

# Microsoft Office

1. Open a Web Browser and type the following into the search bar:



<https://www.rmunify.com>

2. Type in your username with “@neale-wade.org” and then the same password you use to login to the computer. After this has been done press sign in.

## Sign In

  
   
 Remember my username

3. Click on the Mail/ Outlook icon on RM Unify.

The screenshot displays the RM Unify dashboard for user Neale Wade. At the top left, there is a dark grey box with the name "Neale Wade". Below this, on the left side, are two navigation buttons: a white button with a black person icon and a blue button with a white house icon. The main area contains three application tiles, each with an information icon (i) in the top left corner. The first tile, "Mail", features the Microsoft Office 365 logo and is highlighted with a red border. The second tile, "Foldr", shows a folder icon with the text "Free your files". The third tile, "GO4SCHOOLS", displays the "GO" logo and the text "4 SCHOOLS" and "Staff Login".

Neale Wade

Mail  
Microsoft Office 365

Foldr  
Free your files

GO  
4 SCHOOLS  
GO4Schools  
Staff Login

4. After signing into Outlook click the Apps Launcher in the top left corner of the Webpage.



5. Choose the Application that you want to use in this example Microsoft Word has been used.

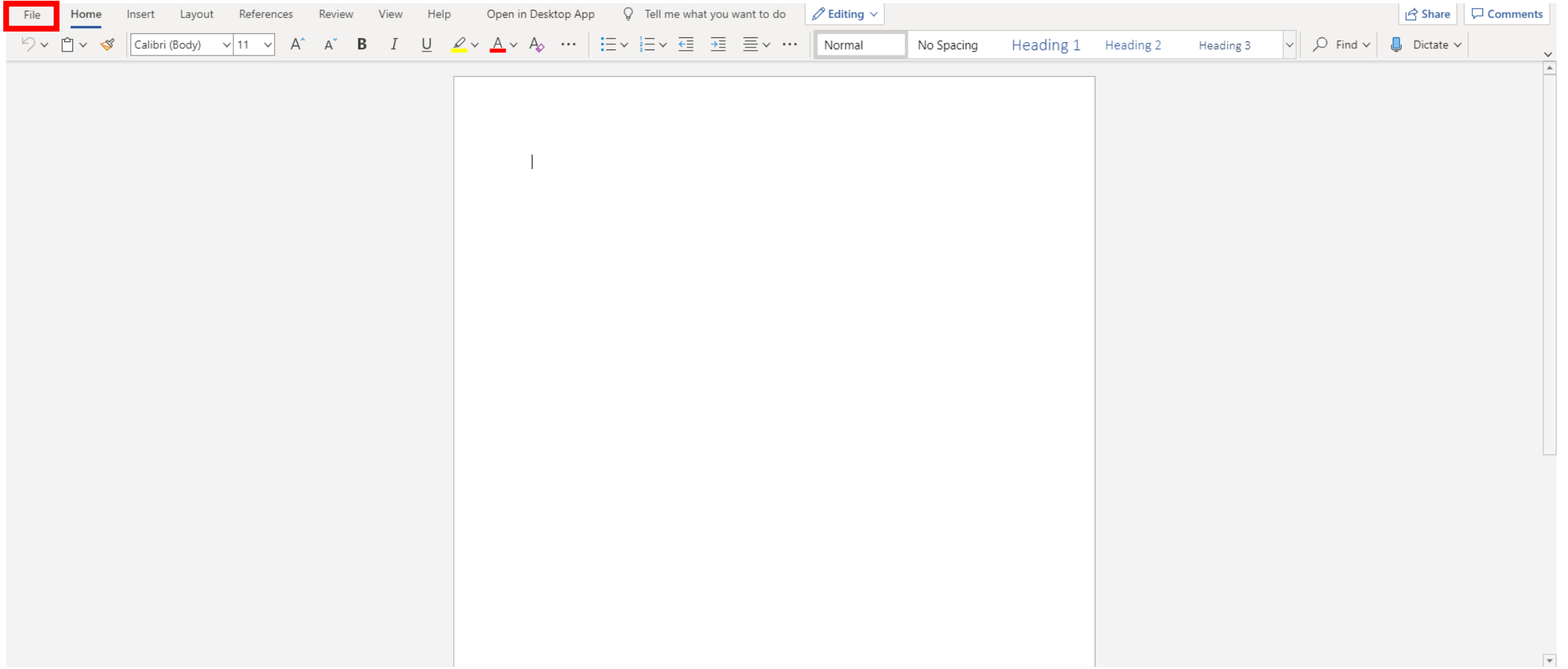
The image shows the Office 365 app launcher interface. At the top left is a grid icon, and at the top right is the text "Office 365" with a right-pointing arrow. Below this is the heading "Apps". A list of application icons and names is displayed in two columns. The "Word" application, represented by a blue icon with a white 'W', is highlighted with a red rectangular border. Other applications include Outlook, OneDrive, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, and Forms. At the bottom of the list is the text "All apps" with a right-pointing arrow.

Application	Icon
Outlook	Blue envelope icon
Word	Blue 'W' icon
PowerPoint	Orange 'P' icon
SharePoint	Teal 'S' icon
Class Notebook	Purple 'N' icon with a notepad
Forms	Teal 'F' icon
OneDrive	Blue cloud icon
Excel	Green 'X' icon
OneNote	Purple 'N' icon
Teams	Blue 'T' icon with people
Sway	Teal 'S' icon with a document

