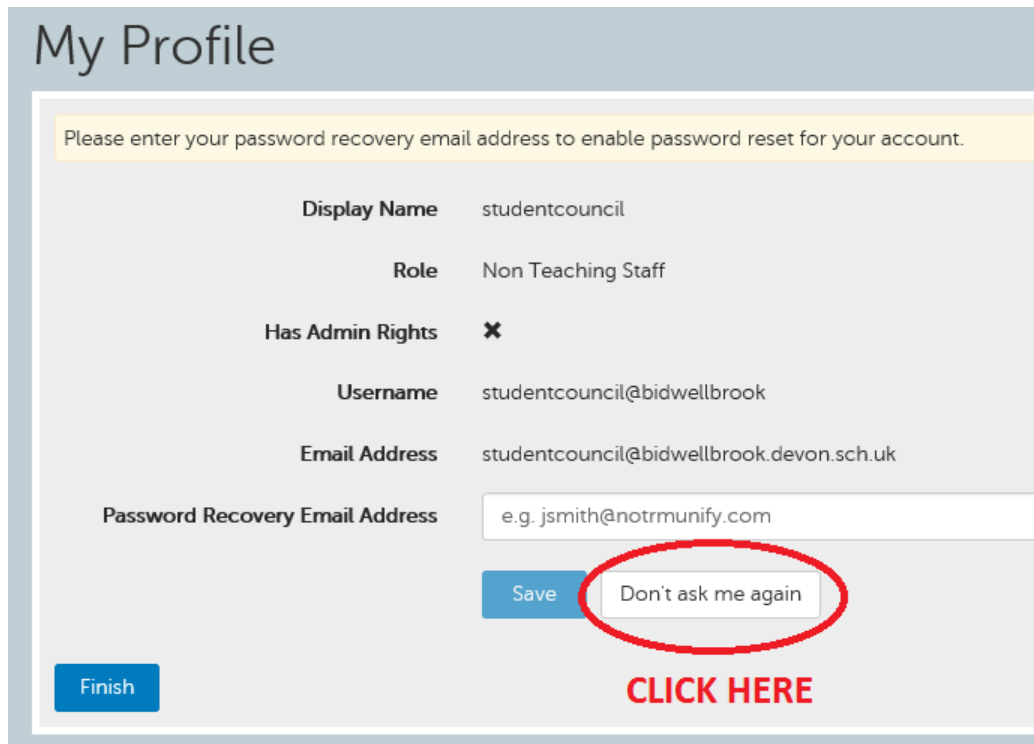
At the Sign In page (see below) enter your ‘**Username or Email Address**’ then your **Password**. (TIP: Your username is the first part of your email address without the ‘@bidwellbrook.devon.sch.uk’ part). **CLASS BASED STAFF – YOUR EMAIL PASSWORD IS NOW SYNCHRONISED SO IT IS THE SAME AS YOUR SCHOOL COMPUTER PASSWORD.** TAs - if you have missed my previous communications and don’t know your login details then you’ll need to see me (Danny). I will be holding drop in sessions in the ICT suite (max 14 people per session) after school from 3:20pm to 4:20pm on Tues 7th, Wed 8th & Thurs 9th Feb and again for the week commencing 20th Feb after the half-term break (not Friday).



The screenshot shows the RM Unify login interface. At the top left is the 'RM Unify' logo with the tagline 'Your Launch Pad to the Cloud'. Below this is a 'Sign In' section. It contains two input fields: 'Username or Email Address' and 'Password'. The 'Username or Email Address' field has a dropdown menu currently showing '@bidwellbrook'. The 'Password' field has a toggle icon (an eye) to the right. Below the password field is a checkbox labeled 'Remember my username'. At the bottom of the sign-in area is a large blue button labeled 'Sign in'.

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(2) – ON YOUR FIRST TIME LOGGING IN you may (or may not) see some of the following screens, if so, CLICK on **‘Don’t ask me again’**. Otherwise continue to step **(3)**.



