

Frequently asked Questions

What is RM Unify?

RMUnify is your gateway to the cloud of applications that are used in school. Through one username and password, you will access to many of the online resources that are used in lessons. It will be your web portal to access:

- Team Satchel (Show My Homework)
- Accelerated Reader
- Office 365
 - Email
 - Teams
 - OneDrive
 - Class Onenotes
- Subject specific web resources

What is Office 365?

Office 365 is a web version of Microsoft Office, including Word, Excel, Powerpoint, Outlook, Teams and OneNote.

As students of Icknield Community Community College, you will have access to the following:

- An @iccstudents.co.uk email address.
- 1TB of cloud storage space.
- The ability to collaborate online on all types of Office documents.
- 5 free installations of Microsoft Office that can be installed on home computers, laptops, tablets and phones.

How do I access RMUnify?

To access RM Unify, follow these simple steps:

1. Open a web browser and enter <https://lcknield.rmunify.com> into the URL bar.
2. Log in using the same username and password you use to access the school computers.
3. Click on the appropriate tile to load that App.

How do I install Microsoft Office on my device?

1. Log into RM Unify.
2. Click on either the Mail or Onedrive tile to log into Office 365.
3. Once you are logged into Outlook, click on the Icknield logo to the top left of the screen.
4. Click on Install Now to install onto the machine you are using, or click on 'Set up mobile apps' to install to your phone or tablet and follow the instructions.

How do I find out my friend's email address?

To email someone within the school, either staff or student, type their name into the To field of your email, then press ctrl+k. The system will then search for that name and automatically find their email address. This same method can be used if you want to share documents or folders with other users to work collaboratively online.

Why are the icons for the quick links, such as GCSEPod?

These applications are not fully embedded into the RM Unify system. Instead of automatically logging you onto the website, it will ask you for credentials to use. Once you have given a username and password, it will save these details so you do not have to enter them again.

Can I use RM Unify on my phone/tablet/Mac?

Yes, RM Unify is designed to work on any modern device with internet access.

What happens after I leave Icknield? Will I keep my account and Office installation?

Unfortunately, once you have left Icknield, you are no longer licenced to use the software, and you will lose your account. There will be grace period after you have left for you to save or forward any important emails and documents to another account or cloud service. This grace period ends at the end of August after you have left. Any students who leave mid year, a grace period of 30 days will start from the day they leave the school.

Can I access my school documents from home?

Students are encouraged to use Office 365 and its 1TB of storage space to transfer files in place of flash drives and memory cards. To access this space, log into RM Unify and choose Onedrive. You can then drag and drop files into the web browser to make them accessible to any device you can access RM Unify from. Because of the web versions of Office that are available to you, once files are uploaded to your online storage space, you can also edit them with any device you can access RM Unify from.