6. To create a new Document choose New blank document.

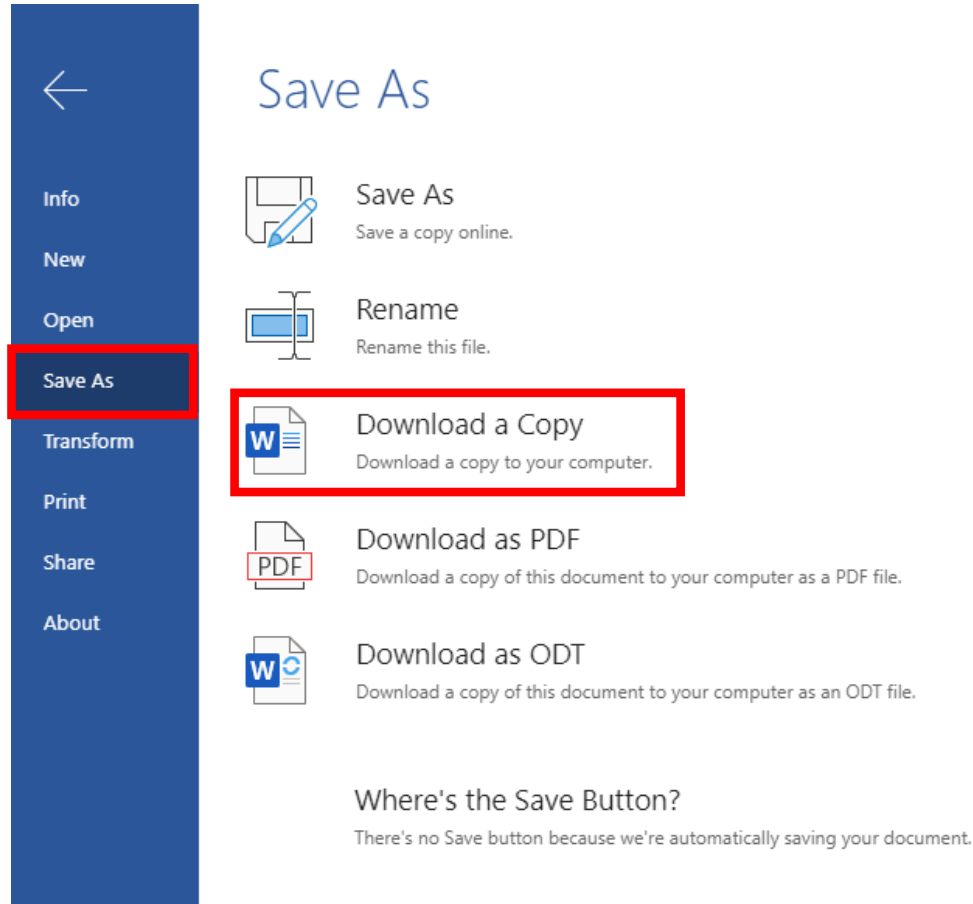
The screenshot shows the Microsoft Word interface for creating a new document. At the top, there is a blue header bar with the 'Word' logo on the left and a search bar on the right. Below the header, the main area is titled 'New' and displays several document templates. The first template, 'New blank document', is highlighted with a red rectangular border. It features a white square icon with a blue plus sign. Other templates include 'General notes', 'Open house flyer', 'Bold monogram resume', '5-day trip planner', and 'Report'. In the top right corner of the main area, it says 'New documents saved to: OneDrive' and 'Hide templates ^'. At the bottom right, there is a link for 'More templates →'.

## 7. Edit the document.



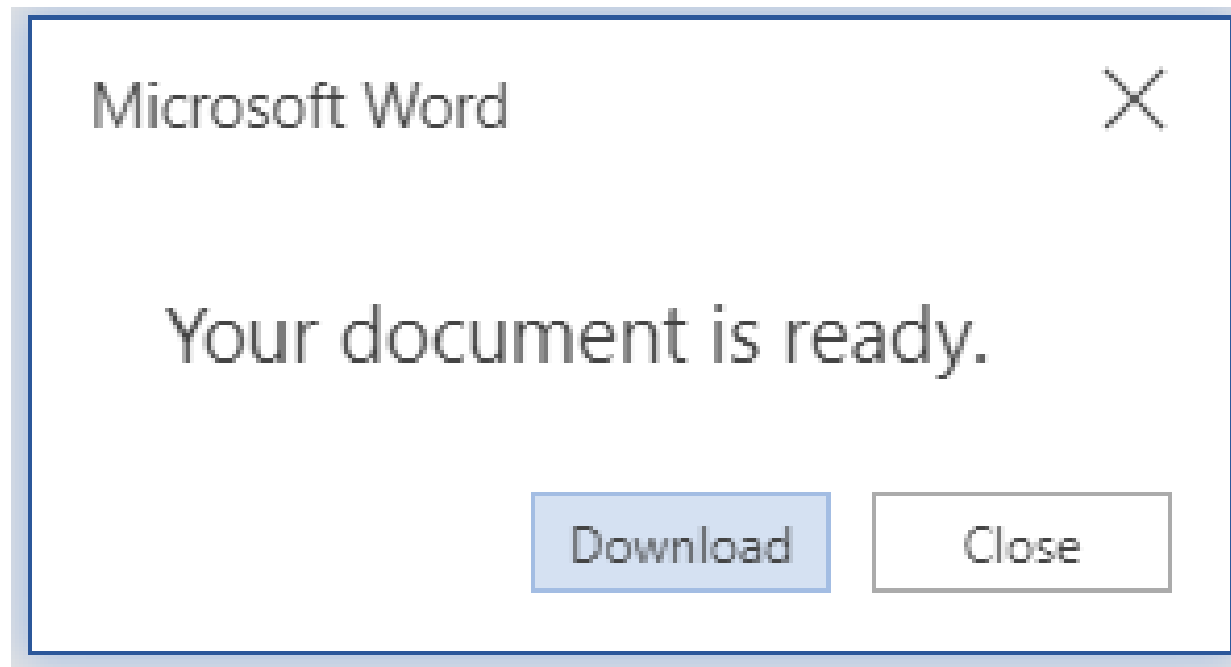
The image shows the Microsoft Word ribbon interface. The 'File' tab is highlighted with a red box. The ribbon includes the following tabs: File, Home, Insert, Layout, References, Review, View, Help, Open in Desktop App, Tell me what you want to do, Editing, Share, and Comments. The 'Home' tab is currently active, displaying font settings (Calibri (Body), 11), paragraph alignment options (Normal, No Spacing, Heading 1, Heading 2, Heading 3), and a search bar (Find) and dictation tool (Dictate). The main document area is blank, with a vertical cursor line visible on the left side.

8. When finished working on the document click File > Save as > Download a Copy. This will save the document into your downloads.