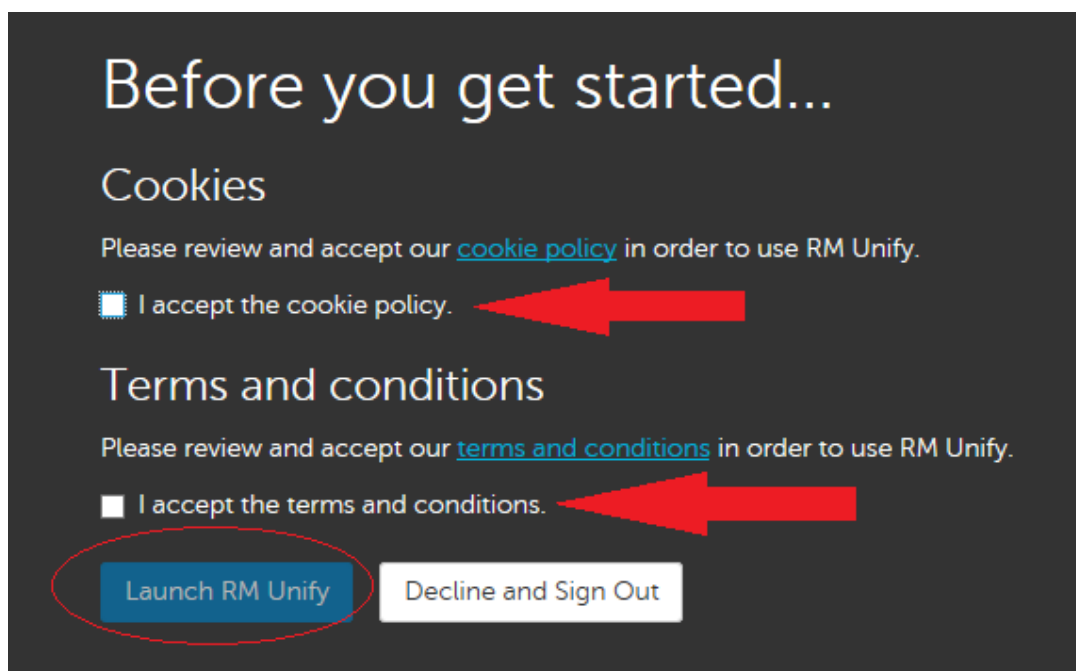
My Profile

Please enter your password recovery email address to enable password reset for your account.

Display Name	studentcouncil
Role	Non Teaching Staff
Has Admin Rights	✘
Username	studentcouncil@bidwellbrook
Email Address	studentcouncil@bidwellbrook.devon.sch.uk
Password Recovery Email Address	<input type="text" value="e.g. jsmith@notrmunify.com"/>

CLICK HERE


NEXT: TICK the boxes and then CLICK **‘Launch RM Unify’**



Before you get started...


Cookies

Please review and accept our [cookie policy](#) in order to use RM Unify.

I accept the cookie policy. 

Terms and conditions

Please review and accept our [terms and conditions](#) in order to use RM Unify.

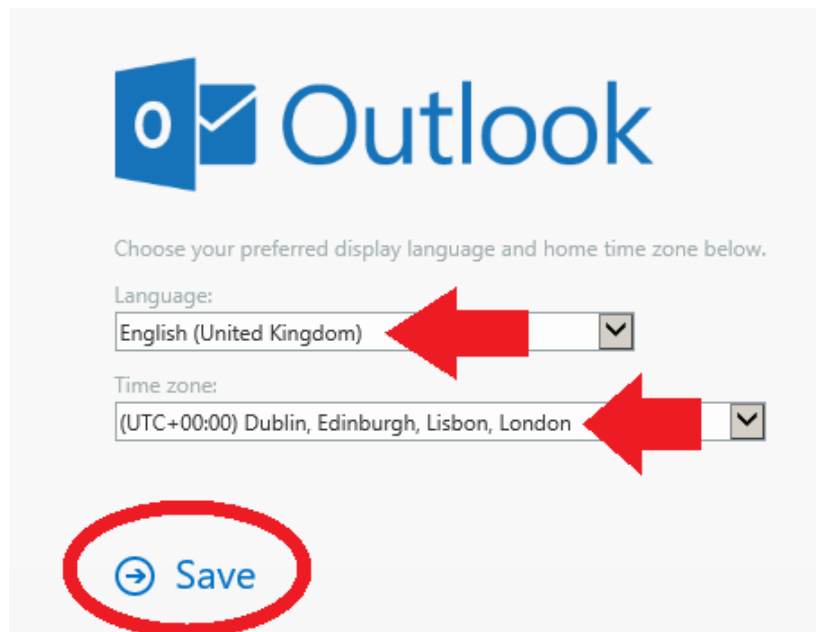
I accept the terms and conditions. 

