



Prince Henry's High School

Accessing email using Microsoft Outlook

Load your device's web browser e.g. Google Chrome and browse to the school's RM Unify website:

<https://phhs.rmunify.com>

Sign in using your network username and password.
e.g. 19TesUse

If this is your first time using RM Unify, you may be asked to accept Cookies and the Terms and Conditions. Tick each box and select **Launch RM Unify**.

You should now see links to the school's online resources.

Select **Mail** to load Microsoft Outlook.

If prompted with a Microsoft Sign in, enter your school username followed by **@princehenrys.worcs.sch.uk** as the username and select **Next**.
e.g. 19TesUse@princehenrys.worcs.sch.uk

Microsoft Outlook will now open.

Information: your school email account is only able to send to approved addresses. Contact passwordenquiry@princehenrys.worcs.sch.uk for login support.