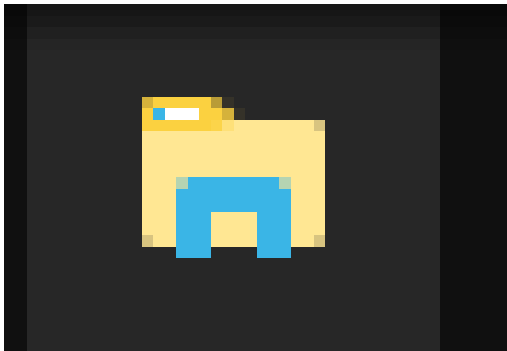











9. Click Download and this will save the document into your downloads.



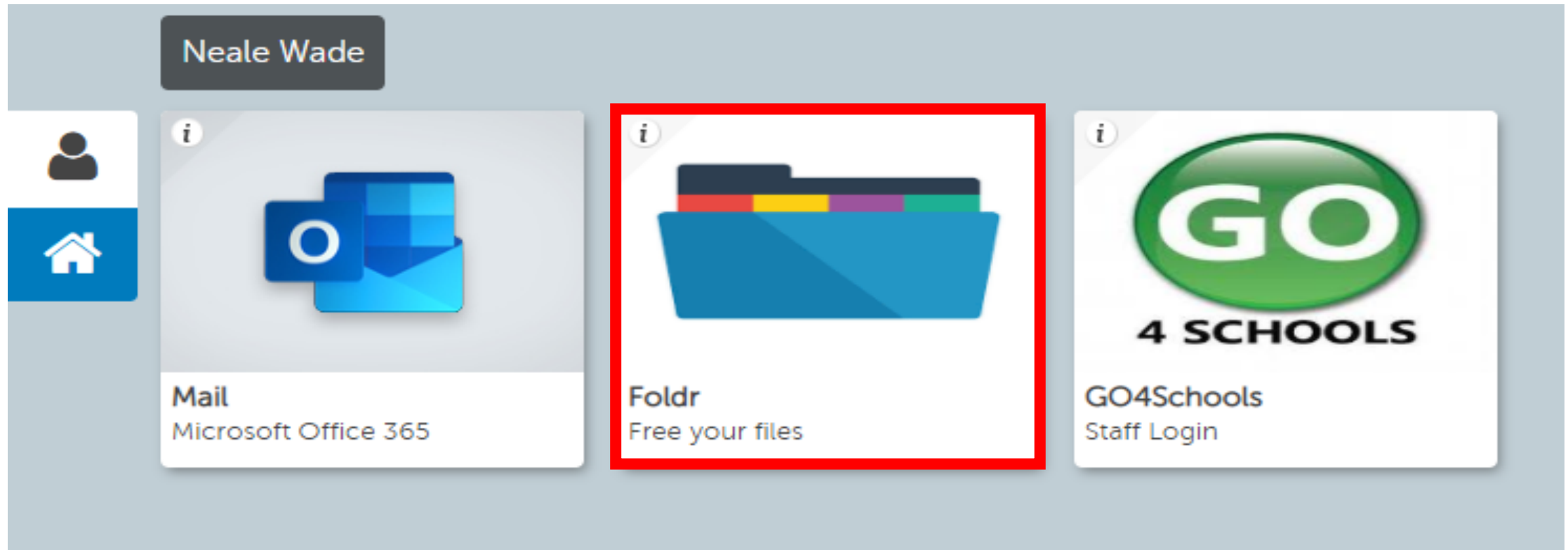
10. Click on File explorer and then downloads to navigate to the downloaded document.



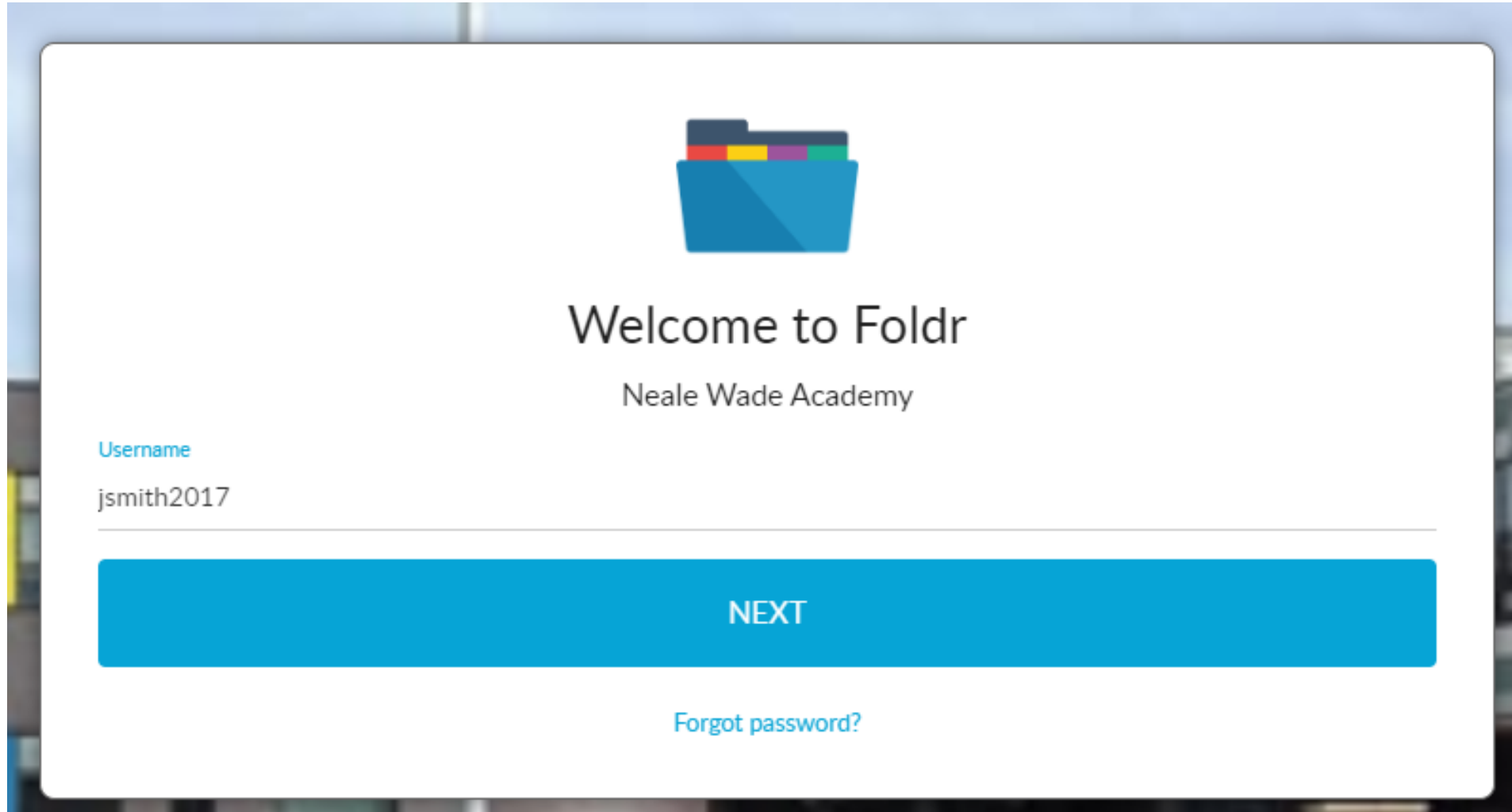
- ▼  This PC
  - >  3D Objects
  - >  Desktop
  - >  Documents
  - >  Downloads
  - >  Music
  - >  Pictures