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(3) TO ACCESS YOUR EMAIL CLICK on the Mail Microsoft Office 365 tile – it will look like below:



(4): YOU MAY (OR MAY NOT) SEE THE FOLLOWING: If you do then you must make sure that you choose the following:

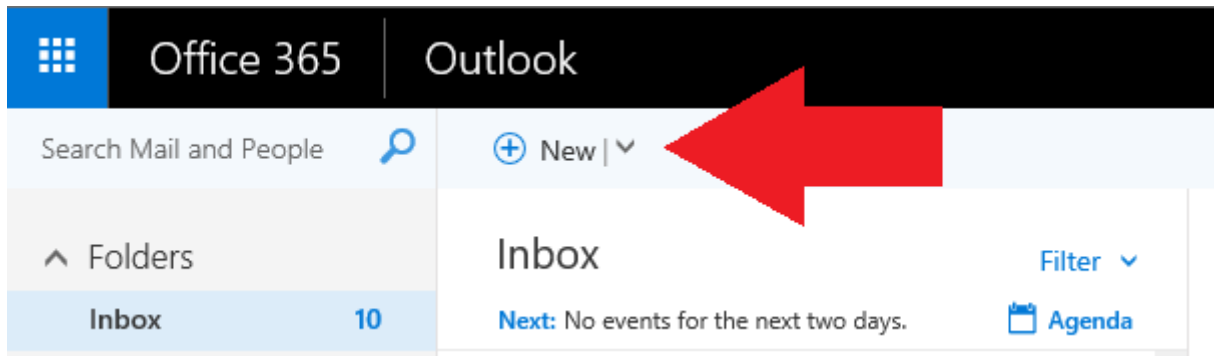


- English (United Kingdom)
- (UTC+00:00) Dublin, Edinburgh, Lisbon, London
- Then CLICK Save

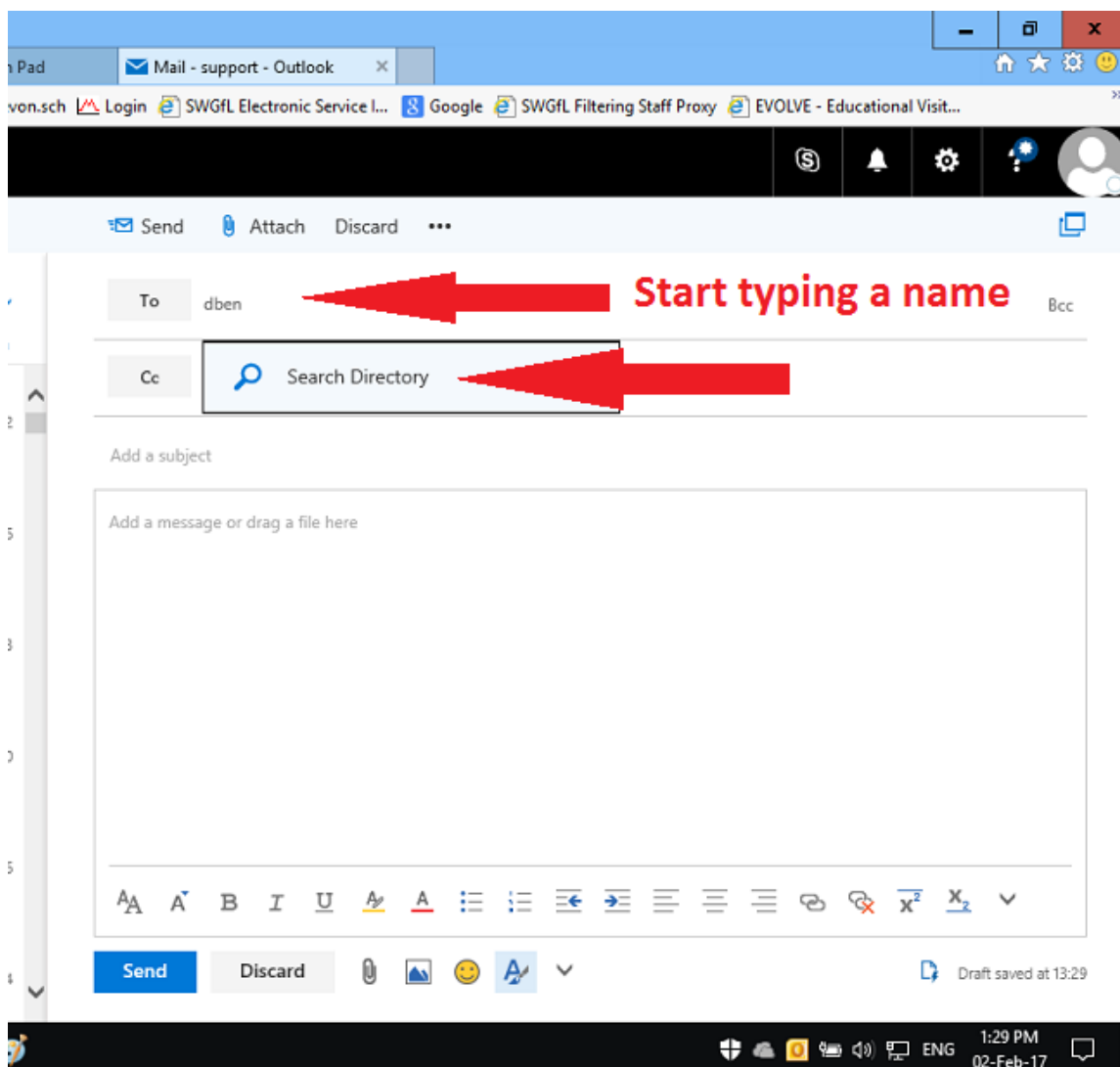
CONGRATULATIONS! You should now be in your new email inbox – you can now read and send emails.

