

How to Access Microsoft Teams

Roberts Primary School is trialling the use of Microsoft Teams as a way of children having school work set by remote or online learning. Please find detailed below a set of instructions for how to access Microsoft Teams using RM Unify. Teams can also be directly accessed by searching for "Microsoft Teams".

1

Go to www.rmunity.com



2

Type in your child's school email address. This is their last name followed by the first initial of their first name plus @roberts.dudley.sch.uk

e.g. Kylie Minogue would be `minoguek@roberts.dudley.sch.uk`

3

Add your child's password.

Please make sure you use the correct capital or lower case letters.

This takes you to Roberts Primary School's RM Unify page.



4

All of the tiles are available for you to use free of charge but we would like you to look at the Teams tile. Please click on it.



5

Follow any on screen prompts to stay signed in.

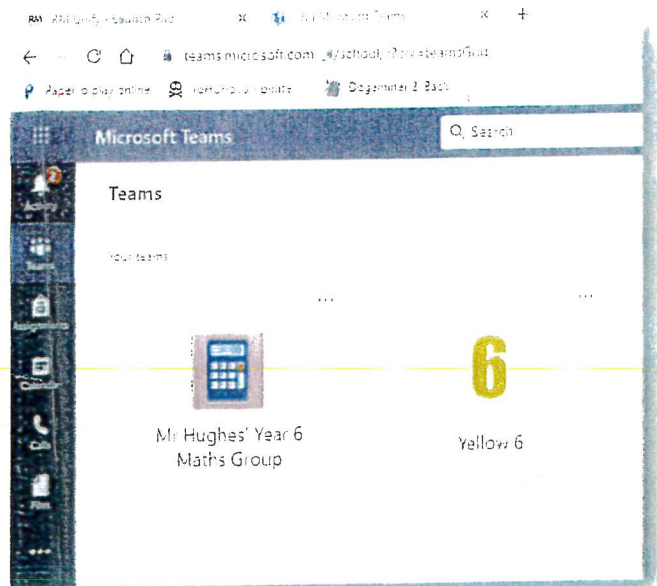
There is an option to download a Microsoft Teams app - you are welcome to do this. You may get an option to see a short tutorial about how Microsoft Teams works.

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6

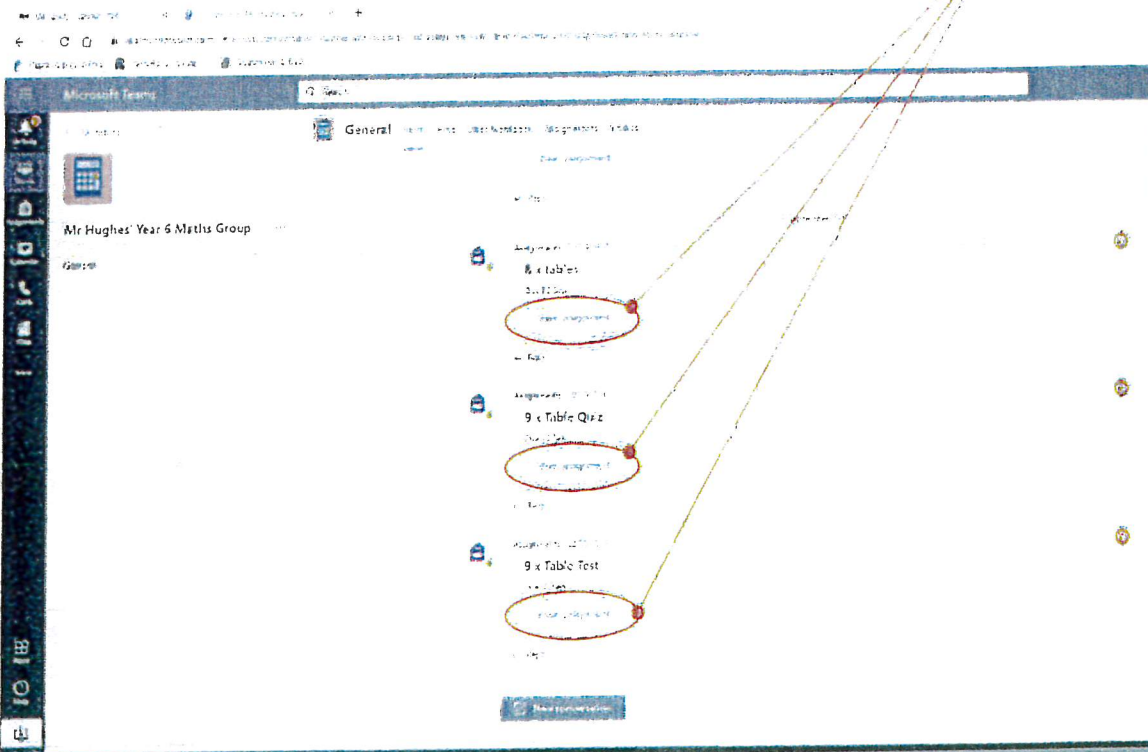
Once you are in Teams, you should be able to see all of the "Teams" that your child belongs to. Depending on their age, this might be just one or three Teams.

In each of these Teams, you will find work that has been set by your child's class teacher specifically for them.



7

To complete some work, please click on "View assignment".



Once finished, click the "submit" button (usually at the bottom of the screen/at the end of the piece of work).

8

Should you have any problems accessing RM Unify or Microsoft Teams, please contact info@roberts.dudley.sch.uk