# Foldr downloading

1. Click on the Foldr icon on RM Unify



2. Type in the same username that you use to login to the school computers.





# Welcome to Foldr

Neale Wade Academy

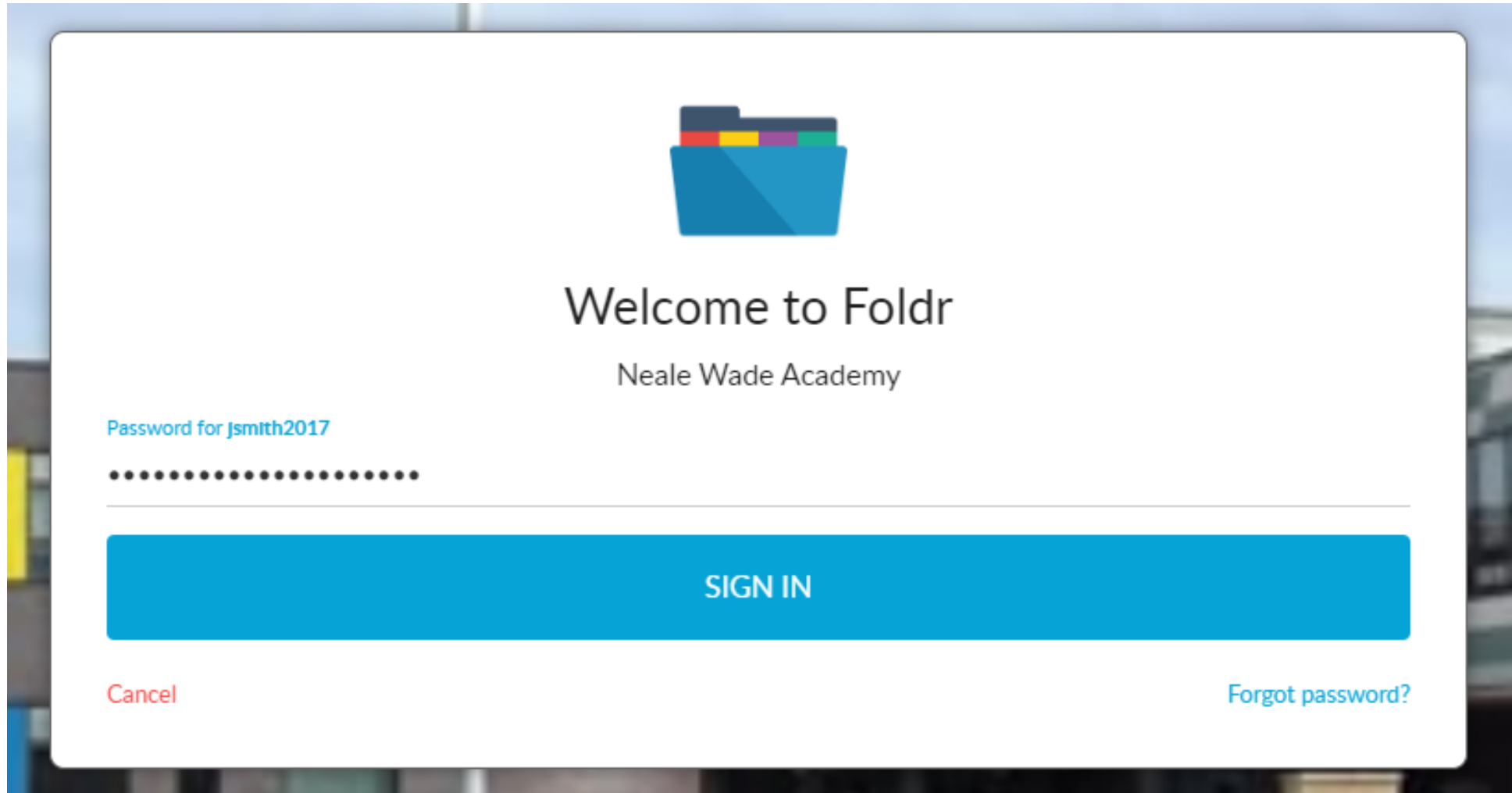
Username

jsmith2017

NEXT

[Forgot password?](#)

3. Type in the your password and press sign in. This is the same as your school login password.



Home Folder - This is where all of your documents such as my documents can be found

Student Area - This is where folders and files for all students can be found

Student Dropbox - This is where all coursework related files can be found

## My Files

Name

---



Home Folder

---



Staff Area

---



Student Area

---



Student Dropbox

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Google Drive

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OneDrive

---



Student Data 1

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Student Data 2

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Student Data 3

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4. After navigating to the file you want to access you will need to click the ellipsis icon and click download.

My Files » Home Folder » Documents » Subject

Filter...