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To send a new email, CLICK New



Then to send an email CLICK in the 'To' field (shown below) and start typing to find a user's email address – if an address isn't found try typing the first couple letters of a name then clicking on 'Search Directory'. **TIP: If you can't find a staff member's email address then look on the school intranet page under the 'EMAIL LISTS' menu.**



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REMEMBER TO SIGN OUT ONCE YOU HAVE FINISHED YOUR SESSION:



**Click here then
click on sign out**

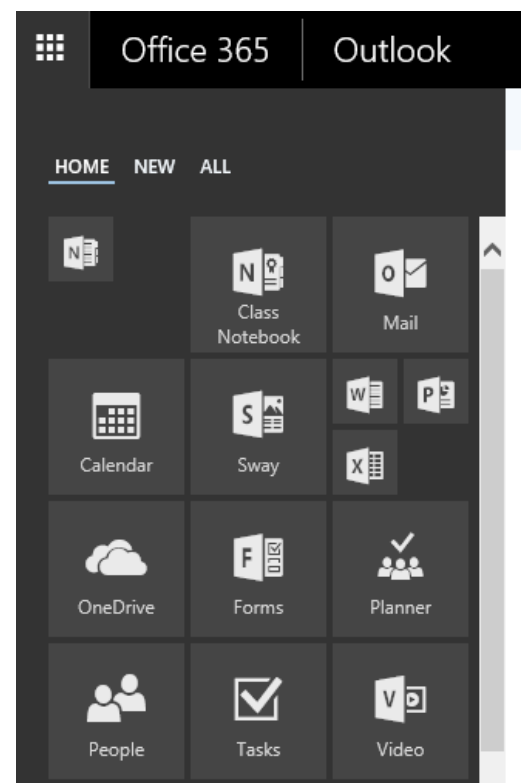
O365 does more than just email and this guide isn't meant to go into great detail in the other areas that O365 offers. As a brief outline, O365 offers the following (Note: these extra features may change in the future depending on federation policies).

When you click on the square of dots (top left in O365) it should present a menu of icons.

Use these icons to access O365 applications such as:

- Word online
- PowerPoint online
- Excel online
- OneDrive

When you click on an icon the page will change to that O365 application. To return to Mail: click on the square of dots again and then click on the Mail icon.



Any problems then let me know!

END