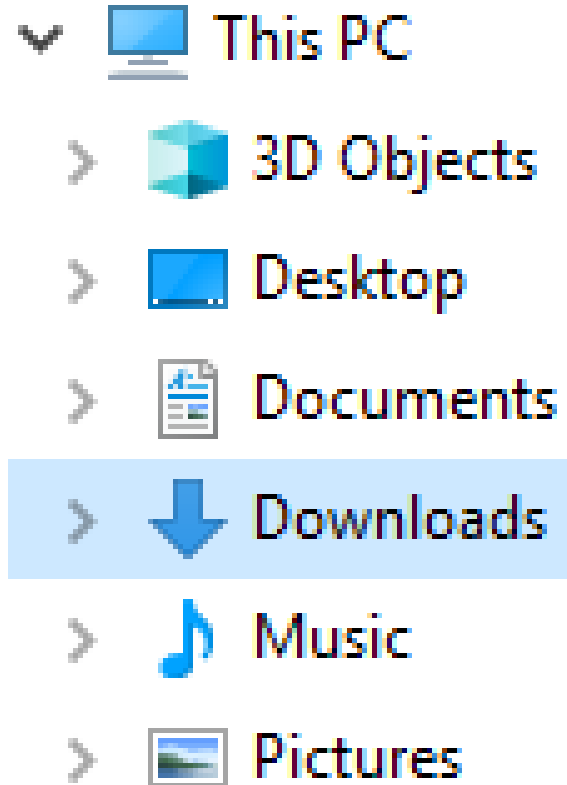
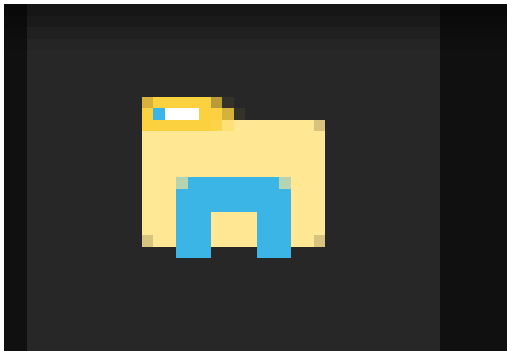
Document.docx

Download | A|B Rename | Move | Duplicate | Delete

Name	Modified
 Document.docx	14 minutes ago

- Open
- Download**
- Pin
- Bookmark
- Share
- Public Link
- Duplicate
- Move
- A|B Rename
- Delete

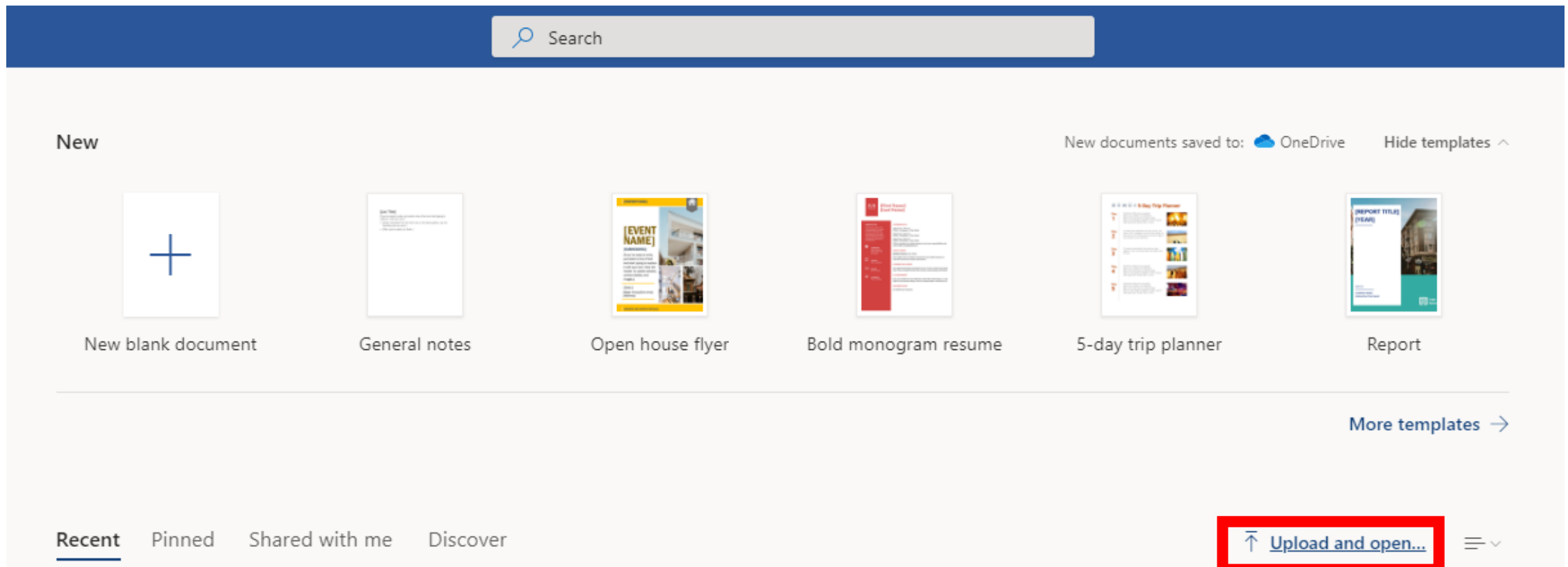
5. Click on File explorer and then downloads to navigate to the downloaded document.





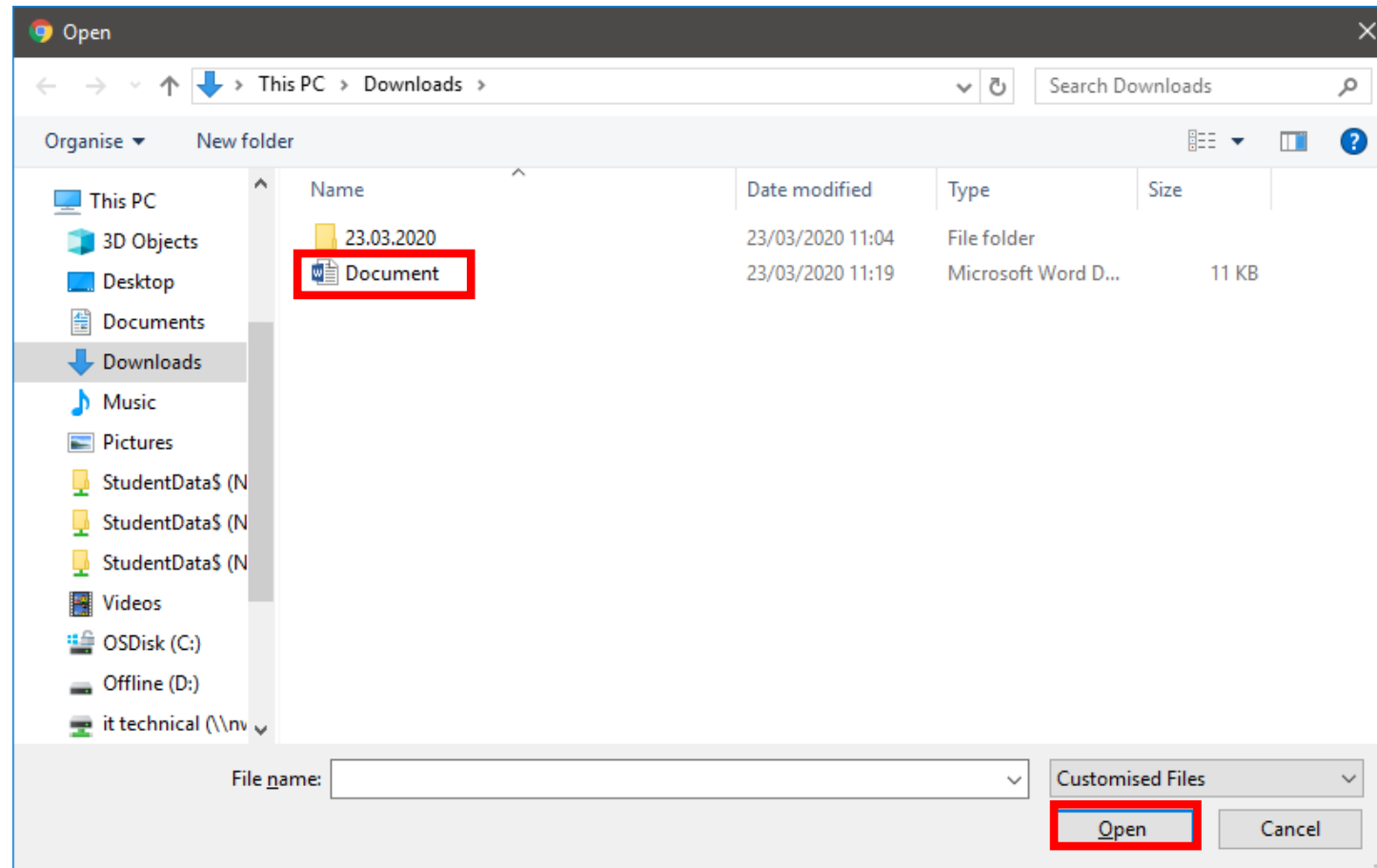
# Editing Office documents

1. In this example Word has been opened through Outlook online. To open a file click Upload and open.

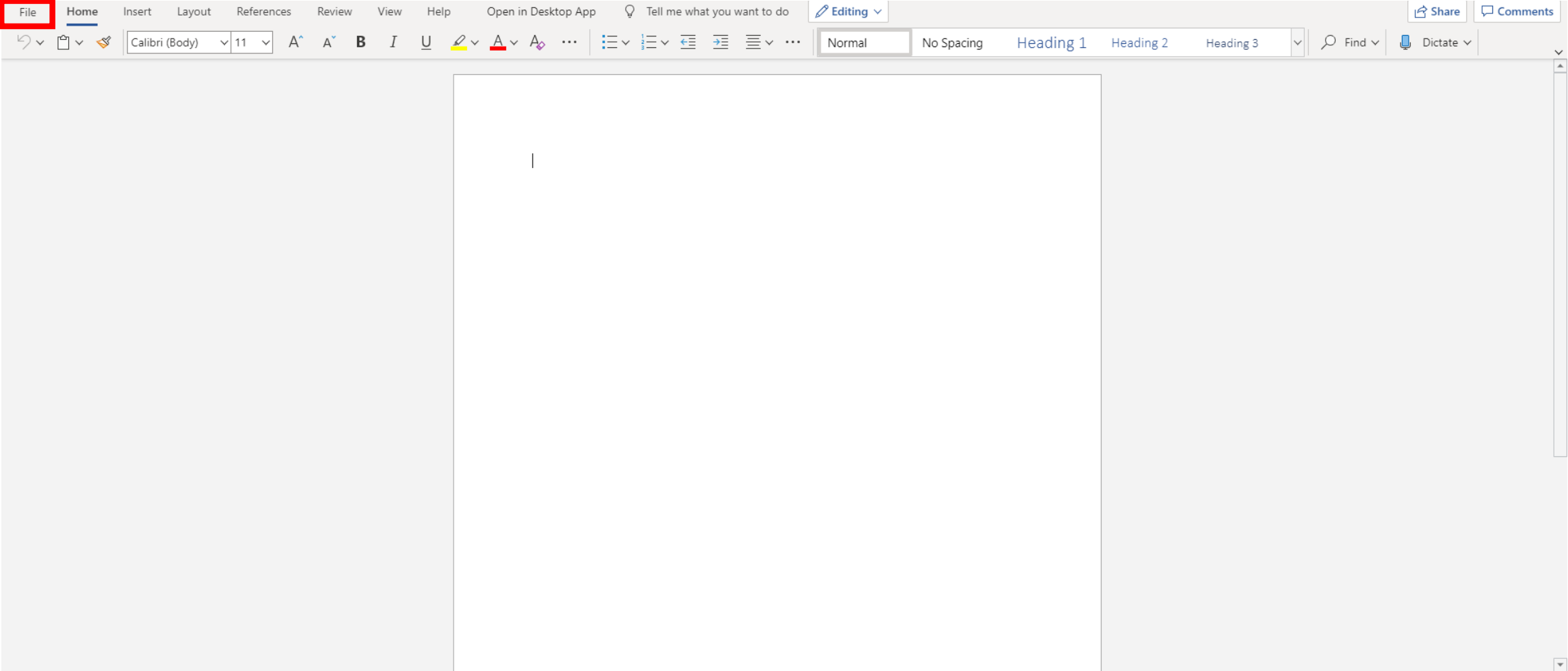


The screenshot displays the Microsoft Office online interface. At the top, there is a search bar with a magnifying glass icon and the text "Search". Below this, the "New" section is visible, featuring a search bar and the text "New documents saved to: OneDrive" and "Hide templates ^". The "New" section contains six document templates: "New blank document" (a white square with a blue plus sign), "General notes" (a white square with a blue plus sign), "Open house flyer" (a yellow and white flyer with "[EVENT NAME]" text), "Bold monogram resume" (a red and white resume template), "5-day trip planner" (a white and orange trip planner template), and "Report" (a white and blue report template). Below the templates, there is a "More templates →" link. At the bottom, there are navigation tabs: "Recent", "Pinned", "Shared with me", and "Discover". In the bottom right corner, the "Upload and open..." button is highlighted with a red box. To the right of this button is a menu icon (three horizontal lines) and a downward arrow.

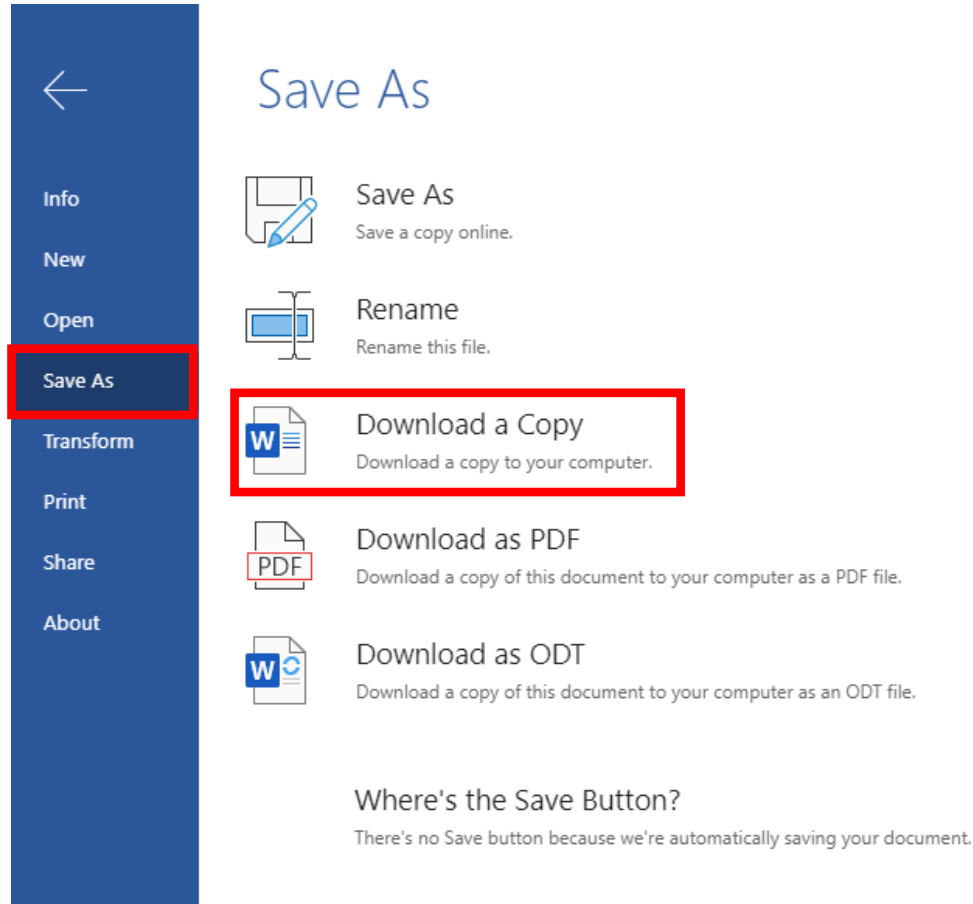
2. Navigate to your downloaded file, click the file and then click open.



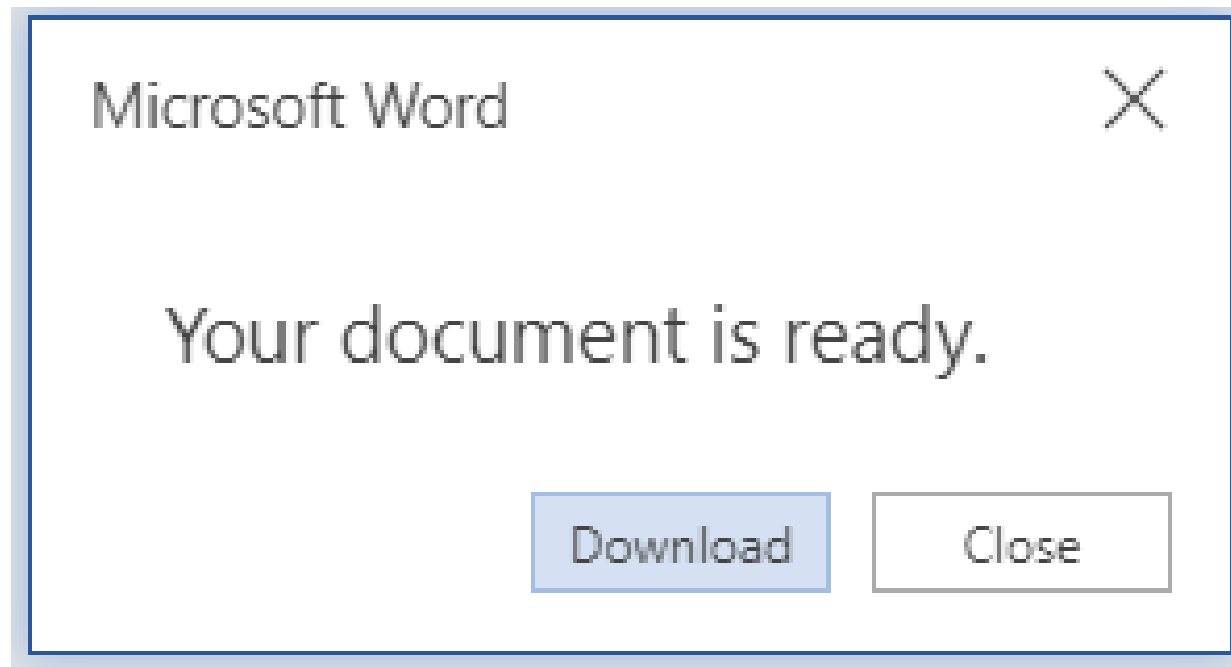
### 3. View or Edit the document.



4. When finished working on the document click File > Save as > Download a Copy. This will save the document into your downloads.

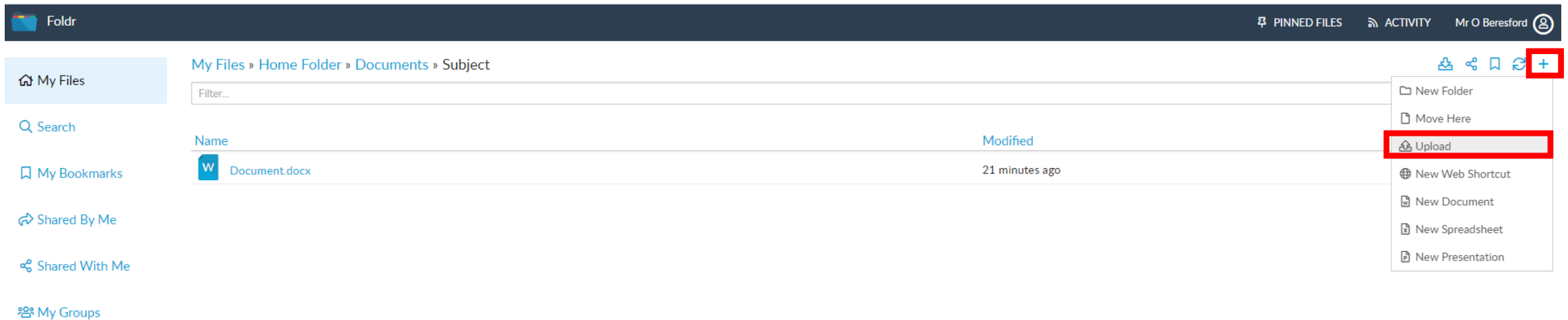


9. Click Download and this will save the document into your downloads.




# Uploading to Foldr

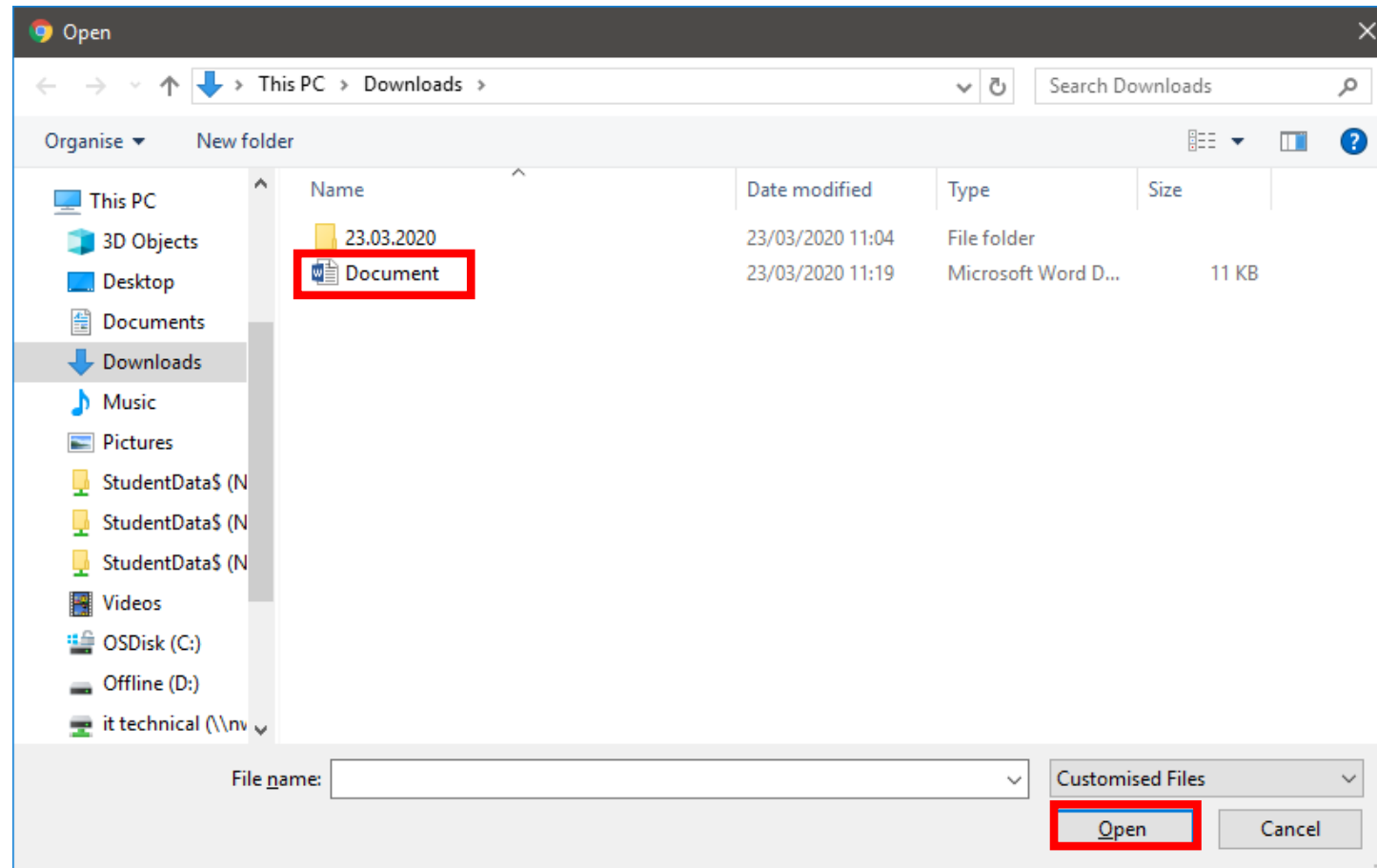
1. On Foldr navigate to where you want to Upload the file to. Once you have navigated to your save location click the + symbol in the top corner of the webpage and select Upload.



The screenshot displays the Foldr web interface. The top navigation bar includes the 'Foldr' logo, 'PINNED FILES', 'ACTIVITY', and the user profile 'Mr O Beresford'. The left sidebar contains navigation options: 'My Files', 'Search', 'My Bookmarks', 'Shared By Me', 'Shared With Me', and 'My Groups'. The main content area shows the breadcrumb path 'My Files » Home Folder » Documents » Subject' and a search filter. A table lists files with columns for 'Name' and 'Modified'. One file, 'Document.docx', is listed with a 'W' icon and a modification time of '21 minutes ago'. A context menu is open in the top right corner, triggered by a '+' icon. The menu items are: 'New Folder', 'Move Here', 'Upload', 'New Web Shortcut', 'New Document', 'New Spreadsheet', and 'New Presentation'. The 'Upload' option is highlighted with a red box.

Name	Modified
 Document.docx	21 minutes ago

2. Navigate to your downloaded file, click the file and then click open.



3. Select Overwrite to upload the newer version of the document and this will remove the old version of that file.

## Item already exists

An item named Document.docx already exists. Would you like to upload a copy or overwrite?

Cancel

UPLOAD A COPY

OVERWRITE